

Accomack County
Blue & Green Infrastructure Project

Virginia Certified
Planning Commissioner
Training Report

March 31, 2010

James M. McGowan



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**Accomack County
Planning Commissioner Training Report
March 31, 2010**

Four Accomack County Planning Commissioners and three Department of Planning staff members received Virginia Certified Planning Commissioner Training. The program, which was taught by Mike Chandler of the Citizen's Planning Education Association of Virginia, consisted of three days of training and eight weeks of home study.

The training began on January 28 and 29, 2010, with lessons on Planning, the Planning Process, Legal Issues, Planning Commission Responsibilities, Tools of Planning, and The Job of the Planning Commissioner.

After completing eight weeks of home study, participants reconvened on March 31st for lessons on Effective Meetings and Managing Change, Decision Making Skills, and Leadership. A copy of the course outline is attached.

The following Accomack County Planning Commissioners and Department of Planning staff members completed the training and received their Virginia Certified Planning Commissioner certificates:

- E. Philip Hickman, Chairman
- C. Robert Hickman, Planning Commissioner
- David Lungair, Planning Commissioner
- David Vaughn, Planning Commissioner
- Rob Testerman, Land Use Planner
- Norman Pitt, Environmental Planner
- Tonya Taylor, Administrative Assistant

PROGRAM OUTLINE: FIRST SESSION
66th CLASS
VIRGINIA CERTIFIED PLANNING COMMISSIONERS' PROGRAM
JANUARY 28-29, 2010
ONLEY, VA

Thursday, January 28, 2010

8:00 a.m. PROGRAM REGISTRATION AND CONTINENTAL BREAKFAST
8:30 a.m. WELCOME AND PROGRAM OVERVIEW
9:00 a.m. FIRST SESSION: INTRODUCTION TO PLANNING
10:30 a.m. BREAK
10:45 a.m. SECOND SESSION: THE PLANNING PROCESS
Noon LUNCH
1:15 p.m. THIRD SESSION: LEGAL FOUNDATIONS OF PLANNING AND ZONING
3:15 p.m. BREAK
3:30 p.m. FOURTH SESSION: PLANNING ISSUES
5:15 p.m. ADJOURN

Friday, January 29, 2010

8:15 a.m. ARRIVAL AND REVIEW OF FIRST DAY
8:30 a.m. FIFTH SESSION: POWERS AND RESPONSIBILITIES OF THE PLANNING COMMISSION
9:45 a.m. BREAK
10:00 a.m. SIXTH SESSION: THE TOOLS OF PLANNING
Noon LUNCH
1:15 p.m. SEVENTH SESSION: THE JOB OF THE PLANNING COMMISSIONER
2:45 p.m. PREPARATION FOR HOME STUDY
3:00 p.m. ADJOURN

**CLOSING SEMINAR
66h CLASS
VIRGINIA CERTIFIED PLANNING
COMMISSIONERS' PROGRAM**

**Onley, VA
March 31, 2010**

March 31, 2010

- 8:30 A.M. ARRIVAL AND BREAKFAST BREADS
- 8:45 A.M. WORKSHOP OVERVIEW/REVIEW OF HOMESTUDY PHASE
- 9:10 A.M. THE HUMAN SIDE OF PLANNING
- A Planning Commission Organization Diagnostic
 - Commission Member Roles
 - "Growing" A Planning Commission
- 10:15 A.M. BREAK
- 10:30 A.M. CONDUCTING EFFECTIVE MEETINGS/ MANAGING CHANGE
- NOON LUNCH
- 1:00 P.M. DECISION MAKING SKILLS
- 2:30 P.M. BREAK
- 2:45 P.M. MAKING PLANNING ACCOUNTABLE
- 3:45 P.M. LEADERSHIP FOR EFFECTIVE PLANNING
- 5:15 P.M. AWARDING OF CERTIFICATES
- 5:30 P.M. SUMMARY, EVALUATION AND ADJOURN