

ZONING BOARD OF ADJUSTMENT/ BOARD OF APPEALS WORKSHOP

Name: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Local government affiliation:

Circle one: city village town county

Please register early!

Fee: \$10 per session or \$15 at the door or received less than 4 business days prior

For registration & registration questions:

BOA Workshop
Center for Land Use Education, CNR
800 Reserve St.
Stevens Point, WI 54481
715-346-3783

For more information call:

Steve Grabow
UW-Extension, Jefferson County Office
(920) 674-7296

Method of payment:

Bill local government unit

Check enclosed
(payable to *Center for Land Use Education*)

About the Program

This workshop is presented by the University of Wisconsin-Extension Land Use Education Center. The workshop is designed for new and continuing county board of adjustment and city, village and town zoning board of appeals members. It is intended to provide information about the role of the board of adjustment/appeals and the procedures and legal standards that apply to its decisions. Other local officials, staff and interested persons are welcome.

ZONING BOARD OF ADJUSTMENT/APPEALS WORKSHOP AGENDA

8:30-9:00 a.m. Registration

9:00 – 10:45 a.m. BOA Basics

- 1) Authority of the zoning board
- 2) Composition, officers & rules
- 3) Duties of the board
 - Appeals
 - Conditional uses/special exceptions
 - Variances
- 4) Conduct of meetings
 - Public notice & open meetings
 - On-site inspections
 - Hearing checklist
- 5) Form & notice of decisions
- 6) Appeal of board decisions
- 7) Improving board decisions
- 8) Shoreland zoning rationale & examples

10:45 – 11:00 a.m. Break & refreshments

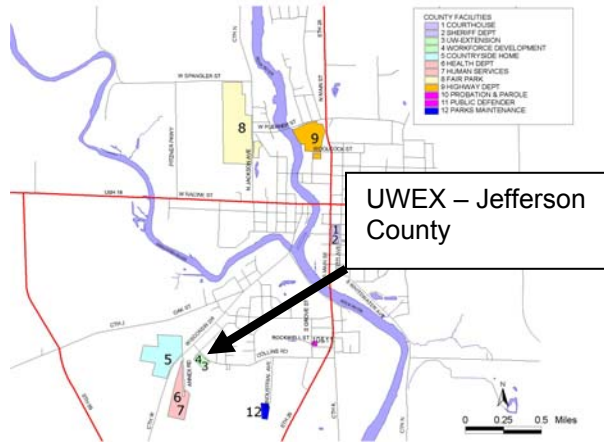
11:00 – 12:15 p.m. BOA Current Issues

- Problems your board has encountered
- Issues regarding proper procedure
- Questions about current state law or court decisions
- Open Questions & Answers

12:15 – 12:30 p.m. Wrap-up and Evaluation

Workshop location

UW-Extension Jefferson County Offices
864 Collins Road
Jefferson, WI



General Information: UW-Extension is located in the lower level of the brown brick building on the south side of Collins Road. Access parking lot by entering the driveway with the UW-Extension sign.

From State Highway 26:

From the north (I-94, Watertown), proceed to Collins Road (the 4th stop light). Turn west. Proceed approximately one mile to building.

If coming from the south (Janesville, Elkhorn), Collins Road is the first stop light in Jefferson. Turn west on Collins and follow directions above.

From the east (Waukesha County, etc.), turn south on Hwy. 26 and proceed to Collins Road. Turn west. Proceed approximately one mile to building.

Please register early!

Registration will be limited to 50 participants.

Registrations/cancellations must be received 4 full business days prior to the workshop.

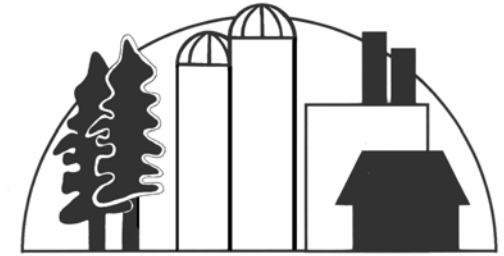
You may register for the workshop regardless of your place of residence. Workshops will start with registration at 8:30 a.m. The cost of the workshop is \$10 (\$15 at the door) and includes printed materials and refreshments.



Topics of interest

Please send your suggestions for topics you would like to see covered at the workshop to:

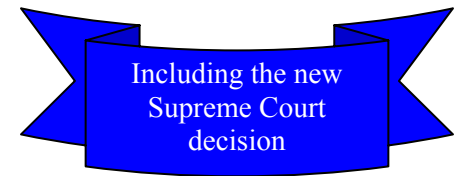
Lynn Markham
Center for Land Use Education, CNR
800 Reserve St.
Stevens Point, WI 54481
715-346-3879
or email to lmarkham@uwsp.edu.



Center for Land Use Education

Presents

Zoning Board of Adjustment/Appeals Workshop



**Tuesday,
May 18, 2004**

University of Wisconsin Extension Jefferson County Offices

Offered by:

University of Wisconsin Extension
Jefferson Co. Planning and Zoning Department
Center for Land Use Education
Wisconsin County Code Administrators
Wisconsin Department of Natural Resources