



To: Board of Zoning Appeals and Plan Commission

From: Sergio Mendoza, Planning Director

CC: Tricia Abbott, Interim Town Manager
David B. Nellans, Town Council President
David Wickland, Town Attorney
Nicole Bennett, Town Attorney

Date: May 14, 2024

Re: Board/Commission Training Information

In response to the Board of Zoning Appeals(BZA) and Plan Commission (PC) requests for new member training and refresher training, staff contacted an individual who offers BZA and PC Training. Over the past couple of months staff has been coordinating to secure Citizen Planner Training with Ms. K.K. Fritz, FAICP. And at last month's BZA and PC meeting information was distributed regarding potential training topics, professional bio of the trainer, and sample contract letter for review. Discussion also ensued regarding ideal training date and training format which resulted with a large consensus requesting Saturday Training in late May or early June, with expanded topics, and lunch.

Through coordination with Town Council President Nellans, staff was able to secure a contract letter for consideration. The Citizen Planner Training has been secured for **Saturday, June 1, 2024**. It is anticipated that the Citizen Planer Training would be approximately 4 hours, with an anticipated start time of 9:30 am, and a light lunch provided. In addition, the following topics have been identified for training and discussion:

I. Morning Session

- a. Planning Legal Foundation: Federal History, Due Process & Indiana's Planning Enabling Legislation (IC 36-7-400 series)*
- b. Purpose of Local Planning: Proactively Managing your Future*
- c. Basic Planning Tools*
 - i. Comprehensive Plan and subplans*
 - ii. Zoning (including PUDs)*
 - iii. Subdivision Ordinances*
- d. Roles & Responsibilities in your Local Planning Process*
 - i. Town Council*
 - ii. Plan Commission, including IC requirements for Rules of Procedure*
 - iii. BZA, including IC requirements for Rules of Procedure*
 - iv. Developers*
 - v. Staff*
 - vi. The Public, hearings and social media*

II. Lunch Break

III. Afternoon Session

- a. *Making Defensible Decisions: Development Processes & Decision Criteria, per Indiana Code and local ordinances*
 - i. *Rezoning*
 - ii. *Subdivisions*
 - iii. *Subdivision Modifications or Waivers*
 - iv. *Development Plans*
 - v. *Development Standards Variances*
 - vi. *Use Variances*
 - vii. *Conditional Uses*
- b. *Enforcement*
- c. *Ethics per Indiana Code*
 - i. *Conflicts of interest*
 - ii. *Ex-parte Contact*
- d. *General Q & A*