These workshops 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 interested officials may attend one or both sessions for a single workshop fee. 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**
  - Administrative appeals
  - Conditional uses
  - Variances
- **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**

An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.
WORKSHOP COST
Participants may attend one or both sessions for a single workshop fee of $35. When registering, please indicate which session(s) you plan to attend.

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, by phone, email, or mail.
Registration deadline: November 11, 2019
Phone: 715-346-3783
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
Kenosha County Center, Public Hearing Room
19600 75th Street
Bristol, WI 53104

Directions
From I-94, exit on Highway 50 and head west approximately 5 miles. The Kenosha County Center is located on the northeast corner of Highway 50 (75th Street) and Highway 45 (Bristol Road). Parking is available at the front of the building.