

ATTACHMENT A

**A RESOLUTION APPROVING THE AGENDA FOR A PILOT
ADVISORY BOARD TRAINING SESSION
Resolution No. 90/2001-02**

WHEREAS the Board of Aldermen continues to seek ways to ensure that Town services are provided in an effective manner, and

WHEREAS, MPA students from UNC-Chapel Hill have evaluated the town's advisory boards and made recommendations regarding the need for training new advisory board members, and

NOW THEREFORE BE IT RESOLVED by the Carrboro Mayor and Board of Aldermen that the Board approves the agenda for a "pilot" advisory board training session as outlined in Attachment C.

This is the 5th day of February in the year 2002.



The North Carolina

Citizen Planner Training Program

A training resource for planning boards and commissions

December 1998

Edited by Daniel A. Howe, AICP

Produced by the North Carolina Chapter
American Planning Association





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Module 1. Working Together

- Why are we here? A discussion of the role of the Planning Board and its members.
- Ethical behavior and conflicts of interest
- Meeting management and public hearings
- Resolving disputes and communication

Module 2. An Overview of Planning in North Carolina

- Governmental functions and enabling legislation
- Extraterritorial jurisdiction
- Comprehensive plans
- Land use regulation (zoning and subdivision regulation)

Module 3. Comprehensive and Strategic Planning

- Making Choices
- Comprehensive, Strategic, and Future Search Planning
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- Coastal Resources Commission and the Division of Coastal Management
- CAMA land use plans
- Adoption and certification of a land use plan
- Permitting
- Areas of Environmental Concern

Module 8. Aesthetic Regulations

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- Landscape ordinances
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Module 9. Water Resources and Floodplain Management

- NC water-supply watershed protection legislation
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Module 10. Transportation Planning

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- Local street design
- TEA-21
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Proposed Advisory Board Training

Board Training Objective

The main objective of this training would be to assist participants in increasing their understanding, knowledge, and skills in shaping policy and delivering services in the Town of Carrboro.

- I. Introductions and Overview of Workshop
- II. Getting Acquainted
 - What Do You Know About Carrboro?
- III. Slide Show – Overview of Carrboro/Orange County
 - How Citizens Influence Policy – Guest Speaker (Neighborhood Coalitions, Public Hearings, Petitions, Referenda)
- IV. Local Government Processes
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 - Local Government Processes and Advisory Board Role
 - Authorizing Legislation
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- Scheduling/Canceling Meetings
- Setting the Agenda
- Roberts Rule of Order
- Handling the Media

VIII. Roles of Staff

- Meeting Notification
- Agenda and Minutes Preparation and Distribution
- Reports

IX: Closing Comments – Board of Aldermen (One or Two present)

Planning, Land Use, and Economic Development

Course Name: Annual North Carolina Planning Conference

Dates/Location: May 15- 17, 2002/Sheraton Grand, New Bern NC

Description: Features lectures, panel discussions, and basic instruction in selected topics relating to planning, zoning, housing, transportation, economic development, and other aspects of city and county planning.

Who Should Attend/Suggested Background: Planners, planning board members, and others interested in planning issues

Prerequisites: None

Duration: 3 days

Continuing Education Credit: Certified planners attending the conference may receive C.P.O.P. credit.

Examination/Certification: None

Contact Name, Phone Number, Fax Number, Email Address: Lisa Sheffield, 919-962-3464; fax 919-962-0654; email sheffield@iogmail.iog.unc.edu

Additional Sponsor: North Carolina Chapter of the American Planning Association

When offered: Annual

Institute Faculty: Rich Ducker

Planning, Land Use, and Economic Development

Course Name: Board of Adjustment Workshop

Dates/Location: TBA

Description: A program for city and county zoning board of adjustment members that emphasizes their duties and responsibilities and aims to help them make good decisions when hearing cases.

Who Should Attend/Suggested Background: Members of city and county zoning boards of adjustment and city planners who regularly work with such boards

Prerequisites: None

Duration: 2 days

Continuing Education Credit: None

Examination/Certification: None

Contact Name, Phone Number, Fax Number, Email Address: Carolyn Boggs, 919-966-4157; fax 919-962-0654; email boggs@iogmail.iog.unc.edu

Additional Sponsor: None

When offered: Twice yearly, in two regional locations

Institute Faculty: William Thornton

Planning, Land Use, and Economic Development

Course Name: Introduction to Planning Practice in North Carolina

Dates/Location: September 17-21, 2001 / Sheraton, Chapel Hill

Description: A week-long introductory overview of planning in North Carolina, it covers land use, transportation, housing, and environmental planning, as well as comprehensive and strategic planning tools, planning institutions and laws, and the political/policy environment for planning.

Who Should Attend/Suggested Background: Designed for staff new to the planning profession or new to North Carolina.

Priority given to members of cosponsoring American Institute of Planners, North Carolina Chapter.

Prerequisites: None

Duration: 5 days

Continuing Education Credit: None

Examination/Certification: None

Contact Name, Phone Number, Fax Number, Email Address: Monica Glover, 919-843-6518; fax 919-962-0654; email glover@iogmail.iog.unc.edu

Additional Sponsor: Sponsored jointly with the American Institute of Planners, North Carolina Chapter.

When offered: Annual

Institute Faculty: David W. Owens

Planning, Land Use, and Economic Development

Course Name: Introduction to Zoning

Dates/Location: November 26-30, 2001 Friday Center, Chapel Hill

Description: A basic course covering the nature of the zoning ordinance and the legal and administrative issues involved in adopting, enforcing, and amending the ordinance.

Who Should Attend/Suggested Background: Planners, zoning officials, and others interested in the development, administration, and enforcement of zoning ordinances

Prerequisites: None

Duration: 5 days

Continuing Education Credit: None

Examination/Certification: None

Contact Name, Phone Number, Fax Number, Email Address: Emmalou Hughey, 919-966-4171; fax 919-962-2706; email hughey@iogmail.iog.unc.edu

Additional Sponsor: None

When offered: Annual

Institute Faculty: Richard D. Ducker

Planning, Land Use, and Economic Development

Course Name: Land Subdivision Workshop

Dates/Location: TBA(not offered in 2001)

Description: An in-service training program that considers the entire subdivision review process.

Who Should Attend/Suggested Background: Planners, engineers, managers, public works personnel, zoning and building officials, and managers who are interested in the development, administration, and enforcement of land subdivision ordinances

Prerequisites: None

Duration: 4 days

Continuing Education Credit: None

Examination/Certification: None

Contact Name, Phone Number, Fax Number, Email Address: Emmalou Hughey, 919-966-4171; fax 919-962-2706; email hughey@iogmail.iog.unc.edu

Additional Sponsor: None

When offered: Occasionally

Institute Faculty: Richard D. Ducker

Planning, Land Use, and Economic Development

Course Name: Zoning Official Certification Course

Dates/Location: TBA

Description: This course, which spans portions of two separate weeks, is designed to prepare experienced zoning inspectors to take the local government zoning official certification examination.

Who Should Attend/Suggested Background: Zoning officials

Prerequisites: To take the course and exam, an applicant must either a) have completed the Introduction to Zoning course and had two years of experience as a zoning official, or b) had five years of experience as a zoning official.

Duration:

Continuing Education Credit: None

Examination/Certification: Certification exam given at the end of the course

Contact Name, Phone Number, Fax Number, Email Address: Emmalou Hughey, 919-966-4171; fax 919-962-2706; email hughey@iogmail.iog.unc.edu

Additional Sponsor: North Carolina Association of Zoning Officials

When offered: Approximately once every eighteen months

Institute Faculty: Richard D. Ducker