

Wednesday, March 4, 2009
9:00 a.m. - 3:00 p.m.

Location

City Hall Plaza
Council Chambers (Lower Level)
630 South Central Avenue
Marshfield, WI 54449

Registration

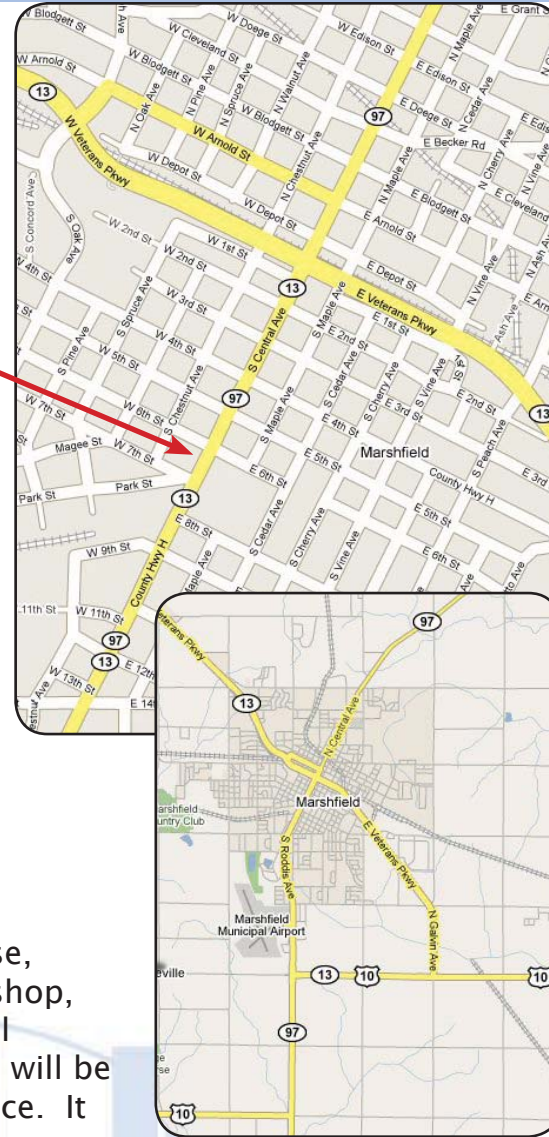
The cost of the workshop is \$15. The registration fee includes printed materials. Catered lunch will be provided for an additional \$10 per person.

The Zoning Board Handbook, 2nd Edition, Nov 2006, is also available for an additional \$10 per copy.

Open Workshop

This workshop will have an open concept: registrants may come and go as they please, staying for a portion of or the entire workshop, although the registration fee of \$15.00 will remain the same for all registrants. Lunch will be provided for those who request it in advance. It will NOT be available to walk-in registrants.

Center for Land Use Education
University of Wisconsin-Stevens Point
800 Reserve Street
Stevens Point, Wisconsin 54481
Phone: 715-346-3783; Fax: 715-346-4038
www.uwsp.edu/cnr/landcenter/zoningboards.html



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 plan commission and zoning board members. Other interested persons are also encouraged to attend.

Presenters

Lynn Markham and Rebecca Roberts—Land Use Specialists with the Center for Land Use Education

Topics of Interest

Please send suggestions for topics you would like to see covered at the workshop to Lynn. Markham@uwsp.edu.

Workshop for Plan Commissions and Zoning Boards



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City Hall Plaza

630 S Central Ave

Marshfield, WI 54449

SPONSORED BY

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

Registration Form

Please Print clearly

Workshop for Plan Commissions and Zoning Boards March 4, 2009, Marshfield

Name _____ Local government affiliation _____
Address _____ (circle one) county | city | village | town of: _____
City _____
State _____ Zip _____
County _____
Daytime Phone _____

e-mail _____
☐ ✓ to add to CLUE electronic mailing list
☐ ✓ to receive an electronic receipt

Additional registrants: _____

Workshop Fee (includes handouts): Qty _____ \$15.00 each
Lunch Qty _____ \$10.00 each
Zoning Board Handbook, 2nd Edition, 2006: Qty _____ \$10.00 each
(Add \$2.00 shipping & handling per handbook if you would like them mailed)

Method of Payment

___ Check enclosed
(Payable to the Center for Land Use Education)

Total amount enclosed

\$ _____

___ Bill local government unit at:

To register by phone, call (715) 346-3783

or fax, (715) 346-4038

or email, landcenter@uwsp.edu

or, mail registration form to:
BOA Workshop
Center for Land Use Education
800 Reserve Street
Stevens Point, WI 54481

Agenda

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

For Plan Commission Members

9:00-9:05 a.m. Introduction by Jason Angell, Director of Planning & Economic Dev
9:05-9:15 a.m. Overview

- ◇ Local government structure and the role of planning and zoning

9:15-10:30 a.m. Plan Commission Basics

- ◇ Authority and organization
- ◇ Roles and responsibilities
 - ◇ Planning and plan implementation
 - ◇ Referrals and advisory recommendations
 - ◇ Conditional uses, rezones, plat review

10:30-10:45 a.m. Break

For Plan Commission and Zoning Board Members

10:45 a.m.-Noon Procedural Standards

- ◇ Open meetings, public hearings and site visits
- ◇ Making and recording decisions
 - ◇ Impartial decision makers and recusal
 - ◇ Decision standards
 - ◇ Creating a proper record and findings of facts
- ◇ Working with others: Applicants, planning staff, governing body, boards, commissions, residents and others

Noon-1:00 p.m. Lunch (catered)

For Zoning Board Members

1:00-1:05 a.m. Introduction by Bonnie Curtiss, Planner/Zoning Administrator

1:05-3:00 p.m. Zoning Board Basics

- ◇ Authority and organization
- ◇ Purposes of provisions in your zoning ordinance: setbacks, height limitations, other
- ◇ Zoning board decisions
 - ◇ Administrative appeals
 - ◇ Conditional uses/special exceptions
 - ◇ Variances: Legal standards
 - ◇ Variances: How to consider expansions to nonconforming structures beyond what is allowed in the ordinance
- ◇ Exercise: Would you grant the variance?