



# Workshops for Local Planning & Zoning Officials

August 30 & September 27, 2018, 6:00 p.m. - 8:00 p.m.

Middleton Public Library, Archer Room  
7425 Hubbard Avenue, Middleton, WI 53562

## About the Workshops

These workshops will help you learn more about tools and procedures used by local planning and zoning officials. The first workshop will focus on using and updating the comprehensive plan as a foundation for local use decision-making. The second workshop will focus on regulatory tools and procedures, including zoning and subdivision regulations. Local officials may choose to attend one or both workshops.

## Using & Updating the Comprehensive Plan Thursday, August 30, 2018

### Agenda

6:00 pm - Welcome and Introductions

6:10 pm - Role of the Comprehensive Plan

- Purpose and uses of the plan
- Relationship to zoning and subdivision regulations
- Making decisions consistent with the plan

Break & refreshments

7:00 pm - Plan Updates

- Assessing your plan
- Measuring progress on plan implementation
- Plan update options — simple to complex
- Legal process for plan updates

7:45 pm - Regional planning and the relationship to local comprehensive plans

8:00 pm - Adjourn

## Who Should Attend?

- Plan commissions and zoning committees
- City council, village board, town board, and county board members
- Planning and zoning staff, administrators, and clerks who support local officials
- Newly appointed or veteran officials looking to network or hone their skills

## Zoning and Subdivision Regulations Thursday, September 27, 2018

### Agenda

6:00 pm - Welcome and Introductions

6:10 pm - Zoning

- **NEW!** standards and procedures for conditional use permits
- Rezones and amendments
- Making decisions consistent with the comprehensive plan

Break & refreshments

7:00 pm - Land divisions and subdivisions

- Plat review
- Certified survey maps

7:30 pm - Procedural responsibilities

- Fair and impartial decision-makers
- Findings of fact and recording decisions

8:00 pm - Adjourn

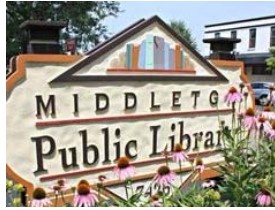


Center for Land Use Education  
College of Natural Resources  
University of Wisconsin - Stevens Point



**Location**

Middleton Public Library  
 Archer Room  
 7425 Hubbard Avenue  
 Middleton, WI 53562



Workshop cost: \$15 per person, includes printed workshop handouts and refreshments.

Handbooks: Print copies of the Plan Commission Handbook and Zoning Board Handbook may be purchased for \$15 apiece. These handbooks are recommended for new and continuing officials but are not required to attend the workshops. The handbooks may be accessed online at: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue).

**Registration**

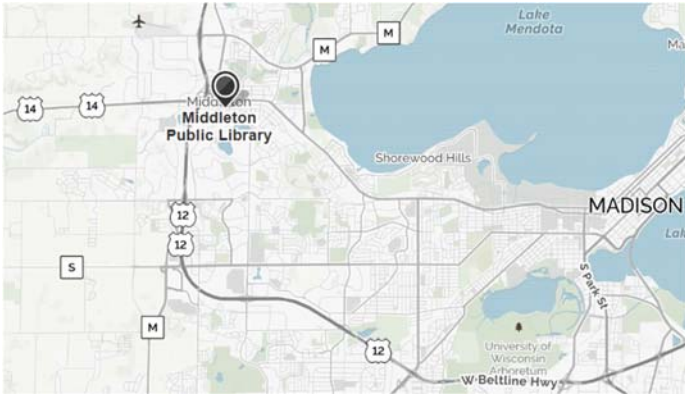
Registration is accepted online (preferred) or by phone, email or mail.

Online: <http://bit.ly/2twPV38>

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



Directions Take US-12E/14W to University Avenue in Middleton. Take exit 251A for Spring Green/La Crosse. Turn left (east) onto University Avenue. Turn right on Parmenter St. Turn left on Hubbard Avenue. The library is on your right.

**Registration Form ✂**

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 County/Town/City/Village of: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

List Workshop Participants: Indicate which workshop(s) participants plan to attend. Handbooks will be delivered to the first workshop attended.	Aug 30 Comprehensive Planning Workshop (\$15 each)	Sept 27 Zoning & Subdivision Workshop (\$15 each)	Plan Commission Handbook (\$15 each)	Zoning Board Handbook (\$15 each)
1.				
2.				
3.				
4.				
5.				
6.				
<b>Total Amount Due:</b>				<b>\$</b>

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