

Registration Form

Zoning Board Workshop

January 26, 2012, Neenah, WI

Name _____

Address _____

City, State, Zip _____

Daytime telephone _____

Email _____

Local government affiliation (circle one)
town | village | city | county of: _____

Workshop Fee: Qty___ \$20 each

Zoning Board Handbook: Qty___ \$10 each

Method of Payment

___ Check enclosed for \$_____

Payable to Center for Land Use Education

___ Bill local government unit at:

Register by January 24

Call: 715.346.3783

Fax: 715.346.4038

E-mail: jake.pipp@uwsp.edu

Or mail registration form and payment to:

Center for Land Use Education - BOA

800 Reserve Street

Stevens Point, WI 54481

Zoning Board of Adjustment/Appeals Workshop – Neenah

Agenda

8:30 am Doors open for registration

9:00 am Introduction & participants' topics of interest

9:15 am Role of the BOA & decisions

- Administrative appeals: What does the zoning ordinance say vs. what you wish it said?
- Use variances and area variances
- Variances: the 3-step test
- Recent case law about what needs to be Included in a BOA decision
- Do past zoning decisions set a precedent?

10:00 am Break with refreshments

10:15 am Exercise: Would you grant the variance?

11:00 Roundtable discussion about what happens during the BOA hearing and decision-making process

- What forms and instructions do applicants and interested people receive prior to the hearing?
- How do you begin the BOA meeting? Do people new to BOA meetings understand the role of the BOA and what will happen during the meeting?
- How do you keep applicants and others who testify focused on the decision standards?
- What forms do BOA members use, and how do they document the evidence presented?
- How does zoning board deliberation actually happen?
- Do all zoning board members describe the reasons that they feel the legal standards are or are not met?
- Findings of fact: why are they important and how are they documented?
- What conditions can be applied?
- Who fills out the zoning board decision form?
- When and where is the decision form officially "filed" to start the 30 day appeal period?

12:30 pm Adjourn

PROGRAM NOTES:

The registration fee includes workshop materials & refreshments. Optional purchase of the Zoning Board Handbook is available for \$10. The 200+ page handbook is available online at www.uwsp.edu/cnr/landcenter/pubs-handbooks.html

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City of Neenah

211 Walnut Street
Neenah, WI 54956

Phone: 920.886.6125

Website: www.ci.neenah.wi.us



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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 zoning board of appeals and adjustment members. Planning and zoning committees, local government staff and other interested persons are also encouraged to attend. The workshop is intended to provide information about the decisions made by the zoning board and the procedures and legal standards that apply.

About the Fee

The workshop fee includes attendance, materials, and refreshments. Participants may also opt to purchase a bound copy of the *Zoning Board Handbook*, which is also available online at no cost.

Topics of Interest

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

Zoning Workshop for Boards of Adjustment/Appeals

January 26, 2012, 8:30 am – 12:30 pm
Neenah Public Library, Shattuck Room
240 East Wisconsin Avenue
Neenah, WI



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University of Wisconsin-Extension
Center for Land Use Education
City of Neenah
Wisconsin Department of Natural Resources