



Winnebago County UW-Extension
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April 14, 2017

Dear Local Official:

I would like to personally invite you to the upcoming **Towns Officials workshops** scheduled throughout the state during the month of May, and the **Plan Commission workshop** scheduled May 22 at the Town of Algoma Town Hall.

The Towns workshop will provide you with an opportunity to brush up on the basics of Town government responsibilities. The Plan Commission workshop is geared towards new and continuing Plan Commissioners and will cover the essential roles, responsibilities and decisions made by plan commissioners.

Agenda and registration details are found in the enclosed brochures.

If you are no longer in your local official position, please share this information with someone who would benefit from it. Don't hesitate to contact me if you have any questions. Thank you!

Sincerely,

A handwritten signature in cursive script, appearing to read "Catherine".

Catherine Neiswender
UW-Extension Community Development Educator
Winnebago County
(920) 232-1978
catherine.neiswender@ces.uwex.edu

Enclosures

An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming including Title VI, Title IX and ADA requirements. Please make request for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity.

Workshop for Local Planning & Zoning Officials

Monday, May 22, 2017

5:15 p.m. - 8:00 p.m.

Algoma Town Hall
15 N Oakwood Road
Oshkosh, WI 54904

About the Workshop

This workshop will provide an overview of the roles and responsibilities of local government officials involved in planning, zoning and land use decision-making.

Who Should Attend?

- Plan commission members
- 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

Workshop Organizers

Rebecca Roberts, Land Use Specialist
Center for Land Use Education
rebecca.roberts@uwsp.edu
715-346-4322

Catherine Neiswender
Winnebago County UW-Extension
catherine.neiswender@ces.uwex.edu
920-232-1972

Cary Rowe, Zoning Administrator
Winnebago County Planning and Zoning
crowe@co.winnebago.wi.us
920-232-3344



Agenda

5:15 pm - Check-in, Registration

5:30 pm - Role of the Plan Commission,
Governing Body, and Other Land Use Officials

- Community Planning
- Development Review
- Rezones
- Conditional Uses and Special Exceptions
- Land Divisions and Certified Survey Maps

6:45 pm - Break

7:00 pm - Procedural Responsibilities

- Conducting Public Meetings and Hearings
- Fair and Impartial Decision-Making
- Making and Recording Legally Defensible Decisions
- Procedures for Winnebago County towns under county zoning (Cary Rowe)

8:00 pm - Adjourn



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

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Location

Algoma Town Hall
 15 N Oakwood Road
 Oshkosh, WI 54904



Workshop cost: \$25 per person, includes printed workshop materials and a meal.

Handbooks: The Plan Commission Handbook and Zoning Board Handbook are available to assist in understanding the roles and responsibilities of local land use officials. The handbooks are recommended for new and continuing officials, but are not required to attend the workshop. Print copies may be purchased for \$15 apiece or may be accessed online at: www.uwsp.edu/cnr-ap/clue.

Registration

Please register by **Friday, May 19**. Registration is accepted online or by phone, email, or mail.

Online: <http://bit.ly/2nCW64y>

Phone: 715-346-3783

Email: 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: _____

List Workshop Participants:	May 22 Workshop \$25	Plan Commission Handbook \$15	Zoning Board Handbook \$15	Total:
1.				
2.				
3.				
4.				
5.				
6.				
Total Amount Due:				\$

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