

MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DR
AUGUSTA ME 04330

Introductory Level Workshop for
**Local Planning Boards
and
Boards of Appeal**

2009

Bangor – Spectacular Events
April 7, 2009

Ellsworth – Holiday Inn
June 24, 2009

Paris – South Paris Fire Station
September 22, 2009

Skowhegan – Community Center
October 15, 2009

Augusta – Senator Inn
November 19, 2009



Sponsored By:
Maine Municipal Association

WORKSHOP DESCRIPTION

This workshop is **designed as a basic introduction** to the various legal rules governing decisions made by local planning boards and land use appeals boards. **It is aimed primarily at new or less experienced board members.** Long-time board members may also find it helpful.

Topics which may be discussed include:

- Jurisdictional issues
- Conflict of interest and bias
- Public Notice requirements
- Site visits
- Use of e-mail
- Board records
- Deadlines
- Standing
- Nature of evidence on which to base a decision
- Participation by members who miss meetings
- Procedure for reaching a decision
- Form of decision/conditions of approval
- Reconsideration
- Appeals
- Variances

The instructors for this workshop will be attorneys from the MMA Legal Services Department.

FEE

\$40.00 per person (includes packet material & light meal)
(Make check payable to: MMA)

We are currently taking orders for the Planning Board Manual (1999), which costs \$35.00 (includes 2004 supplement) Call Publications at MMA at 1 800-452-8786, ext. 2291 to place your order. There is a \$5 shipping and handling fee for each manual. The manuals and supplements are also available online at: www.memun.org. The Local Appeals Board Manual is currently unavailable for sale. It is available on our web site for free.

TIME

5:30pm to 6:00pm — Registration & Light Meal
6:00pm to 9:00pm — Workshop

DATE & LOCATION

Bangor, Spectacular Events — April 7, 2009
Ellsworth, Holiday Inn — June 24, 2009
Paris, South Paris Fire Station — September 22, 2009
Skowhegan, Community Center — October 15, 2009
Augusta, Senator Inn — November 19, 2009

PLEASE NOTE: Directions will be on the confirmation cards.

QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call the Educational Services Office at 1-800-452-8786 (Augusta area: 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus the \$10 processing fee). **All** cancellations are subject to a \$10 administrative fee for processing.

REGISTRATION INFORMATION

You can register on MMA's website at www.memun.org; fax your registration form to 626-5947; or mail the attached form to: MMA, 60 Community Dr, Augusta, ME 04330.

STORM POLICY

If there is inclement weather predicted, a decision to postpone will be made by 5:00pm the day prior to the workshop. Please call 1-800-452-8786 ext. 2296 or 2293 for information. (Augusta area: 623-8428)

2009 Planning Boards/Boards of Appeal Workshop

Please register the following person(s) from _____ for the 2009 PB/BOA Workshop.
(Municipality)

FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____

EMAIL: _____

FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____

EMAIL: _____

BILLING ADDRESS: _____ TOTAL AMOUNT: \$ _____

Location: (Circle One): Bangor-April 7, 2009 Ellsworth-June 24, 2009 Paris-September 22, 2009 Skowhegan-October 15, 2009 Augusta-November 19, 2009

Mail Registration Form to: PB/BOA Workshop, Maine Municipal Association, 60 Community Drive, Augusta, ME 04330
Fax form to: 207-626-5947 or register online at www.memun.org

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

MAKE CHECKS PAYABLE TO MMA

ATTENDING