



# THE MASTER PLANNER PROGRAM

## Acquiring good skills for good decisions

### The Courses

**Community Planning**  
February 6, 13, 20

**Zoning**  
March 27; April 3, 10

**Zoning Administration**  
*Available on Request -*  
Inquire via [info@cc2020.org](mailto:info@cc2020.org)

**Subdivision & Land  
Development Review**  
April 22, 29; May 6

All participants receive copies of the Pennsylvania Municipal Planning Code and handbooks for practical experience with the course content. All courses are continuously updated to reflect the most current amendments to the Planning Code. **Each individual course provides 10 hours of instruction toward Continuing Education Credit.**

This course targets the responsibilities of municipal officials and members of planning commissions. Classes will address the role of planning in local government, and how planning commissions relate to the governing body, zoning hearing board and zoning officer. Specific topics include basic knowledge of the Municipalities Planning Code, comprehensive planning, plan implementation including zoning, subdivision and land development regulation, official mapping and how effective planning commissions approach their responsibilities. The course is designed as introductory for new and as a refresher for experienced students.

Zoning is probably the most fascinating, complex and provocative topic in local planning. This course addresses the evolution of zoning in the United States and how it continues to structure the way zoning is practiced in Pennsylvania. Classes will study the fundamentals of drafting zoning ordinances and amendments, beginning with the MPC authority for zoning. Included are advanced technical techniques such as overlay and performance zoning, as well as planned residential and traditional neighborhood development. The relationship of zoning to comprehensive planning and the need for consistency is emphasized. The course includes mapping exercises, reviews of zoning ordinance provisions, and instruction in how to do a "build-out analysis." Problem situations and ethical dilemmas are discussed. Detailed attention is paid to the role of the planning commission, individuals, and local agencies in zoning administration as well as to procedures for enacting zoning ordinances and guidelines for rezoning.

The course in Zoning Administration is for zoning hearing board members, zoning officials, and elected officials –regardless of experience. Students will learn the basic principles, procedures and information needed to effectively carry out their functions in the administration of municipal zoning. The course covers the technical aspects of zoning and how to build effective relationships with the public. Hands-on experiences and practice exercises are built into each session. Participants learn how to conduct effective and fair zoning hearings in a mock zoning hearing session. Course topics include the principles of zoning, key zoning terms, the zoning administration team, zoning officer duties, enforcement notices, zoning hearing procedures, variances, special exceptions/conditional uses, and nonconformities.

This course deals with the work of planning commissions in completing the subdivision review process, from pre-application meetings through project completion. The curriculum is organized into three major sections: 1) principles of subdivision and land development regulation and ordinance requirements, 2) subdivision and land development review procedures, and 3) design and technical standards of subdivision development. Participants get hands-on experience reviewing plans and designing alternative solutions. Topics in the course include the MPC requirements governing subdivision and land development regulation; the importance of subdivision regulations to municipalities and to developers; a three-stage procedure for reviewing applications; requirements for approving and denying plans; project completion and follow-up; design considerations; density and open space criteria; and new approaches to better project design.

**The sponsors provide** a series of courses in municipal planning for municipal officials, planning commissions, zoning hearing boards, citizens and the corporate community. The courses have been developed by the Pennsylvania Planning Association (PPA) and Penn State Cooperative Extension through their training agency, Pennsylvania Municipal Planning Education Institute (PMPEI). Each in-depth, ten-hour course, taught by certified PMPEI instructors, is completed through attendance at three evening classes, over a three-week period. PMPEI provides a certificate of course completion. Participants completing the three basic courses within three years will be recognized with a "Master Planner Certificate of Completion."

**The Master Planner Program offers** municipal officials and others the opportunity to acquire a comprehensive background in municipal planning. The allied goals are to build a pool of qualified individuals for appointment or reappointment to planning commissions, and to provide citizens and the business community with a better understanding of community planning and development.

- Classes run from 6:30 pm to 9:30 pm. Please come a little early the first night.
- Master Planner students are provided with a light supper every class night.
- Course materials include application forms for continuing education credit.
- MPP students who miss part of a course can make-up missed class time at no charge.
- Presenting Partner staff will help students arrange make-ups.
- Completion of each course earns a Course Completion Certificate, in addition to the Master Planner Certificate of Completion earned by completing all 3 Master Planner Courses.

#### **Pre-REGISTRATION:**

**The registration fee for each 10-hour course is \$135. This includes instruction, course materials, supper each class night and abundant free parking. Register online at [www.cc2020.org](http://www.cc2020.org), via [info@cc2020.org](mailto:info@cc2020.org), or by calling 484--680--5570.**

#### **CONTINUING EDUCATION CREDIT:**

**Master Planner Courses earn continuing education credit for Realtors, Appraisers, Attorneys, Landscape Architects and Engineers. Credit application forms are provided.**

### **The Master Planner Courses are Presented By:**

Chester County 2020

Chester County Planning Commission

West Chester University,  
College of Business & Public Affairs  
Department of Geography & Planning

#### **Location:**

**WCU Graduate Business Center  
1160 McDermott Drive  
West Chester, PA 19380**

**Courses at the BTC are limited to 15 students per class. 'Custom' classes can be scheduled at your location at any time of year. Minimum enrollment: 15 students. Contact us to discuss presenting MPP classes at your location. Consider partnering with other groups or neighboring municipalities to make up a class.**

**For further information,  
call 484--680--5570  
or email [info@cc2020.org](mailto:info@cc2020.org)**

#### **To register:**

Email contact and payment info to:  
[info@cc2020.org](mailto:info@cc2020.org)

Or register on-line at:  
[www.CC2020.org](http://www.CC2020.org)