

## **PLANNING IN THE CENTRE REGION – COURSE OVERVIEW**

*Course Outline:* This course is intended to provide new planning commission members an overview of planning in the Centre Region. This course will provide an introduction to serving on a municipal planning commission, important planning policies in the Centre Region, and how to be an effective planning commission member. Attendees will learn about the municipal-regional planning relationship and how regional planning has impacted quality of life in the Centre Region.

### **Presentation/Discussion Overview:**

1. Introduction of Attendees
2. What is Planning?
  - a. A Discussion on Why We Plan
  - b. History of Community Planning
  - c. Municipal Authority to Plan
3. Planning in the Centre Region
  - a. The Centre Region Council of Governments
  - b. Regional Planning vs. Municipal Planning
  - c. The Centre Regional Planning Commission
4. Tools of the Trade
  - a. The Municipalities Planning Code
  - b. The Centre Region Comprehensive Plan
  - c. Subdivision and Land Development Ordinances
  - d. Zoning Ordinances
  - e. Other Tools
5. Planning Commission Overview
  - a. Planning Commission Role
  - b. Representation
  - c. Key Duties and Responsibilities
  - d. Maintaining Relationships with Staff and Elected Officials
  - e. Limitations
6. Organization, Meetings, and Conduct
  - a. Appointment and Removal of Members
  - b. Parliamentary Procedure (Robert's Rules)
  - c. Acting in the Public's Interest/Due Process
  - d. Making Decisions and the Need for Findings
  - e. The Sunshine Law/Ethics
7. Becoming and Effective Planning Commissioner
  - a. Knowledge of Planning Tools and How to Use Them
  - b. Pre-Meeting Research
  - c. Implementing Plans through PC Actions
8. Conclusions/Wrap Up