



KENTUCKY CHAPTER AMERICAN PLANNING ASSOCIATION

Professional Development Officer

Megan V. deSola, AICP
Viox & Viox Inc
466 Erlanger Road
Erlanger, KY 41018-1428

Professional Development Committee

Jack Kleymeyer, AICP
Karen Mohammadi, AICP
Ben Peterson, AICP
Sharmili Sampath, AICP

KAPA Training Material Library and Request Form

Listed on the Request Form are the training materials that KAPA maintains as a lending library for training purposes. These tapes are available for loan to APA and KAPA members only. The loan period is for three weeks from the date the tapes are transmitted. Tapes are reserved for loan on the basis of the date of request.

Requests can be made in writing by mail or email to the address listed below. This form and a fee for handling and postage must be received before the item will be mailed. Please make checks payable to KAPA. That fee is \$6.00 per item (maximum of two items per order).

Send Requests to:
Ben Peterson, AICP
Planning Department
300 South 5th Street
Paducah, KY 42001
bpeterson@ci.paducah.ky.us

If you would like to keep the items for an extra week (total four week loan period, the fee increases to \$8.00 per item (maximum two items per order).

Items that are returned after the loan period will be considered late and treated as follow:

- First late return:** Notification will be made in writing, by email or phone.
Second late return: Notification will be made and fee will increase by \$2.00 per item for the next items requested.
Final late return: Those individuals who have three occurrences of late returns will no longer be loaned material

Two items are the maximum that will be loaned to a single requestor at one time. The requestor is responsible for maintaining the item in good working order, which includes returning it rewound to the starting position. The requestor will be charged \$110.00 for any item that is lost or damaged.

The number of continuing education credit hours (for HB 55, KRS 147, KAPA 60 Hour Club and AICP CPDP purposes) is included with the item description.

Where available, one copy of a paper overview of the item will be transmitted with the item. The requestor may wish to make copies of these overviews for distribution (when not specifically prohibited by copyright) during a training session. However, KAPA will not make multiple copies of such materials for transmittal with an item.



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Training Materials Request Form - Page 1

Please check the box for the item you wish to request for loan. For requests that involve multiple items, **please indicate your priority (as 1,2,3, etc.)** in case some tapes are out on loan or otherwise reserved. We will endeavor to meet your request in the most expeditious manner possible.

Requestor (Name of Contact Person): _____

Name of Agency or Planning Commission: _____

Mailing Street Address: _____

City/State/Zip Code: _____

Training Materials Needed By (Date): _____

Telephone Number/Email Address: _____

Audio Cassette

The Legal Foundation for Planning Commission and Zoning Board Decisions – 1995

This training package includes a discussion on the topics of the role of a planning commissioner or board of zoning adjustment member, planning as a foundation of decision making, due process, and enforcement.

Continuing Education Training Hours – 1.5

CD-ROM

Balancing the Land-Use Transportation Equation – 2006

The authors of the update of *The Transportation/Land Use Connection* discuss recent research and examples of the integration of land-use and transportation policies. Topics: Types of Functional Plans, Transportation Planning

Continuing Education Training Hours – 3.0



Training Materials Request Form - Page 2

Complete Streets - 2007

Make room for pedestrians, bicyclists, and transit users on your auto-oriented roads. Learn how the complete streets movement provides safe and convenient user access and more choice in transportation modes, and how it has become a major tool for planning to improve communities. Through programs that rethink the physical design of streets, complete streets make cities and towns more livable and appealing to all residents. Learn how communities overcome resistance and how some communities have funded these programs.

Continuing Education Credit Hours - 3.0

Design Guidelines for Small Towns and Rural Communities - 2006

Planners often must turn traditional urban design principles inside-out to develop design guidelines for small towns and rural communities. This CD-ROM training package explores those unique approaches planners are using to develop commercial and residential guidelines that are mindful of small-town and rural character.

Continuing Education Credit Hours - 3.0

Green Infrastructure - 2003

More and more communities are coming to recognize the importance of parks, greenways, and other islands of green to environmental health and good planning. Find out how some cities are creating an entire infrastructure from existing resources combined with strategic connections and new investments. Discover how to green your community in a way that sustains the environment and enhances livability for residents.

Continuing Education Credit Hours - 2.0

Introduction to Planning Commission 1 & 2 - 2006

Are you looking for a ready-made training program for your new planning commissioners? APA and the Lincoln Institute of Land Policy have organized a two-part Introduction to the Planning Commission training program. Training prepares planning commissioners for their vital role in planning successful communities. Topics include planning principles, practice, and legal foundation; the powers and duties of the commission; ethics and meeting conduct; the comprehensive plan; special plans and policy integration; the development review process; zoning; plan implementation; subdivision regulation; citizen engagement; and resolving conflict in public meetings. This package contains part one and part two, a total of four hours of training.

Continuing Education Credit Hours – 4.0



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Introduction to the Zoning Board of Adjustment - 2007

The operation of the Zoning Board of Adjustment and the challenges it faces are the focus of this training program. In the first segment, presenters discuss the purposes of the board and how it conducts sound public meetings. ZBA members will learn to take testimony, assess reports and presentations, and make the meetings accessible to all participants. In segment two, presenters review what practices commonly lead to litigation. Participants learn about variances and how to develop defensible findings of fact. Segment three focuses on conditional and special uses. Throughout, the ZBA members will learn not only legal, but also ethical decision making.

Continuing Education Credit Hours – 1.5

Land Use, Planning, and Environmental Law - 2004

Seasoned land-use attorneys discuss how new laws will affect local planning and what kind of land-use litigation is occurring in federal and state courts. The program also reviews Supreme Court and state court decisions from 2004. Topics include eminent domain, environmental law, exactions, initiatives and referenda, legislation and state studies, mobile homes, RLUIPA (Religious Land Use and Institutionalized Persons Act), signs, and takings. Continuing Education

Credit Hours – 3.0

Planning Ethics for Planning Commissioners - 2005

Two sessions from past APA National Planning Conferences provide ethical guidance for planning commissioners. Ethics and Planning Decision Making (2005): What is the role of state ethics codes in the planning process? Join panelists as they review the AICP Code of Ethics and the APA/AICP Ethical Principles in Planning in the context of decision making by planning commissioners and planners. Listen as they discuss specific situations that raise ethical and legal issues in planning. Planning Commissioner Ethics (2003): Planning commissions make decisions on behalf of the public and, therefore, the decisions must be made within an ethical framework. In this lively roundtable discussion of scenarios, panelists explore the relationship between legal responsibilities and ethical responsibilities and how commissions consider varying points of view while keeping the long-term interests of the community in focus.

Credit Hours – 2.5



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**The Best of Contemporary Community Planning – 2002
2 CD Rom Training Package**

Module One: What is Land? - 2.25 Hours

Module Two: Making Planning Engaging - 1.25 Hours

Module Three: Envisioning the Future - 1.25 Hours

Module Four: Effective Capital Improvements Programming - 1.25 Hours

Module Five: Dispute Resolution - 1.25 Hours

Module Six: Best Development Practices - 1.25 Hours

Module Seven: Evolving Role of Environmental Planning in Community Planning - 1.25 Hours

Module Eight: The Face of Zoning in the 21st Century - 1.25 Hours

Module Nine: The Future of Community Planning - 1.25 Hours

**The Best of Contemporary Community Planning – 2003
CD Rom Training Package**

Module One: Planning Commissioner Ethics – 1.25 Hours

Module Two: Smart Growth for Citizen Planners - 1.25 Hours

Module Three: Regulating Adult Oriented Businesses - 1.25 Hours

Module Four: Redesigning Cities – 1 Hour

The Community Plan: Trends, Preparation, and Implementation – 2004

This cd-rom training package includes three 1.5 credit hour modules on Preparing the Community Plan, Overview of Current Trends in Plans, and Keeping Your Plan Relevant.

Continuing Education Training Hours – 4.5



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The Legal Framework for Planning – 2005

Planning Commissions and the Legal Framework (2005): Explore the legal foundations for planning and for the planning commission. A planning attorney provides an overview of critical constitutional issues related to planning and an update on current constitutional law. Find out if your commission's decisions pass the legally defensible test.

What is Land? (2002): The definition of land and the rights and responsibilities that attend ownership or stewardship are at the heart of community planning. Speakers explore how legislation, courts, and citizens have shaped our understanding of land. Conflicts and consensus are explored within the context of the Constitution and contemporary planning practice.

Dispute Resolution (2002): Some community issues defy solution through traditional public decision making. Instead of litigation, some are considering dispute resolution. Learn what it entails, when it can be used, and what the differences are between negotiation, mediation, conciliation, arbitration, and neutral fact finding.

Continuing Education Training Hours – 3.0

Video Tape

Cost of Sprawl

Three hours of Video Education, produced in 1996 by the APA Planning Commissioners Service.

A panel of leading experts discusses the far-reaching costs of sprawl. Explore residential and commercial development within and beyond city limits. See how sprawling development affects transportation, financial resources, land use, social equity, and the overall quality of life.

Continuing Education Credit Hours - 3.0

Building Vision and Action - Small Town and Rural Planning Series

90 Minutes of Video Education, produced in 1994.

Learn how to involve citizens in the visioning process and ways to make the transition from vision to action. Geared especially toward planners in small towns and rural areas.

Continuing Education Credit Hours - 2.5



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Linking Economic Development and Planning - Small Town and Rural Series

75 Minutes of Video Education, produced in 1994

It's possible to revitalize small town economies without damaging community character. This video illustrates techniques small communities have used to ensure economic development goals support broader community objectives.

Continuing Education Training Hours - 1.5

Design Review: From Historic Preservation to Site Plans

135 minutes of Video Education, produced in 1995 by the APA Planning Commissioner Service.

This video clarifies the roles of planning staff and commissioners in the design review process, the criteria by which projects are evaluated, and the place that a single project occupies within a community's overall design goals. Includes two exercises to help your commissioners become city builders - not rubber stamp reviewers.

Continuing Education Training Hours - 2.25

Ethical Dilemma's In Planning

60 minutes of Video Education, produced in 1993.

Expert panelists present different scenarios to illustrate the ethical aspects of problem solving, decision-making, and policy implementation. The lively, humorous, and provocative discussion challenges planners to think about the ethical dimension of their work.

Continuing Education Training Hours - 1.0

Meeting Management - A Mock Commission Hearing

90 minutes of Video Education, produced in 1994 by the APA Planning Commissioner Service.

This staged hearing shows you how to manage meetings and ensure fair and open participation. Analyze where meetings go wrong and see how an experienced chair keeps a meeting on track. Its familiar scenarios will help your commission avoid common pitfalls.

Continuing Education Training Hours - 1.5



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Why Plan? A Primer for the Concerned Citizen

30 minutes of Video Education, produced in 1988 by the Municipal Video Project.

This entertaining and informative video shows the importance of planning, who and what is involved in the process, and the consequences of not planning. It includes a brief history of planning in the U.S. and comments from a noted land-use attorney, several planning directors, and the executive director of the League of California Cities. The video is ideal for new commissioners and council members, service clubs, and civic groups.

Continuing Education Training Hours - 0.5

Conserving Rural Character and Open Space Through Innovative Land Use Techniques

90 minutes of Video Education, produced with Randall Arendt.

This is an introduction to a variety of innovative site design techniques developed and promoted by Randall Arendt, and intended to promote conservation of rural character, preservation of open space and environmental resources and sustainable subdivision design.

Continuing Education Training Hours - 1.5

Zoning Enforcement Techniques

3 hours of Video Education, produced in 1994.

Successful planning agencies have effective zoning enforcement systems. Design and manage a first-class operation with inspection and investigation techniques, internal operations and plan review standards, and training and testing methods for enforcement employees.

Continuing Education Training Hours - 3.0

The Best of Planning for Zoning Administrators

4 hours of Video Education, produced in 1994.

The primer for zoning administrators on best planning practices considers the goals of planning, the role of comprehensive plans, and contemporary planning practice. It evaluates zoning and other tools used to implement planning goals and examines the development review process, offering tips to help you separate good proposals from bad ones.

Continuing Education Training Hours - 4.0



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Historic Preservation and Downtown Renewal

2.5 Hours of Video Education, produced by AICP in 1995

This video addresses all aspect of a successful downtown economy, and focuses on historic preservation as a vehicle for economic revitalization

Continuing Education Training Hours – 2.5

Training Made Easy – 1994

30 minutes of Video Education produced in 1994 by APA.

This training package is designed to assist you with your planning education programs.

Continuing Education Training Hours – 0.5

Planning for Community Character – 1994

180 minutes of Video Education produced in 1994 by AICP.

Continuing Education Training Hours – 2.5

Negotiating And Mediating Land-Use Disputes – 1994

120 minutes of Video Education produced in 1994 by APA.

This training package is designed to assist you with how to handle disputes.

Continuing Education Training Hours – 2.0



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Developing and Streamlining Zoning Administration – 1996

210 minutes of Video Education produced in 1996 by AICP.

This training package is designed to assist you with developing efficient ways to administer zoning regulations.

Continuing Education Training Hours – 3.5

Electronic Town Meetings for the Information Age

30 minutes of Video Education

Continuing Education Training Hours – 0.5

City Beautiful: Zoning for Aesthetics – 1990

90 minutes of Video Education produced in 1990 by AICP.

What can planners do to make sure that developments are aesthetically pleasing? This session will focus on sign control, design review boards and other aesthetic issues, and what the courts has said about them.

Continuing Education Training Hours – 1.5

Understanding the Design Context: The Guiding Urban Design Series – 1994

150 minutes of Video Education produced in 1994 by AICP.

This training package offers insight into urban design and how to implement tools that can help guide your community to its vision. Topics include historic preservation, analyzing design context, and implementing design principals.

Continuing Education Training Hours – 2.5