

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

For more information call 715-346-3783

Method of payment:
 Bill local government unit

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

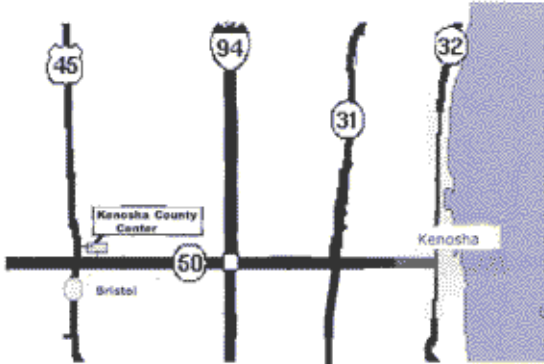
About the Program

This 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. Under each topic below we will describe the basic concepts, provide related cases with advanced questions for participant discussion, and then invite related experiences from the audience. Other local officials, staff and interested persons are welcome.

ZONING BOARD OF ADJUSTMENT/APPEALS WORKSHOP AGENDA
<p>12:30-1:00 p.m. Registration</p>
<p>1:00 – 2:30 p.m. BOA roles & responsibilities</p> <ul style="list-style-type: none">1) Authority of the zoning board, composition, officers & rules2) Duties of the board<ul style="list-style-type: none">• Appeals• Conditional uses/special exceptions• Variances• Reviewing decisions & recommending zoning flexibility
<p>2:30 – 2:45 p.m. Break & refreshments</p>
<p>2:45 – 3:55 p.m. Process for developing legally defensible decisions</p> <ul style="list-style-type: none">3) Conduct of meetings<ul style="list-style-type: none">• Public notice & open meetings• On-site inspections• Hearing checklist• Voting requirements• Hearing record4) Conduct of board members<ul style="list-style-type: none">• Impartial decisions• Ethics5) Form & notice of decisions6) Appeal of board decisions
<p>3:55 – 4:00 p.m. Wrap-up and Evaluation</p>

Workshop location

The workshop will be held at the Kenosha County Center in Bristol. Take I-94 south from Milwaukee to Kenosha County. Exit on Hwy 50. Go west on Hwy 50 five miles to Hwy 45. Turn right (north). The entrance to the center is about 1 block on the right.



Topics of interest

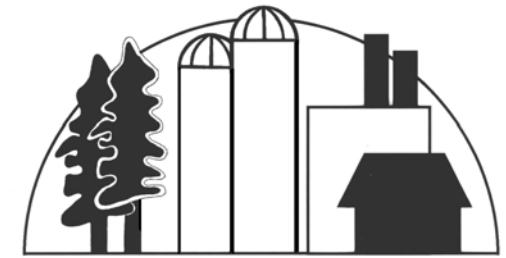
Please send your suggestions for topics you would like to see covered at the workshop to:

Lynn Markham
Center for Land Use Education, CNR
1900 Franklin St.
Stevens Point, WI 54481
or email to lmarkham@uwsp.edu.

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 12:30 p.m. The cost of the workshop is \$10 (\$15 at the door) and includes printed materials and refreshments.



Center for Land Use Education

Presents

ZONING BOARD OF ADJUSTMENT & BOARD OF APPEALS WORKSHOP

**Monday,
March 17th
Kenosha County Center
Bristol, WI**

Offered by:

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