

About the Program

The workshop is designed for zoning board members with varying levels of experience. Other interested persons are encouraged to attend. The workshop will provide information about the decisions made by the zoning board and the procedures and legal standards that apply.

Presenters: Lynn Markham is a Land Use Specialist with the Center for Land Use Education (CLUE). CLUE is a collaborative effort of the University of Wisconsin-Stevens Point and the University of Wisconsin-Extension.

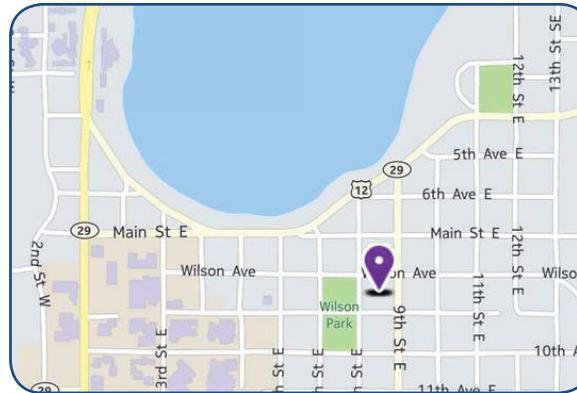
Topics of Interest: Please send suggestions for topics that you would like to see covered at the workshop to lmarkham@uwsp.edu.

Workshop Fee: The cost of the workshop is \$25, which covers the cost of the workshop, materials, and lunch.

Handbooks: Participants may purchase a copy of the Plan Commission Handbook or the Zoning Board Handbook for \$15 apiece. While they are not required to attend the workshop, we recommend that all members have access to a copy. The handbooks may be viewed or downloaded at no cost from our website: www.uwsp.edu/cnr-ap/clue/

Location

Government Center, 800 Wilson Avenue,
Menomonie, Wisconsin 54751



Directions: Take Hwy 29/12 to Menomonie. Go south on 9th Street E. Destination will be on the right.

Dunn County Contact: Bob Colson, Planning and Zoning Administrator, 715-231-6522

Polk County Contact: Nancy Snouffer, Zoning Administrator, 715-485-9247

St. Croix County Contact: Kevin Grabau, Land Use Administrator, 715-381-4382

Center for Land Use Education

Telephone: 715-346-3783

Fax: 715-346-4038

landcenter@uwsp.edu

www.uwsp.edu/cnr-ap/clue/

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ZONING BOARD OF ADJUSTMENT/APPEALS WORKSHOP



May 7, 2015

9:30 AM - 2:30 PM

Government Center

800 Wilson Avenue

Menomonie, Wisconsin

Sponsored by:

Dunn County

Polk County

St. Croix County



Center for Land Use Education
College of Natural Resources
University of Wisconsin - Stevens Point

UW
Extension

University of Wisconsin-Extension

Registration Form

Register online at <http://bit.ly/1AVpWjB>
 or mail the printed registration form
 to the Center for Land Use Education, 800
 Reserve Street, Stevens Point, WI 54481.
 Registration is due by Monday, May 4.

Contact information:

Organization _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Telephone _____
 Email _____

Local government affiliation (circle one):

county| city| village| town of: _____

| Workshop Attendees | Lunch (yes/no) |
|--------------------|----------------|
| | |
| | |
| | |
| | |

Total order for all attendees:

Workshop fee: Qty____\$25 each
 Plan Commission handbook: Qty____\$15 each
 Zoning Board handbook: Qty____\$15 each
 TOTAL: \$_____

Method of payment (select one):

____ Check enclosed \$_____
Payable to Center for Land Use Education
 ____ Bill local government unit at the above
 address

Return form to CLUE by May 4.

Zoning Board Workshop

Thursday, May 7, 2015
 Government Center, Menomonie, Wisconsin

9:30 AM Introduction and Participant Topics of Interest

9:45 AM Role of the Zoning Board

- Role of zoning board is to act like judges
- May a zoning board member talk with the applicant or neighbor outside of the hearing?
- Voting requirements
- When should a zoning board member recuse himself

10:20 AM Zoning Board Decisions - The Basics

- Three criteria applicant must meet to grant a variance: unnecessary hardship, unique property limitations, and no harm to public interest
- Conditional uses
- Administrative appeals

11:10 AM Zoning Board Hearing and Decision-Making Process

- How to run a meeting and hearing
- Hearing process, closed sessions, hearing meeting minutes
- Application and decision forms
- Role of zoning administrator and staff reports
- How do you keep applicants and others who testify focused on the decision standards?
- Once testimony is collected, how does the zoning board deliberate?
- Do all zoning board members explain the reasons they feel the legal standards for a variance are, or are not, met?
- What needs to be included in a zoning board decision?
- Why are zoning board decisions appealed or overturned?

Noon Lunch

12:45 PM Shoreland Zoning Basics

1:15 PM Exercise: Would you grant the variance?

2:30 PM Adjourn