

# Planning and Zoning Commissioners 2010 Training

The Planning Partnership—Hamilton County Regional Planning Commission

Issued 12/17/2009

The Certified Planning and Zoning Commissioners' Program is designed for commissioners interested in acquiring basic knowledge to perform his/her role.

The course reviews and reinforces basic principles of planning, zoning, legal and ethical issues, meeting management and facilitation skills through presentation,

in class discussion, and hands on exercises. Participants will receive reference material in digital format.

In 2010 the program is offered as five evening sessions. Each session has been designed as a stand alone seminar.

Those who attend all five sessions will receive a certifi-

cate from the University of Cincinnati – School of Planning and the Hamilton County Regional Planning Commission.

All sessions will be at the Blue Ash Recreation Center from 5:30 pm—8:00 pm except the Site Plan Review Session that is from 5:30—8:30 pm. Dinner is included.



2002 & 2003 Graduates

**Register Now!**

## Schedule

**Session I:** Legal and Historic Framework for Planning and Zoning Commissions – Wednesday January 27, 2010. Instructor: Gary Powell, Attorney-at-Law. University of Cincinnati Adjunct professor.

**Session II:** Ethics and the Commission – Wednesday February 24, 2010. Instructor: Greg Dale, FAICP McBride-Dale-Clarion.

**Session III:** The Role of the Planning and Zoning Commissioner in the Planning Process – Wednesday March 24, 2010 – Instructors: Catalina Landivar, AICP and Todd Kinskey, AICP Hamilton County Regional Planning Commission.

**Session IV:** Meeting Management – Wednesday, April 21, 2010. Instructor: Andrea Yang, Attorney at Law, Strauss & Troy.

**Session V:** Skills Development: Site Plan Review – Wednesday, May 26, 2010. Instructors: Todd Kinskey, AICP Hamilton County Regional Planning Commission and Terrance Vanderman, City of Wyoming Community Development Director and Building Inspector.

### What you need to know

- Fees are waived for Planning Partnership members.
- The Planning Partnership provides continuing education opportunities for commissioners in the Greater Cincinnati area at an affordable cost.
- The Certification Program received the 2004 Achievement Award for Innovative Programs from the National Association of Counties (NACO).
- Three hundred fifty commissioners have participated in the Program.
- Instructors: University of Cincinnati School of Planning Professors, professional planners from the Hamilton County Regional Planning Commission, planning and land use consultants, attorneys with real estate and land use experience, communication experts, etc.
- The seminars will improve your ability to:
  - ◆ Perform the essential duties of a Planning Commissioner
  - ◆ Interpret and analyze technical and legal information
  - ◆ Recognize the need for information and the ability to get it
  - ◆ Reach decisions fairly and efficiently
  - ◆ Understand laws that affect planning commissioners
  - ◆ Understand the unique role of the Planning Commission
  - ◆ Understand the process of comprehensive planning
  - ◆ Conduct efficient meetings
- Program developed by



## Session I: Legal and Historic Framework for Planning and Zoning Commissions

### Topics to be covered

- Political organizations and structure of local government
- Legal framework for planning and zoning commissions
- Historic/legal/ funding perspective
- Current issues in planning law

**Fee: \$40.00** when registering by priority date. **Free for PP Members.** Fee includes:

- Certificate of completion
- Dinner
- "Ohio Sunshine Laws 2008: An Open Government Resource Manual" courtesy of the Attorney General office.

- PCJ: "Taking a Closer look: A Planning Law Primer"

**Date:** Wednesday January 27, 2010

**Time:** 5:30 pm—8:00 pm

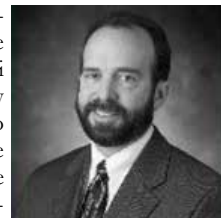
**Place:** Blue Ash Recreation Center  
4433 Cooper Road  
Cincinnati, OH 45242

**Priority registration:** January 15

### About the instructor:

**Gary Powell** started his own solo practice in November 2007 after practicing for over 20 years at Manley Burke. The bulk of his experience is in zoning/land use, municipal law and eminent domain. In addition to his practice,

Gary has taught as an adjunct faculty member at the University of Cincinnati since 1986 and currently teaches Planning Law to undergraduate and graduate Planning students in the College of Design, Architecture, Art and Planning. Gary is Vice-Chair of the Cincinnati Bar Association's Local Government Law Committee and just entered his second term on the Ohio Planning Conference Board.



**Prof. Gary Powell**

Gary is a Past President of the Cincinnati Bar Foundation.

## Session II Ethics and the Commission

### Topics to be covered

- Conflicts of interest
- Ex-parte contacts
- Are your procedures fair?
- The commissioner as applicant
- Site visits
- Who do you work for?
- Behind the scenes advocacy
- When information is in the question
- No strings attached
- Making your opinion known
- The ghost commissioner
- Ethics of bias

**Fee: \$40.00** when registering by priority date. **Free for PP Members.** Fee includes:

- Certificate of completion
- Dinner

- Reference material on CD-ROM
- PCJ: "Taking a Closer Look: Ethics and the Planning Commission"

**Date:** Wednesday, February 24, 2010

**Time:** 5:30 pm—8:00 pm

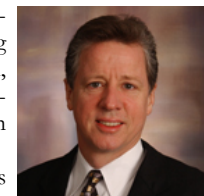
**Place:** Blue Ash Recreation Center  
4433 Cooper Road  
Cincinnati, OH 45242

**Priority registration:** February 15

### About the instructor:

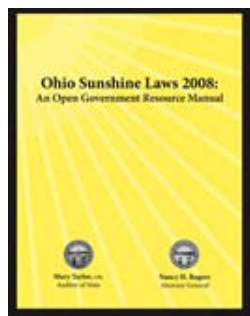
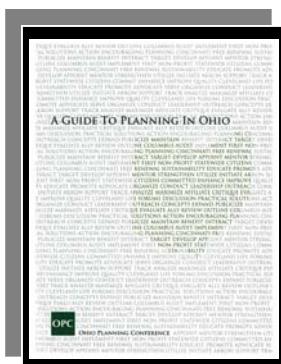
**Greg Dale, FAICP**, is Principal with McBride Dale Clarion in Cincinnati, Ohio. Mr. Dale has extensive experience in planning, land use regulations, and implementation. He speaks at numerous workshops and conferences for professional planners and planning commissions at the national, regional, state and local levels.

He authors a feature column for the Planning Commissioner's Journal, which is a national publication devoted to citizen planning board members. Mr. Dale's responsibilities with MDC include managing planning projects and activities for both public and private sector clients throughout the County. Mr. Dale has managed numerous planning projects including comprehensive plans, land use plans, and land use regulations. He is also experienced in the legal aspects of planning and zoning and has coordinated the approval of various development projects.



**Greg Dale, AICP**

## Attend these seminars and start your reference library:



- **Planning Law Primer**
- **Ethics and the Commission**
- **Basic Planning Tools**
- **Meeting Management Primer**

## Session III The Role of Planning and Zoning Commissioners in the Planning Process

### Topics to be covered

- The role of the commissioner & how to use “the” plan
- Tools for Plan Implementation
- Community participation
- Coordination with other units of government
- Why and when update a plan
- Plan consistency, code compliance, legal compliance

**Fee: \$40.00** when registering by priority date.  
**Free for PP Members.** Fee includes:

- Certificate of completion
- Dinner
- “Guide to Planning in Ohio”
- PCJ: “Taking a Closer Look: Basic Planning Tools”

**Date:** Wednesday, March 24, 2010

**Time:** 5:30 pm—8:00 pm

**Place:** Blue Ash Recreation Center

**Priority registration:** March 12

### About the instructors:

**Catalina Landivar-Simon**, AICP, has extensive experience in land use planning, implementation, and facilitation.

In collaboration with the University of Cincinnati School of Planning, she developed and implemented the Certified Planning Commissioner’s Program at HCRPC. Since 2002 she has been responsible for the development of education programs for commissioners and elected officials in Hamilton County offered by the Planning Partnership-



Catalina Landivar, AICP

HCRPC.

Ms. Landivar-Simon earned a degree in Architecture from the Catholic University and a Master of Community Development and a Master of Business Administration from the University of Cincinnati.

**Todd Kinskey**, AICP, Executive Director—Hamilton County Regional Planning Commission, experience includes long range planning, site plan review, and zoning analysis. Mr. Kinskey has extensive experience in the review of site plan applications, zone change proposals and zoning text amendments.

Todd has a bachelor’s degree from the UC School of Planning and Certificate in Historic Preservation.



Todd Kinskey, AICP

## Session IV Meeting Management

### Topics to be covered

- Common Meeting Management Problems
  - Preparation
  - Agenda
  - Orient new members and public attendees
  - Running the meeting
  - Recording the actions
  - Debriefing the meeting
- Public meetings and public relations
- Facilitation techniques
- Team building and other tips for board development and volunteer management

**Fee: \$40.00** when registering by priority date.  
**Free for PP Members.** Fee includes:

- Certificate of completion
- Dinner
- PCJ: “Taking a Closer Look: Meeting Management Primer”

**Date:** Wednesday, April 21, 2010

**Time:** 5:30 pm—8:00 pm

**Place:** Blue Ash Recreation Center

**Priority registration:** April 9

### About the instructor:

**Andrea Yang** practices in the areas of business law, immigration, and real estate and land use. She earned a B.A. in Biology and Society in 1990 and a Masters Degree in Regional Planning from Cornell University in 2000. She graduated

from the University of Cincinnati College of Law, Cum Laude, in May 2007. She is licensed in Ohio Kentucky and is based in the firm’s Ohio office. During law school Ms. Yang was Executive Editor of the Freedom Center Journal and a member of the Law Review.

Ms. Yang is a member of the Cincinnati Bar Association, Commercial Real Estate Women (CREW), the American Institute of Certified Planners, and the Greater Cincinnati Chinese Chamber of Commerce.



Andrea Yang

## Session V Skills Development: Site Plan Review

### Topics to be covered

- Key concepts and terminology
- Map reading
- Staff report: what to look for
- Standard graphics
- Standard application forms
- Relating permitted uses to zoning and the site plan
- Key questions to ask

**Fee: \$40.00** when registering by priority date.  
**Free for PP Members.** Fee includes:

- Certificate of completion
- Dinner
- Engineer scale and markers

- Class exercise packet (2 sets of blueprints, application forms, etc.)
- Reference material on CD-ROM

**Date:** Wednesday, May 26, 2010

**Time:** 5:30 pm—8:30 pm

**Place:** Blue Ash Recreation Center

**Priority registration:** May 14

### About the instructors:

**Todd Kinskey**, AICP. See above.

**Terrance Vanderman** Community Development Director and Building Inspector of the City of Wyoming. Mr. Vanderman serves as the

staff representative to the City of Wyoming Planning Commission, Economic Development Commission, Board of Building and Zoning Appeals, Historic Preservation Commission, Architectural Review Board, and numerous temporary boards and task forces. Mr. Vanderman holds a State Certification as a One and Two-family Dwelling Inspector and One and Two-family Mechanical Inspector. He has an associate degree in Civil Engineering from the Cincinnati Technical College. He is a member of South West Ohio Building Officials Association and B.O.C.A.



Terrance Vanderman

# Registration

Mail by Deadline to:



Planning Partnership HCRPC  
 138 East Court Street Room 807  
 Cincinnati, OH 45202 Fax (513)946-4475  
 Or call Jay Springer (513)946-4459 or jay.springer@hamilton-co.org

	PP member rate	Non member rate	Rate Members & Non Member	Student Rate (with student ID)	Subtotal	Dinner Choices Circle One
<b>Session I</b> Legal and Historic Framework Wednesday, January 27, 2010	Registration must be received by January 15 waived *	Registration must be received by January 15 \$40.00	Jan 16 - Jan 20 \$50.00	\$20.00 by Jan 15 \$50.00 by Jan 20	\$	Deli Sandwich Turkey Provolone Veggie Sub Chicken Salad Roast Beef & Swiss
<b>Session II</b> Ethics and the Commission Wednesday, February 24, 2010	Registration must be received by February 15 waived *	Registration must be received by February 15 \$40.00	Feb 16 - Feb 18 \$50.00	\$20.00 by Feb 15 \$50.00 by Feb 18	\$	Deli Sandwich Turkey Provolone Veggie Sub Chicken Salad Roast Beef & Swiss
<b>Session III</b> The Role of the Commissioner In the Planning Process Wednesday, March 24, 2010	Registration must be received by March 12 waived *	Registration must be received by March 12 \$40.00	March 13 - March 17 \$50.00	\$20.00 by March 12 \$50.00 by March 17	\$	Deli Sandwich Turkey Provolone Veggie Sub Chicken Salad Roast Beef & Swiss
<b>Session IV</b> Meeting Management Wednesday, April 21, 2010	Registration must be received by April 9 waived *	Registration must be received by April 9 \$40.00	April 10 - April 14 \$50.00	\$20.00 by April 9 \$50.00 by April 14	\$	Deli Sandwich Turkey Provolone Veggie Sub Chicken Salad Roast Beef & Swiss
<b>Session V</b> Site Plan Review for Commissioners Wednesday, May 26, 2010	Registration must be received by May 14 waived *	Registration must be received by May 14 \$60.00	May 15 - May 19 \$50.00	\$20.00 by May 14 \$50.00 by May 19	\$	Deli Sandwich Turkey Provolone Veggie Sub Chicken Salad Roast Beef & Swiss
<b>TOTAL</b>					\$	

\* PP member registration needs to be sent by his/her community administration office in order to have the fee waived

\*\* To qualify for student rate a student ID required

**Cancellation policy:** refunds will be honored only to requests made 30 days prior to the session.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization / Jurisdiction \_\_\_\_\_

Address \_\_\_\_\_

Phone / email \_\_\_\_\_

Method of Payment:

Check is enclosed (make checks payable to: Hamilton County Regional Planning Commission)

Credit card    Visa    Master    Account # \_\_\_\_\_    Expiration Date \_\_\_\_\_

Billing Address and ZIP

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Please bill to:

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