

How to Register:

Complete the following form and fax or mail to our office or register online.

Name: _____

Position: _____

Bill to: _____

Mailing Add.: _____

City: _____

State: _____ Zip: _____

Day Phone: _____

Cell Phone: _____

Method of Payment (circle one):

American Express Discover MasterCard

Purchase Order Money Order Visa

Check (payable to UNA)

Credit Card #: _____

Exp. Date: _____

Signature: _____

(Complete course descriptions/schedule inside)

- The Legal Foundation for Planning and Zoning in Alabama \$82/\$79 when 3 or more apply**

Center Point—January 22 (09-PZ100)

Helena—January 15 (09-PZ105)

- Powers, Duties, & Responsibilities of Planning Commissions and Boards of Adjustment \$82/\$79 when 3 or more apply**

Center Point—January 22 (09-PZ101)

Helena—February 5 (09-PZ106)

- Comprehensive Planning: How to Prepare, Update, & Implement Your Plan \$82/\$79 when 3 or more apply**

Center Point—February 26 (09-PZ102)

Helena—February 19 (09-PZ107)

- Basic Zoning & Subdivision Regulations \$82/\$79 when 3 or more apply/\$92 CLE**

Center Point—February 26 (09-PZ103)

Helena—March 5 (09-PZ108)

- Meeting Management & Dispute Resolution \$169/\$159 when 3 or more apply**

Center Point— March 19 (09-PZ104)

Helena— March 21 (09-PZ109)

- Home Study Course: Community Planning in Alabama \$139**

- Sign Regulation and Manufactured Housing in Your Community—March 31 (09-PZ131) \$169/\$159 when 3 or more apply**



Certified Alabama Planning & Zoning Official Program (CAPZO)

HOW TO BECOME CERTIFIED:

Certification involves completing a specific 30-hour program. The following courses are required.

- The Legal Foundation for Planning and Zoning in Alabama (3.5 hours)
- Powers, Duties, and Responsibilities of Planning Commissions and Boards of Adjustment (3.5 hours)
- Comprehensive Planning: How to Prepare, Update, and Implement Your Plan (3.5 hours)
- Basic Zoning and Subdivision Regulations (3.5 hours)
- Meeting Management and Dispute Resolution Workshop (6 hours)
- Community Planning in Alabama: A Primer for PC and BZA Members-Home Study Course (10 hours)

Start the certification program today and take courses in any order that is convenient to you!

For more information:

256-765-4862

256-765-4872 (fax)

www.una.edu/continuing-studies

University of North Alabama

Continuing Studies & Outreach

UNA Box 5036

Florence, AL 35632-0001

University of North
Alabama
Continuing Studies and
Outreach
and the
Alabama Planning
Institute
presents

**Certified Alabama
Planning and Zoning
Official (CAPZO)
Course Schedule**



Jefferson County Satellite Courthouse

2615 Center Point Rd.

Center Point, AL

Led by Dr. Robert Juster

- The Legal Foundation for Planning and Zoning In Alabama (09-PZ100)
January 22, 8:00—11:30 a.m.
- Powers, Duties, & Responsibilities of Planning Commissions and Boards of Adjustment (09-PZ101)
January 22, 12:30—4:00 p.m.
- Comprehensive Planning: How to Prepare, Update, & Implement Your Plan (09-PZ102)
February 26, 8:00-11:30 a.m.
- Basic Zoning & Subdivision Regulations (09-PZ103)
February 26, 12:30-4:00 p.m.
- Meeting Management & Dispute Resolution (09-PZ104)
March 19, 8:30 a.m.-4:00 p.m.
- Home Study Course: Community Planning in Alabama

Helena City Hall

816 Hwy 52

Helena, AL 35080

Led by Katherine Ennis

- The Legal Foundation for Planning and Zoning In Alabama (09-PZ105)
January 15, 5:30—9:00 p.m.
- Powers, Duties, & Responsibilities of Planning Commissions and Boards of Adjustment (09-PZ106)
February 5, 5:30—9:00 p.m.
- Comprehensive Planning: How to Prepare, Update, & Implement Your Plan (09-PZ107)
February 19, 5:30—9:00 p.m.
- Basic Zoning & Subdivision Regulations 09-PZ108)
March 5, 5:30—9:00 p.m.
- Meeting Management & Dispute Resolution (09-PZ109)
March 21, 9:00 a.m.—4:00 p.m.
- Home Study Course: Community Planning in Alabama

Course Title: Sign Regulation and Manufactured Housing in Your Community

Date: January 31, 2009

Course No.: 09-PZ131

Time: 8:00 a.m.—4:30 p.m.

Instructor: Katherine Ennis, AICP

Location: Helena City Hall

8:00 AM – 8:30 AM – CONTINENTAL BREAKFAST

8:30 AM – 9:30 AM – SIGN REGULATIONS: THE ROLE OF SIGNS

This presentation will discuss the role that signs play in entertainment and sales warnings and safety issues, and legal notices. We will discuss types of signs including on and off premise, permanent and temporary sign.

9:30 AM – 9:45 AM – BREAK

9:45 AM – 10:45 AM – SIGN REGULATIONS

In this session, we will discuss the purpose, scope, and definitions of signs. We will also talk about exempt, prohibited and permitted signs. Further discussion includes design construction and maintenance, permitting enforcement and administration; nonconforming, illegal and abandoned signs and severability clause.

10:45 AM – 11:30 AM – THE APPROVAL PROCESS AND ENFORCEMENT

In this session, we will discuss how the approval process for sign regulations makes its way through the planning commission. We will also discuss enforcement of signs including having a written set of enforcement measures, penalties, etc. We will also conclude this session with a discussion on some of the problems in signage, such as conflicts between signage and adjacent uses and dangerous distractions. Also, discussions will be held on sign maintenance and seeking assistance.

11:30 AM – 12:00 PM – LUNCH (INCLUDED IN YOUR REGISTRATION FEE)

12:00 PM– 1:30 PM – MANUFACTURED HOUSING IN YOUR COMMUNITY: DEFINITIONS

In this session, participants will learn what is considered a manufactured, modular, or mobile home or house trailer. We will discuss what the federal regulations say now, the HUD Code, and using case studies learn what the courts say.

1:30 PM – 1:45 PM – BREAK

1:45 PM – 2:45 PM – WHAT CAN WE DO?

In this session, participants will learn about the determination of zoning, manufactured housing standards for all residential zones, and compatibility standards.

2:45 PM – 3:45 PM – MANUFACTURED HOME COMMUNITIES

In this session, participants will learn the standards pertaining to manufactured home communities, platting requirements, and basic content for manufactured housing regulations.

3:45 PM – 4:30 PM – MANUFACTURED HOME COMMUNITIES: OTHER THINGS TO CONSIDER

In this session, we will discuss other items for consideration such as affordability, zoning for manufactured housing, manufactured homes as PUDS, look at case studies, and discuss available sources for manufactured housing.

4:30 PM - CONCLUSION



Course Descriptions (Continued)

BASIC ZONING & SUBDIVISION REGULATIONS

Your zoning ordinance is arguably the most important device you have to implement your comprehensive plan. It provides you with the means to define the type and intensity of uses permitted on any piece of property. Your city's subdivision regulations govern the manner in which vacant land is platted into streets, blocks, and lots in preparation for development. They are, therefore, very important in that they establish the street pattern and the type of improvements that must be made as land is brought into urban use.

In this workshop you'll learn the legal basis in Alabama law for regulating the use of land and its subdivision. This workshop also brings you up-to-date on how

Alabama courts have been viewing land use issues.



MEETING MANAGEMENT AND DISPUTE RESOLUTION

What you will learn in this workshop: (1) You will get samples of effective commission and board by-laws, and also learn what they should minimally contain. Participants will learn appropriate rules of procedures, how to keep a meeting flowing and well-organized in a way that gives your meeting that "stamp of professionalism;" (2) You will learn some practical and proven means to manage meetings, how to defuse unruly or disruptive attendees, and how to best manage large crowds. You will also learn how to deal with the media on politically charged issues; (3) You will learn more about, and practice some of the latest techniques to resolve conflict amicably; (4) You will learn some simple and proven mediation techniques for dealing with contentious disputes — with developers and others.



HOME STUDY COURSE: COMMUNITY PLANNING IN ALABAMA

This is a home study course, required to earn certification, but open to anyone with an interest in community planning, zoning, and growth management.

It involves seven (7) reading assignments from the book, "The Citizen's Guide to Planning." Each reading assignment takes anywhere from an hour to two hours. For those seeking certification, a series of questions on the reading assignments are answered from an open-book quiz, and the answers faxed to the Alabama Planning Institute at UNA. You may retake the quizzes if you need to.

All materials are covered in the registration fee.

- Lesson 1: The Origin of Community of Planning
- Lesson 2: The Planning Process and the Role of the Commission and Board
- Lesson 3: The Plan and Its Fiscal Importance
- Lesson 4: Influencing the Use of Land
- Lesson 5: Community Participation
- Lesson 6: Community Development
- Lesson 7: Some Things to Think About

Course Descriptions

THE LEGAL FOUNDATION FOR PLANNING AND ZONING IN ALABAMA

This workshop will provide local officials and the citizens who serve on local planning commissions and boards of adjustment with a basic understanding of the constitutional and statutory framework for comprehensive and regulatory planning in Alabama. Although a number of constitutional issues and landmark cases will be included in the material presented, they will be discussed from a layman's point of view and not from a legalistic view point.

TOPICS INCLUDE: (1) The evolution of legal principles relating to the public regulation of private property; (2) The origins of the current Alabama planning enabling legislation and recent efforts to amend it; the landmark decisions of the US Supreme Court relating to the regulatory and planning powers of local governments; (3) The major constitutional issues being raised in current land use litigation; (4) The procedural and strategic aspects of land use litigation; (5) Alternative approaches to the resolution of regulatory issues and developmental conflicts.



POWERS, DUTIES & RESPONSIBILITIES OF PLANNING COMMISSIONS AND BOARDS OF ADJUSTMENT

This workshop is designed for local officials, staff, and others who want a more thorough understanding of the powers, duties, and responsibilities of planning commissions and boards of adjustment. What you will learn: (1) The legal authority and responsibility under Alabama law for planning commission and board of adjustment members – what each can do and cannot do; (2) Where the planning commission's authority ends and the board of adjustment's authority begins; the relationship between the city council and the planning commission; (3) How the law says an aggrieved party can appeal a determination by boards of adjustment, building inspector, etc.

TOPICS INCLUDE: (1) How Chapter 52 of the Code of Alabama assigns responsibility for local planning among four governmental entities; (2) How the comprehensive or master plan is implemented in part through various regulatory devices. (The role of zoning in land use planning); (3) How the board of adjustment serves as a "safety valve" to minimize hardships; (4) Proper and improper uses of variances; (5) Administrative and legal issues in local planning: The test of "hardship," "takings," and other topics.

A number of case studies and examples are used throughout the workshop to maintain the program's focus on practical day-to-day issues faced by the typical Alabama municipality.

COMPREHENSIVE PLANNING: HOW TO PREPARE, UPDATE AND IMPLEMENT YOUR PLAN

When your city decides to create a planning commission, enabling legislation in Alabama states that your commission must prepare a master or comprehensive plan. Therefore, preparing and adopting a master plan is a mandatory requirement, not an option. When the comprehensive plan is adopted, it must serve as the foundation for the city's planning program and, as such, must be continually reviewed and periodically updated. The purpose of this workshop is to discuss ways your city can fulfill these responsibilities.

TOPICS INCLUDE: (1) The basic surveys and studies which form the foundation of the plan; (2) Successful approaches to involving the community in formulating goals and evaluating alternatives; (3) The statutory requirements to adopting and updating the plan; (4) The implementation of the plan through regulatory and functional planning; (5) The political and institutional implications of the plan as a public statement of the city's development policies.

This workshop provides a practical orientation and guide to those citizens who serve as appointed members of local planning commissions or as elected members of city councils. Other local officials, staff, engineers, consultants, and others also benefit from a better understanding of the key role comprehensive planning plays in the development of their community.

