

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: \$15 per session or \$20 if registering at the door or received less than 4 business days prior

Mail registration to:
BOA Workshop
Center for Land Use Education, CNR
1900 Franklin St.
Stevens Point, WI 54481

For more information call:
Roxann Moltzer
Polk County Assistant Zoning Administrator
715-485-9258

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 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

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

9:00 – 10:45 a.m. BOA Basics

- 1) Authority of the zoning board, composition, officers & rules
- 2) Duties of the board
 - Appeals
 - Conditional uses/special exceptions
 - Variances
- 3) Conduct of meetings
 - Public notice & open meetings
 - On-site inspections
 - Hearing checklist
 - Voting requirements
 - Hearing record
- 4) Conduct of board members
 - Impartial decisions
 - Ethics
- 5) Form & notice of decisions
- 6) Appeal of board decisions
- 7) Improving board decisions

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

11:00 – 11:55 a.m. BOA Current Issues

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

11:55 – 12:00 p.m. Wrap-up & Evaluation

Workshop Location

The workshop will be held at the Polk County Justice Center. Take Wisconsin-46 towards Balsam Lake, WI. The new Justice Center is located west of the old courthouse on the south side of County Road I (1005 West Main Street).



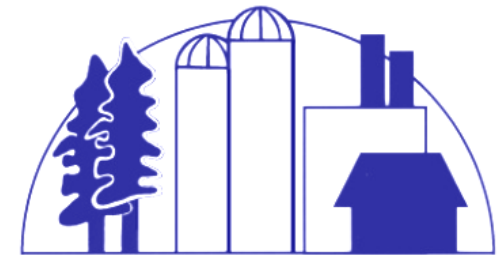
Topics of Interest

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

Lynn Markham
Center for Land Use Education
College of Natural Resources
1900 Franklin St.
Stevens Point, WI 54481

or email: lmarkham@uwsp.edu

Center for Land Use Education



ZONING BOARD OF ADJUSTMENT & BOARD OF APPEALS WORKSHOP

Thursday, December 11, 2003
Polk County Justice Center
Balsam Lake, WI

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. Workshops will start with registration at 8:30 a.m. The cost of the workshop is \$15 (\$20 at the door) and includes printed materials and refreshments.

University of Wisconsin Extension
Center for Land Use Education
Wisconsin County Code Administrators
Wisconsin Department of Natural Resources