



# BOA Zoning Board Workshop

**Monday, March 6, 2017**  
**5:30 p.m. - 8:30 p.m.**

Fox Crossing Community Center  
1000 Valley Road, Appleton, WI

## About the Workshop

This workshop will provide information about the reasons behind zoning and legal standards applicable to zoning board decisions.

## Who Should Attend?

- Zoning board members with varying levels of experience
- Other people interested in zoning

## Agenda

### 5:30 Introduction to Zoning

### 5:45 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

### 6:30 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
- Administrative appeals
- Shoreland zoning science

### 7:45 Exercise: Would you grant the variance?

### 8:15 Wrap up and evaluation

### 8:30 Adjourn

## Workshop Sponsors

Interested in learning more? Please contact one of our workshop organizers:

Lynn Markham, Land Use Specialist  
Center for Land Use Education  
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715.346.3879

Ria Hull, Associate Planner  
Village of Fox Crossing  
rhull@foxcrossingwi.gov  
920.720.7105

Mark Mommaerts, Planner  
Village of Harrison  
MMommaerts@harrison-wi.org  
920.989.1062

Catherine Neiswender, Community Development Educator  
Winnebago County UW-Extension

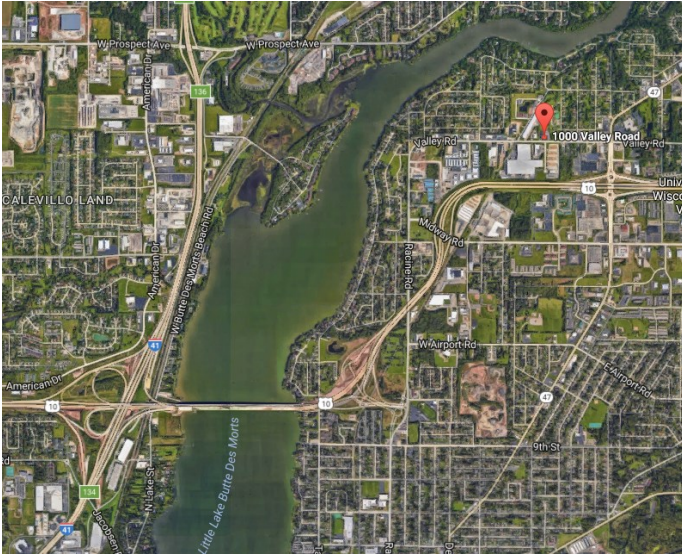


Center for Land Use Education  
College of Natural Resources  
University of Wisconsin-Stevens Point



## Location

Fox Crossing Community Center  
1000 Valley Road,  
Appleton, WI



## Directions

From Hwy 10, take the Appleton Road exit onto 47N. Turn west (left) onto Valley Road.

## Workshop Cost

\$15 includes printed workshop materials.

## Handbooks

The Zoning Board Handbook assists in understanding the roles and responsibilities of Zoning Board members. The handbook is not required for the workshop, but we recommend that all members have access to a copy. Print copies are \$15 each or free from our website: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue).

The Plan Commission Handbook assists in understanding the roles and responsibilities of plan commissions. Print copies are \$15 each or free at: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue).

## Registration

Register online, by phone, email, or mail.

Online: <http://bit.ly/1qwOGfP>

Phone: 715-346-3783

Email: [landcenter@uwsp.edu](mailto:landcenter@uwsp.edu)

Mail: Center for Land Use Education  
800 Reserve Street, Stevens Point, WI 54481

## Registration Form ✂

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City/Village of: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Method of payment:  Please invoice  Check enclosed (payable to Center for Land Use Education)

List Workshop Participants:	Mar 6 Workshop \$15.00	PC Handbook \$15.00	ZB Handbook \$15.00	Total
1.				
2.				
3.				
4.				
5.				
6.				
Total Amount Owed:				\$