

September 4, 2010



**RE: PLANNING COMMISSIONER TRAINING
CENTENNIAL HALL CONVENTION CENTER: JUNEAU, ALASKA
NOVEMBER 16, 2010, 8:00 AM to 5:00 PM**

In conjunction with the Alaska Municipal League's (AML) 2010 Annual Conference, the Alaska Chapter of the American Planning Association (AK APA) is pleased to offer an intensive one-day Planning Commissioner Training on November 16, 2010 in Juneau, Alaska.

The Alaska Chapter invites all planning commissioners, planners, and other interested municipal staff to attend the training to be conducted at Centennial Hall Convention Center from 8:00 AM to 5:00 PM, with continental breakfast starting at 7:30 AM. **Please distribute this invitation to your local planning commissioners, planning staff, and other interested parties as soon as possible.**

Whether newly appointed or experienced, all planning commissioners will benefit from training with their colleagues dedicated to the services they provide and decisions they make. The training has wide applicability with sessions regarding the role of the planning commissioner, land use planning, Robert's Rules of Order, decision documentation, and tips for becoming an effective planning commissioner. The workshop also offers opportunities to network with fellow commissioners and ask questions of planning professionals. Please note the workshop will be held one-day prior to the start of the AML conference in Juneau.

The registration fee of \$150.00 is due by October 15, 2010. A \$25.00 late fee will be added for registrations received after this date. To register, send your check or money order to:

Alaska Chapter APA, PO BOX 241846, Anchorage, AK 99524-1846.

Purchase orders are also accepted and should be made out to Alaska Chapter APA.

The complete workshop agenda is available on the **AK APA website:**
<http://www.alaskaplanning.org> or **Facebook:** Alaska Chapter of the American Planning Association

For further information, please contact: **Lauren Krueer 907-315-6164 or lkrueer@matsugov.us**

Thank you for your assistance in distributing this information. We hope to see you and your local planning commissioners at the workshop!

Sincerely,

Maryellen Tuttell
Chapter President



Alaska Chapter
American Planning Association



PLANNING COMMISSIONER TRAINING

CENTENNIAL HALL

101 EGAN DRIVE, JUNEAU

TUESDAY, NOVEMBER 16, 2010

7:30 AM – 8:00 AM	Continental Breakfast
8:00 AM – 8:30 AM	Introductions
8:30 AM – 9:45 AM	Role of Planning Commission Local Government Context Title 29: Planning Authority and Guiding State Statutes Relationship with City Council, Assembly, and Staff Community Plans and Local Land Use Ordinances
9:45 AM – 10:00 AM	Break
10:00 AM – 11:15 AM	Land Use Planning and Decision-Making: The Basics Comprehensive Plans Zoning and Subdivision Regulations Variances, Conditional Use, and Allowable Use Permits Capital Projects
11:15 AM – 12:00 PM	Robert's Rules of Order Mock Meeting Basic Motions
12:00 PM – 1:15 PM	Lunch and Keynote Address
1:15 PM – 2:15 PM	Importance of Documentation Purpose and Essentials Meeting Minutes Findings of Fact Top Five Mistakes
2:15 PM – 3:15 PM	Ethics Alaska Open Meetings Act Conflicts of Interest Ex Parte Communications
3:15 PM – 3:30 PM	Break
3:30 PM – 5:00 PM	Panel Discussion



Alaska Chapter
American Planning Association

Planning Commissioner Training
Conference Registration
November 16, 2010
7:30 a.m. to 5:00 p.m. (lunch included)

Alaska Chapter APA
PO BOX 241846
Anchorage, AK 99524-1846

Contact Lauren Kruer with questions @
907-315-6164
lkruer@matsugov.us
www.alaskaplanning.org

Attendee Information

Name (1): _____

Name (2): _____

Name (3): _____

Name (4): _____

Company/Organization: _____

Address: _____

State: _____ Zip/Postal Code : _____ Country: _____

Main Contact

E-mail: _____

Phone: _____

Special Dietary Needs: _____

Registration Fee

Paid Registration by October 30, 2010 = \$150

Late Registration (after 10/30 or day of the event) = \$175

Conference Fee:	
X number of attendees	
Subtotal:	
Total Due:	

Please Make checks payable to "Alaska Chapter APA" and mail to:
ALASKA CHAPTER APA * PO BOX 241846 * Anchorage, AK 99524-1846