This workshop will help you understand the roles and responsibilities of local land use decision-makers. The morning session is designed for the zoning board of adjustment and appeals. The afternoon session is designed for the plan commission and elected officials. Planning and zoning staff, administrators, clerks, and other interested persons are also encouraged to attend. Lunch is included for all participants from noon – 1pm.

**Zoning Board of Adjustment/Appeals Session**

9:00 AM - Doors Open/Check-In
9:30 AM - Why do we have zoning?
9:45 AM - Role of the Zoning Board
  - Act like a judge
  - Conversations outside the hearing
  - Voting requirements
  - Recusal
10:15 AM - Zoning Board Decisions - The Basics
  - Conditional uses
  - Variances
11:15 AM - Shoreland Zoning
11:45 AM - Interactive Exercise
  - Would you grant the variance?
12:00 PM - Adjourn for Lunch

**Plan Commission & Governing Body Session**

12:00 PM – Lunch and Afternoon Check-in
1:00 PM – Role of the Plan Commission & Governing Body
  - Community planning, zoning, and subdivision regulation
1:15 PM – A Closer Look at Zoning
  - Permitted and conditional uses
  - Rezones and amendments to the zoning ordinance
  - Using the comprehensive plan to guide zoning
2:45 PM – Procedural Responsibilities
  - Meeting and hearing conduct
  - Impartial decision-makers
  - Making and recording decisions
3:30 PM – Adjourn
WORKSHOP COST
The $35 registration fee covers lunch and workshop materials. Participants may attend one or both sessions for a single workshop fee.

HANDBOOKS
Print copies of the Plan Commission (PC) Handbook and Zoning Board (ZB) Handbook may be purchased for an additional cost of $20 apiece. These handbooks are recommended for new and continuing officials but are not required to attend the workshop. The handbooks are accessible, free of charge, at: www.uwsp.edu/cnr-ap/clue.

REGISTRATION
Register online, email or mail. Registration must be received by March 25. Credit cards accepted through online registration. Registration questions: 715.346.3783
Online: http://bit.ly/2T3XpYO
Email: landcenter@uwsp.edu
Mail: Center for Land Use Education
800 Reserve Street
Stevens Point, WI 54481

REGISTRATION FORM
Contact Name: __________________________  Address: __________________________
County/Town/City/Village: __________________  City, State, Zip: __________________
Telephone: _____________________________  Email: ___________________________
Method of payment: __Please invoice  __Check enclosed made payable to Center for Land Use Education

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LOCATION
Agriculture & Education Center
1960 8th Avenue
Baldwin, WI 54002

Directions
From I-94, exit on Highway US-63 N/10th Ave, Exit 19. Turn right onto 60th Ave/Fern Dr and then right onto 8th Ave. The entrance is on the right.