
Citizen Planner Workshop

Session 1: Introduction to Planning

1. Governmental Law (Attorney)
 - a. Open Meetings
 - b. Open Records
 - c. Code of Conduct
2. Why Plan? (King, or other veteran planner)
3. Overview of a typical planning commission meeting; including agendas from local communities, and related staff reports or application materials (Veteran planners and veteran plan commissioners)
 - a. Conducting meetings and hearings
 - b. Rezoning
 - c. Conditional Use Permits
 - d. Variances
 - e. Subdivision review
 - f. The players: applicant or developer, neighbors and other interested parties, staff, and the commission
 - g. Plan commission deliberations; motions
4. What I wish I knew before my first zoning hearing: veteran commissioners discuss their experiences
 - a. What are amateurs doing in government ?
 - b. Dealing with applicants, interested citizens, public relations
 - c. The care and feeding of professional planners and other staff
 - d. How to be an effective commissioner and how to be an effective commission
 - e. The dynamics of hearings; and how to problem solve as a commission
 - f. And other thoughts...
5. New commissioner comments, fears, and questions
 - a. Small group discussions with veteran commissioners, and professional planners
 - b. Report back on the helpful, interesting, and surprising things to come out of the group discussion
 - c. Report back on what would you like to hear about in future sessions
6. How did we do? Evaluation of session.

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Session 2: Planning and Development Review Basics

7. The legal framework for planning in Wisconsin (city attorney and land use lawyer and/or planning consultant)
 - a. Planning and zoning authority for counties/towns/villages and cities and villages
 - i. Zoning
 - ii. Planning
 - iii. Subdivision
 - iv. Other
 - b. Property rights, legal foundations for decisions (Land Use attorney) (arbitrariness); discretion in decision-making; consistency with plans
8. The Smart Growth Law (planner)
9. The planning process for comprehensive planning and other types of planning; examples of other plans (King, Murphy, others)
10. Citizen participation in plan making (Rizzo, planners)
11. The development review process: Land Use Plan amendments, rezoning, conditional use permits; variances; subdivision review; design review (Murphy, Roll, Kelley, Kugler, developers, plan commissioners)
 - a. Initial review
 - b. Public review/action
 - c. Implementation
12. The Regional Perspective (representatives)
 - a. Collaboration Council
 - b. Capital Area Regional Planning Commission
 - i. Regional Planning Law, FUDA and USAAs
 - c. Madison Area MPO
 - i. Regional Transportation Plan
13. Multi-community planning

Planning Commissioner Training Materials

Possible Materials

14. *The Job of the Planning Commissioner*
15. *The Small Town Planning Handbook*
16. city book?
17. *Smart Growth Myth and Fact*
18. *Caring for the Land*

Planning Commissioner Binder (loose leaf)

1. Governmental law
 - a. Open Meetings Law
 - b. Open Records Law
 - c. Code of Conduct
2. Wisconsin Planning Law
 - a. Zoning (county/town/villages and cities/villages)
 - b. Subdivision (city, village, town and county)
 - c. Smart Growth law
 - d. Other
3. Zoning basics
4. Why and How to plan
5. Capital Area Regional Planning Commission
 - a. Background
 - b. Contacts
 - c. Annual report
 - d. Website: www.danecorpc.org

Dane County Planning materials

Madison Area MPO (Plan summary and explanations/info for MPOs)

6. References/websites
 - a. www.plannersweb.com
 - b. www.planning.org/thecommissioner/index.htm (APA website)