

## 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

Mail registration to:

Cindy Degroot  
Ozaukee County Planning, Resources and  
Land Management  
PO Box 994  
Port Washington, WI 53074  
262-284-8313

For more information call:

Lynn Markham  
Center for Land Use Education  
715-346-3879

Method of payment:

\_\_\_ Bill local government unit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Check enclosed

(payable to *Ozaukee County Planning,  
Resources and Land Management*)

## 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 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

#### 9:00 – 9:30 a.m. Registration

#### 9:30 – 10:30 a.m.

- 1) Authority of the zoning board
- 2) Composition, officers & rules
- 3) Duties of the board
  - Appeals
  - Conditional uses/special exceptions
  - Variances

#### 10:30 – 10:45 am Break & refreshments

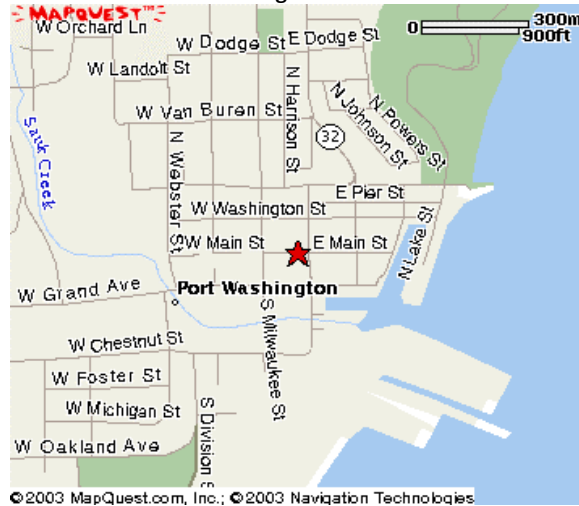
#### 10:45 am – 11:45 am

- 4) Conduct of meetings
  - Public notice & open meetings
  - On-site inspections
  - Hearing checklist
  - Voting requirements
  - Hearing record
- 5) Conduct of board members
  - Impartial decisions
  - Ethics
- 6) Form & notice of decisions
- 7) Appeal of board decisions
- 8) Improving board decisions

#### 11:45 - noon Wrap-up and Evaluation

## Workshop location

The workshop will be held at the Ozaukee County Administration Center, 121 W. Main Street in Port Washington



## Please register early!

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

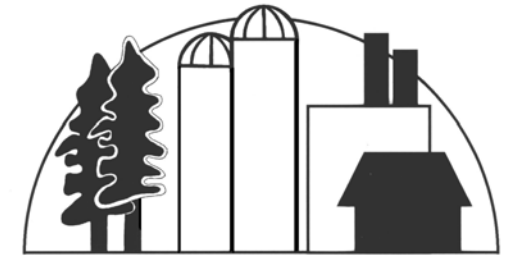
You may register for the workshop regardless of your place of residence. Workshop will start with registration at 9 am. The cost of the workshop is \$10 (\$15 at the door) and includes printed materials and refreshments.



## 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  
1900 Franklin St.  
Stevens Point, WI 54481  
or email to [lmarkham@uwsp.edu](mailto:lmarkham@uwsp.edu).



Center for Land Use Education

## Presents

# **ZONING BOARD OF ADJUSTMENT & BOARD OF APPEALS WORKSHOP**

**Monday,  
June 30, 2003  
Port Washington**

## Offered by:

Ozaukee County Planning, Resources and  
Land Management Department  
University of Wisconsin Extension  
Center for Land Use Education  
Wisconsin County Code Administrators  
Wisconsin Department of Natural Resources