Workshop for Plan Commissions and Zoning Boards

Wednesday, May 11, 2011
9:00 a.m. – 3:00 p.m.
Gooseblind
512 Gold Street
Green Lake, WI 54941

Location
Gooseblind
512 Gold St
Green Lake, WI 54941

Registration
The cost of the workshop is $25. The registration fee includes printed materials, refreshments and lunch.
The Zoning Board Handbook, 2nd Edition, Nov 2006, is also available for an additional $10 per copy.

About the Program
This workshop is presented by the University of Wisconsin-Extension Center for Land Use Education. The workshop is designed for new and continuing plan commission and zoning board members. Other interested persons are also encouraged to attend.

Presenters
Lynn Markham and Rebecca Roberts—Land Use Specialists with the Center for Land Use Education

Topics of Interest
Please send suggestions for topics you would like to see covered at the workshop to Lynn.Markham@uwsp.edu.
Registration Form

Please Print clearly

Workshop for Plan Commissions and Zoning Boards
May 11, 2011, Green Lake

Name ________________________________
Address _________________________________
City _____________________________________
State ________ Zip ________________________
County __________________________________
Daytime Phone ____________________________

Local government affiliation
(circle one) county | city | village | town of:
_______________________________________
e-mail _________________________________
☐ ✓ to add to CLUE electronic mailing list
☐ ✓ to receive an electronic receipt

Additional registrants:
_______________________________________
_______________________________________
_______________________________________

Workshop Fee (includes handouts, refreshments and lunch): Qty _____ $25.00 each
(Add $2.00 shipping & handling per handbook if you would like them mailed)

Method of Payment

___ Check enclosed
(Payable to the Center for Land Use Education)

___ Bill local government unit at:
_______________________________________
_______________________________________

Total amount enclosed

$___________

To register by phone, call (920) 294-4156 or, mail registration form to:
Green Lake County
Land Use Planning and Zoning Dept
Carole DeCramer
PO Box 3188
Green Lake, WI 54941-3188

e-mail cdecramer@co.green-lake.wi.us

Agenda

8:30–9:00 a.m. Registration

For Plan Commission Members
9:00–9:05 a.m. Introduction by Al Shute, Green Lake County Land Development Director
9:05–10:30 a.m. Local government structure and the role of planning and zoning
Roles and responsibilities of the plan commission
◊ Planning and plan implementation
◊ Referrals and advisory recommendations
◊ Development review (conditional uses, rezones, plats)
   Plat review exercise

10:30–10:45 a.m. Break

For Plan Commission and Zoning Board Members
10:45 a.m.–Noon Procedural Standards
◊ Open meetings, public hearings and site visits
◊ Maintaining order during hearing
◊ Keeping testimony focused on agenda item
◊ Making and recording decisions
◊ Impartial decision makers and recusal
◊ Decision based on legal standards
◊ Creating a proper record and findings of facts
◊ Conditional use exercise

Noon–1:00 p.m. Lunch (catered)

For Zoning Board Members
1:05–3:00 p.m. Zoning Board Basics
◊ Authority and organization
◊ Purposes of provisions in your zoning ordinance: setbacks, height limitations, other
◊ Zoning board decisions
◊ Administrative appeals
◊ Conditional uses/special exceptions
◊ Variances: Applying legal standards
◊ Variances: How to consider expansions to nonconforming structures beyond what is allowed in the ordinance
◊ Variance exercise