

FREE SMRPC WORKSHOP

INTRODUCTION TO THE ZONING BOARD OF APPEALS

AUDIO/WEB CONFERENCE TRAINING SESSION

SPONSORED BY THE AMERICAN PLANNING ASSOCIATION*

Wednesday, April 29, 2009

6:30-9:00 PM

**Sanford Council Chambers, 3rd Floor, Sanford Town Hall Annex
919 Main Street, Sanford, Maine**

***Intended for Zoning Board of Appeal members, Planning Board members, Planners,
and Code Enforcement Officers***

The operation of the zoning board of appeals and the challenges it faces are the focus of this training program. Presenters discuss the purposes of the board and how it conducts sound public meetings. ZBA members will learn to take testimony, and assess reports and presentations. Presenters also review the practices that commonly lead to litigation. Participants learn about variances and how to develop defensible findings of fact. Throughout, ZBA members will learn not only legal, but also ethical, decision making.

VIEW SUPPLEMENTAL INFORMATION RELATED TO THE WORKSHOP AT WWW.SMRPC.ORG

AGENDA

Part One: Conducting the Zoning Board of Appeals Hearing

1. Zoning Board of Adjustment's functions
2. Powers of the ZBA
3. Variances
4. Zoning code language
5. Standard State Zoning Enabling Act
6. Conducting the hearing
7. Hearings examiners
8. Findings of Fact
9. Conflicts of Interest

Part Two: Zoning Variances and Findings of Fact

1. Variances
2. Common variances
3. Enforcement
4. Requirements for granting variances
5. Findings of fact
6. Staff reports
7. Supporting information
8. Public education
9. Drafting conclusions
10. Use variances

***AICP CERTIFICATE MAINTENANCE CREDITS—1.5 HOURS**

**We request that you RSVP by Friday, April 24, 2009
Please call Marian Alexandre at 324-2952 or email to malexandre@smrpc.org
Please contact us if you need directions to the workshop**

Southern Maine Regional Planning Commission
21 Bradeen Street, Suite 304
Springvale, Maine 04083
Tel 324-2952 . Fax 324-2958
www.smrpc.org

