



Village of Howard

---

## MEMO

Village Hall  
2456 Glendale Ave.  
Green Bay, WI

**To:**

Chairman John Kornowski  
Board of Appeals members

**From:**

Village Staff

Phone: 920-434-4640  
Fax: 920-434-4643  
[www.villageofhoward.com](http://www.villageofhoward.com)

### Message:

The Board of Appeals training will be held 9 a.m. to 3:30 p.m. Wednesday, Dec. 14 in the Cambridge Room at Comfort Suites, located at 1951 Bond St. This training is mandatory for any members who have not yet participated in it. However, all board members are invited and encouraged to attend. The village will pay for all workshop expenses, and lunch will be provided.

A sample brochure with agenda is attached. A final agenda will be mailed to you within the next several weeks.

Sponsored by



Vilas County Zoning and Planning Dept.  
330 Court Street  
Eagle River, WI 54521  
Phone: 715.479.3620



Lynn Markham  
Center for Land Use Education  
University of Wisconsin-Stevens Point  
800 Reserve Street, Stevens Point, WI 54481  
Phone: 715.346.3879  
Email: [Lynn.Markham@uwsp.edu](mailto:Lynn.Markham@uwsp.edu)  
Website: [www.uwsp.edu/cnr/landcenter](http://www.uwsp.edu/cnr/landcenter)



Kelly Haverkamp  
Community Development Educator  
UW-Extension Vilas County  
330 Court Street  
Eagle River, WI  
Phone: 715.479.3648  
Email: [kelly.haverkamp@ces.uwex.edu](mailto:kelly.haverkamp@ces.uwex.edu)

### 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](mailto:Lynn.Markham@uwsp.edu)

## Zoning Workshop for Boards of Adjustment/Appeals

September 21, 2011, 9:30 am – 3:30 pm  
Cloverland Town Hall  
5860 Perch Lake Rd.  
Eagle River, WI



Sponsored by:  
University of Wisconsin-Extension  
Center for Land Use Education  
Vilas County  
Wisconsin Department of Natural Resources

## Registration Form

### Zoning Board Workshop

September 21, 2011, Vilas County, 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 \$ \_\_\_\_\_  
Payable to Center for Land Use Education

\_\_\_\_ Bill local government unit at:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Register by September 16

Call: 715.346.3879  
Fax: 715.346.4038  
E-mail: [lmarkham@uwsp.edu](mailto:lmarkham@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 – Vilas County

### Agenda

- 9:00 am Doors open for registration
- 9:30 am Introduction & participants' topics of interest
- 9:40 am Roundtable discussion about site visits
  - What are you allowed to talk about and with whom?
  - Are neighbors and the public allowed at the site visit?
  - What introduction is provided at the site by zoning staff and/or the landowner?
  - What questions, if any, do you ask the landowner?
  - How do you record what you see?
- 10:15 am Zoning board decisions - the basics
  - Administrative appeals: What does the zoning ordinance say vs. what you wish it said?
  - Conditional uses
  - Variances: the 3-step test
  - Do past zoning decisions set a precedent?
- 10:45 am Roundtable discussion about what happens during the zoning board hearing and decision-making process
  - How do you keep applicants and others who testify focused on the decision standards?
  - Do you use forms to record or organize 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?
  - Who fills out the zoning board decision form?
  - When and where is the decision form officially "filed" to start the 30 day appeal period?
- 11:45 am Lunch
- 12:30 pm What happens after the zoning board makes their decision?
  - Appeals & enforcement by Martha Milanowski, Vilas County Corporation Counsel
- 1:30 pm Mock BOA hearing (Audience participation required)
- 2:30 pm Attorney panel – "If I could give one word of advice to a zoning board it would be..."

### PROGRAM NOTES:

The registration fee includes workshop materials and lunch. 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](http://www.uwsp.edu/cnr/landcenter/pubs-handbooks.html)