

Thursday, October 29, 2009  
9:00 a.m. - 3:30 p.m.

### Location

Midway Hotel  
780 Armed Forces Drive  
Green Bay, WI

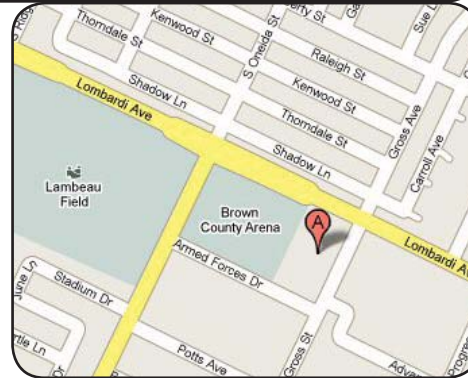
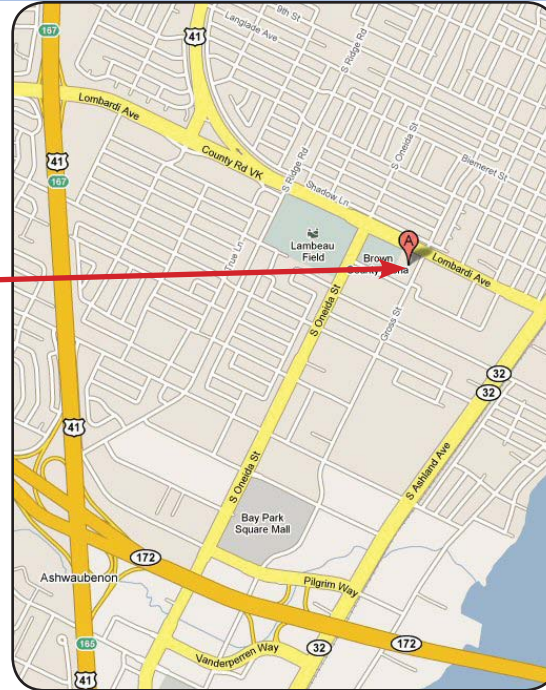
### Registration\*

The cost of the workshop is \$25. The registration fee includes printed materials and refreshments and lunch (Deli buffet with sandwiches, soup, pasta and cookies.)

The Zoning Board Handbook, 2nd Edition, Nov 2006, is also available for an additional \$10 per copy.

### Presenters

Lynn Markham—Land Use Specialist with the Center for Land Use Education  
Dean Richards—Attorney, Reinhart Boerner Van Deuren s.c., Waukesha



### 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 zoning board members. Planning and zoning committees, local government staff and other interested persons are also encouraged to attend. Workshops are intended to provide information about the decisions made by the zoning board and the procedures and legal standards that apply.

### Topics of Interest

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

# Zoning Workshop for Boards of Adjustment/Appeals



Thursday, October 29, 2009  
9 a.m.–3:30 p.m.  
Midway Hotel  
780 Armed Forces Drive  
Green Bay, WI



University of Wisconsin-Stevens Point  
800 Reserve Street  
Stevens Point, Wisconsin 54481  
Phone: 715-346-3783; Fax: 715-346-4038  
[www.uwsp.edu/cnr/landcenter/zoningboards.html](http://www.uwsp.edu/cnr/landcenter/zoningboards.html)

SPONSORED BY  
Center for Land Use Education  
Town of Ledgeview  
Village of Ashwaubenon  
Wisconsin County Code Administrators  
Wisconsin Department Of Natural Resources

## Registration Form

Please Print clearly

Board of Adjustment/Appeals Workshop  
October 29, 2009, Ledgeview

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): Qty \_\_\_\_\_ \$25.00 each

Zoning Board Handbook, 2nd Edition, 2006: Qty \_\_\_\_\_ \$10.00 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 715-346-3783

or fax, (715) 346-4038

or email, [landcenter@uwsp.edu](mailto:landcenter@uwsp.edu)

or, mail registration form to:

BOA Workshop  
Center for Land Use Education  
800 Reserve Street  
Stevens Point, WI 54481

## Registration\*

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

## Agenda

- 8:30-9:00 am Registration
- 9:00-9:05 am Introduction
- 9:05-10:30 am Organization and approach to keep you out of trouble
- ◇ Who does zoning in local government?
  - ◇ BOA authority and roles
  - ◇ Organization and voting requirements
  - ◇ Open meetings and site visits, including avoiding walking quorums
  - ◇ Public hearings: time limits on testimony and conferring with staff
  - ◇ Making and recording decisions
  - ◇ When BOA members shouldn't vote & how to legally do this
  - ◇ Decision standards
  - ◇ Creating a proper record and findings of facts
  - ◇ How to postpone a topic until a future meeting
  - ◇ BOA operating rules: content and adoption
- 10:30-10:45 am Break
- 10:45 am-Noon Zoning board of appeals/adjustment decisions
- ◇ Administrative Appeals
  - ◇ Conditional Uses
  - ◇ Variances
  - ◇ Exercise: Would you grant the variance?
- Noon-1:15 pm Lunch
- 1:15-2:30 pm Recent Wisconsin planning and zoning case law by Dean Richards, Attorney with Reinhart Boerner Van Deuren s.c., Waukesha
- 2:30-3:00 pm Open discussion
- ◇ Problems your board has encountered
  - ◇ Open questions and answers