



**UNA'S ALABAMA PLANNING INSTITUTE CERTIFIED
ALABAMA PLANNING & ZONING OFFICIAL
(CAPZO) COURSES**

Jefferson County • Helena • Tallassee • Fultondale
Florence • Bay Minette

**CAPZO RECERTIFICATION
COURSES**

Prattville (Legends) • Fultondale
Florence • Bay Minette • Phenix City
Rainbow City • Valley

**2009 ANNUAL
SPRING CONFERENCE**

Alabama Chapter of the
American Planning Association
March 25 - 27, 2009
Perdido Beach Resort,
Orange Beach, AL



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**UNA'S ALABAMA PLANNING INSTITUTE
CERTIFIED ALABAMA PLANNING & ZONING
OFFICIAL (CAPZO) PROGRAM
EIGHT LOCATIONS TO CHOOSE FROM!**

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UNA'S ALABAMA PLANNING INSTITUTE

"CERTIFIED ALABAMA PLANNING & ZONING OFFICIAL PROGRAM"

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.

Location: Rainbow City Municipal Building (Council Chambers)
3700 Rainbow Drive, Rainbow City, AL 35906
Instructor: Katherine Ennis • Date: Saturday, April 4, 2009
9 a.m. – 12:30 p.m. • **Course No. 09-PZ206**

Location: Fultondale City Hall Council Chambers, 1210 Walker Chapel Rd.,
Fultondale, AL 35068
Instructor: Katherine Ennis, AICP • Date: Thursday, April 16, 2009
5:30 p.m. – 9:00 p.m. • **Course No. 09-PZ416**

Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
Instructor: Katherine Ennis, AICP • Date: Friday, June 12, 2009
9 a.m. – 12:30 p.m. • **Course No. 09-PZ601**

Location: Bay Minette City Hall, 301 D'Olive Street, Bay Minette, AL 36507
Instructor: Greg Clark • Date: Friday, March 20, 2009
9:00 a.m. – 12:30 p.m. • **Course No. 09-PZ200**

**Course counts toward certification in the CAPZO program.
Cost: \$82 per person; \$79 when 3 or more register together**

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 assign 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.

Location: Rainbow City Municipal Building (Council Chambers)
3700 Rainbow Drive, Rainbow City, AL 35906
Instructor: Katherine Ennis • Date: Saturday, April 4, 2009
1:30 p.m. – 5:00 pm • **Course No. 09-PZ207**

Location: Fultondale City Hall Council Chambers, 1210 Walker Chapel Rd.,
Fultondale, AL 35068
Instructor: Katherine Ennis, AICP • Date: Thursday, April 30, 2009
5:30 p.m. – 9:00 p.m. • **Course No. 09-PZ417**

Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
Instructor: Katherine Ennis, AICP • Date: Friday, June 12, 2009
1:30 p.m. – 5:00 p.m. • **Course No. 09-PZ602**

Location: Bay Minette City Hall, 301 D'Olive Street, Bay Minette, AL 36507
Instructor: Greg Clark • Date: Friday, March 20, 2009
1:30 p.m. – 5:00 p.m. • **Course No. 09-PZ201**

**Course counts toward certification in the CAPZO program.
Cost: \$82 per person; \$79 when 3 or more register together**

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.

Location: Helena City Hall, 816 Highway 52, Helena, AL 35080
Instructor: Katherine Ennis, AICP • Date: Thursday, February 19, 2009
5:30 – 9:00 p.m. • **Course No. 09-PZ107**

Location: Tallassee City Hall, 3 Freeman Avenue, Tallassee AL 36078
Instructor: Katherine Ennis, AICP • Date: Saturday, February 21, 2009
9 a.m. – 12:30 p.m. • **Course No. 09-PZ112**

Location: Jefferson County Satellite Courthouse, 2651 Center Point Rd.,
Center Point, AL
Instructor: Dr. Robert Juster • Date: Thursday, February 26, 2009
8:30 a.m. – 12:00 p.m. • **Course No. 09-PZ102**

Location: Rainbow City Municipal Building (Council Chambers)
3700 Rainbow Drive, Rainbow City, AL 35906
Instructor: James C. Fisher, Jr. • Date: Saturday, May 2, 2009
9 a.m. – 12:30 p.m. • **Course No. 09-PZ208**

Location: Fultondale City Hall Council Chambers, 1210 Walker Chapel Rd.,
Fultondale, AL 35068
Instructor: Katherine Ennis, AICP • Date: Thursday, May 14, 2009
5:30 p.m. – 9:00 p.m. • **Course No. 09-PZ418**

Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
Instructor: Katherine Ennis, AICP • Date: Friday, June 26, 2009
9:00 a.m. – 12:30 p.m. • **Course No. 09-PZ603**

UPCOMING CONFERENCES **(Recertification Courses)**

SIGN REGULATION AND MANUFACTURED HOUSING IN YOUR COMMUNITY

Prattville, AL – Friday, April 3, 2009: 8:00 a.m. – 4:30 p.m. (Course No. 09-PZ725)
Bay Minette, AL – Friday, June 12, 2009: 8:00 a.m. – 4:30 p.m. (Course No. 09-PZ205)
Fultondale, AL – Saturday, June 20, 2009: 8:00 a.m. – 4:30 p.m. (Course No. 09-PZ620)
Florence, AL – Saturday, July 25, 2009: 8:00 a.m. – 4:30 p.m. (Course No. 09-PZ725)
Rainbow City, AL – Saturday, March 14, 2009: 8:00 a.m. – 4:30 p.m. (Course No. 09-PZ211)
Valley, AL – Date & Location To Be Announced

Cost: \$169/\$159 when 3 or more register together

COURSE DESCRIPTION

MANUFACTURED HOUSING IN YOUR COMMUNITY

This course will cover topics such as the difference between 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. Participants will learn about zoning and compatibility standards for manufactured housing, standards pertaining to manufactured home communities, platting requirements and the basic content for manufactured housing regulations. Additional topics may include affordability, manufactured homes as PUDS, and a look at a few case studies involving manufactured housing.

SIGN REGULATIONS - HOW TO DRAFT AND TAKE THEM THROUGH THE APPROVAL PROCESS

This course will cover such topics as the various types of signs, the elements included in the drafting of sign regulations, how the approval process for sign regulations makes its way through the planning commission and the enforcement of sign regulations including having a written set of enforcement measures, penalties, etc. Other topics that may be discussed include sign maintenance, sign conflicts, dangerous signs, administration; nonconforming, illegal and abandoned signs.

PLANNING FOR SUSTAINABILITY

Phenix City, AL – Thursday, March 19, 2009: 8:30 a.m. – 3:30 p.m.

(Course No. 09-PZ132) • Cost: \$169/\$159 when 3 or more register together

In these uncertain economic times, most everyone is becoming more interested in sustainable development, and much has been accomplished regarding green building techniques. Even sustainable city governance is widely talked about by our colleagues in the city management profession. However, in between all this, relatively little has been done to pull together concepts and techniques that city planners may apply to their own unique situations here in Alabama. How can we plan in ways that will help our own communities balance and sustain their diverse environmental and cultural systems over time? Clearly, this is a time for effective planning and good urban and environmental design. This short course will demonstrate how to account for the given form and the made form, combined with a method for coping with these issues and more—planning processes and techniques that may be used by planners in places faced with conflicts between development pressures and natural environments, tempered by what's going on across the country to raise the standard for effective planning.

12TH ANNUAL ALABAMA PLANNERS' & ZONING ADMINISTRATORS' WORKSHOP

Prattville, AL – Tuesday, April 2, 2009: 8:30 a.m. – 4:30 p.m. (Course No. 09-PZ402) • Cost: \$179

Agenda under Development

12TH ANNUAL ALABAMA LAND USE LAW UPDATE

Course dates/locations to be determined

2009 ANNUAL SPRING CONFERENCE ALABAMA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

Orange Beach, AL – Wed.-Fri., March 25-27, 2009: 8:00 a.m. – 5:00 p.m.; (Course No.: 09-APAPZA)

Cost: \$249 Early Bird Discount by February 23; \$279 After February 23 • Agenda under Development

ALABAMA PLANNING INSTITUTE

CERTIFIED ALABAMA PLANNING & ZONING OFFICIAL PROGRAM (CAPZO)





FAST & EASY REGISTRATION


Preregistration is requested so we can be prepared for your attendance.

 **ONLINE** www.una.edu/continuing-studies, select Alabama Planning Institute

 **BY PHONE** Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. We accept American Express, Discover, MasterCard and Visa. We also accept company purchase orders. Call (256)765-4862 or 1(800)-825-5862, ext. 4862.

 **IN PERSON** During our office hours, come by our office at UNA East Campus, 1640 Tune Ave., Florence, AL 35630.

 **MAIL** Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

 **FAX** Simply fax the attached registration form any time, day or night to (256) 765-4872. All fax registrations require a credit card number unless the course is being invoiced to your company.

CANCELLATION POLICY: Failure to attend a non-credit course does not constitute withdrawal. The Office of Continuing Studies & Outreach must be notified directly (256-765-4862). If withdrawal is made by the registrant at least three working days prior to the course's beginning, a complete refund will be made. Refunds will not be made available after this time. Participant substitution may be made at any time.

Registration Form

If registering more than one person, please list additional names and information on an attached sheet or duplicate this form.

Name _____

Job Title _____

Company/Organization _____

Mailing Address _____ Home Work

City _____ State _____ Zip _____

Phone: (Day) _____ (Evening) _____

Cell: _____ Fax _____

Email _____

LEGAL FOUNDATION FOR PLANNING & ZONING IN ALABAMA (\$82/\$79 if 3 or more register together)

- Bay Minette City Hall Course #09-PZ200; (3/20/09) Rainbow City Municipal Building Course #09-PZ206; (4/4/09)
 Fultondale City Hall Course #09-PZ416; (4/30/09) UNA East Campus Course #09-PZ601; (6/12/09)

POWERS, DUTIES & RESPONSIBILITIES OF PLANNING COMMISSIONS & BOARDS OF ADJUSTMENT (\$82/\$79 if 3 or more register together)

- Bay Minette City Hall Course #09-PZ201; (3/20/09) Rainbow City Municipal Building Course #09-PZ207; (4/4/09)
 Fultondale City Hall Course #09-PZ417; (4/30/09) UNA East Campus Course #09-PZ602; (6/12/09)

COMPREHENSIVE PLANNING: HOW TO PREPARE, UPDATE & IMPLEMENT YOUR PLAN (\$82/\$79 if 3 or more register together)

- Helena City Hall Course #09-PZ107; (2/19/09)
 Jefferson County Satellite Courthouse Course #09-PZ102; (2/26/09) Tallassee City Hall Course #09-PZ112; (2/21/09)
 Bay Minette City Hall Course #09-PZ202; (4/17/09) Rainbow City Municipal Building Course #09-PZ208; (5/2/09)
 Fultondale City Hall Course #09-PZ418; (5/14/09) UNA East Campus Course #09-PZ603; (6/26/09)

BASIC ZONING & SUBDIVISION REGULATIONS (\$82/\$79/\$92 CLE)

- Tallassee City Hall Course #09-PZ113; (2/21/09)
 Jefferson County Satellite Courthouse Course #09-PZ103; (2/26/09) Helena City Hall Course #09-PZ108; (3/5/09)
 Bay Minette City Hall Course #09-PZ203; (4/17/09) Rainbow City Municipal Building Course #09-PZ209; (5/2/09)
 Fultondale City Hall Course #09-PZ419; (5/26/09) UNA East Campus Course #09-PZ604; (6/26/09)

MEETING MANAGEMENT & DISPUTE RESOLUTION (\$169/\$159 if 3 or more register together)

- Helena City Hall Course #09-PZ109; (2/21/09) Tallassee City Hall Course #09-PZ114; (3/7/09)
 Jefferson County Satellite Courthouse Course #09-PZ104; (3/19/09) Bay Minette City Hall Course #09-PZ204; (5/15/09)
 Rainbow City Municipal Building Course #09-PZ210; (5/16/09) Fultondale City Hall Course #09-PZ420; (6/6/09)
 UNA East Campus Course #09-PZ605; (7/10/09)

COMMUNITY PLANNING IN AL... A PRIMER FOR PC & BZA MEMBERS: HOME STUDY COURSE

\$139 / per person Feb. Mar. Apr. May June

SIGN REGULATION & MANUFACTURED HOUSING (\$169/\$159 if 3 or more register together)

- Rainbow City Municipal Building Course #09-PZ211; (3/14/09) Prattville, AL Course #09-PZ725; (4/3/09)
 Bay Minette, AL Course #09-PZ205; (6/12/09) Fultondale, AL Course #09-PZ7620; (6/20/09)
 Florence, AL Course #09-PZ725; (7/25/09)

PLANNING FOR SUSTAINABILITY (\$169/\$159 if 3 or more register together) Phenix City, AL Course #09-PZ132; (3/19/09)

2009 ANNUAL SPRING CONFERENCE (Early Bird Discount: \$249/ by February 23; \$279 After February 23)

- Orange Beach, AL Course #09-APAPZA; (3/25/09 - 3/27/09)

12th ANNUAL AL PLANNERS & ZONING ADMIN. WORKSHOP (\$179) Prattville, AL Course #09-PZ402; (4/2/09)

Payment Method:

Check Enclosed (payable to UNA) Please include course name on lower left side of check.

Please invoice company above. If different address than mailing, please provide:

- Purchase Order Money Order Visa MasterCard Discover American Express

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Name on Card _____

Authorized Signature _____

Please make as many copies of this form as you need.