

COASTAL COMMUNITY PLANNING AND DEVELOPMENT TRAINING

Provided by the National Oceanic and Atmospheric Administration Coastal Services Center and U.S. Environmental Protection Agency

Thank you for your request to host the Coastal Community Planning and Development (CCPD) training. This is a two-day interactive, hands-on training course.

As the local host, you will be responsible for:

- Inviting participants
- Providing local logistical support (facility, refreshments, etc.)
- Communicating with trainers
- Researching the planning and development issues in your local community

We request that you limit the number of participants to 30. ***However, you must guarantee that there will be a minimum of 20 participants in order to hold the class.*** The Center will provide trainers, training materials, and presentations.

Scheduling the Training

In order to schedule the CCPD training, you will need to contact the Center to request specific dates and have those dates confirmed prior to making any other arrangements. Things to keep in mind when scheduling the training:

- Due to the preparation requirements for both the local hosts and the trainers, we require a minimum of ***eight weeks*** between the time we book the training and the training dates.
- It is required that a local planner attend the training to provide information regarding specific planning and zoning processes within the local community. It is also helpful to have a representative from the local council of government or similar organization that can offer to provide assistance or resources to participants after the training.
- **Participants:** *Inviting a diverse group of participants is vital to the success of this training.* The course is designed for and will be most productive when participants express interest in learning basic information about alternative development choices and planning and development processes. Participants can include elected officials, developers, realtors, business leaders, personnel from nonprofit organizations, coastal resource managers, and other local decision-makers (see specific recommendations under “Invitations”).

Once the training has been confirmed, the local host can take the following steps to prepare for a productive and enjoyable learning experience. *Please carefully read the requirements for this course, as they are more involved than other Center training workshops.*

Data and Information Requirements Prior to Training

Information you supply will be used to familiarize the trainers with your community and its particular needs and issues. With your help, we will include content that is relevant to local participants, thereby increasing their satisfaction and motivation to get the most out of the course.

- A “local development trends” section is included in the training presentation. The host will invite a local speaker to present on development trends in the area. In addition, you must provide local data used for this presentation to the trainers as background at least **three weeks** prior to the training. To assist you, sample PowerPoint slides are included in this packet (see “Local Trends Example for Host”).
 - Data can come from census documents, local conservation voters groups, and regional councils of government. Your state might also have state-specific statistical information from the national census. Another potential data source: local comprehensive plans from the jurisdiction that might include recent demographic and community information.
- **Photographs:** Please e-mail trainers two or three high-resolution (minimum 4 MB) photographs of your community. These may include aerials, obliques, and “on the ground” photos that exemplify “smart growth” principles.
- **Local Maps:** During the training, students will participate in a visioning exercise involving local area(s) of special concern. The local host must provide an aerial image of the community to serve as the base map for this exercise. The maps should be of high enough resolution that participants can see neighborhoods, streets, houses, ball fields, etc. The host should print these base maps out on poster size paper and there should be one map per table of participants. It is also helpful to have maps posted around the room to spur discussion regarding local issues. Types of maps that are helpful include land cover, zoning, aerial, conservation area, and other maps. Trainers will provide more information regarding these maps during conversations with hosts prior to training.
- **Principles:** Please determine whether your community or state has “smart growth” principles that vary from those presented in the course (see attached). Send a copy of those principles to the trainers at least **three weeks** prior to the training.

- **Programs/Projects:** Determine whether there are any local, regional, or state “smart growth” programs or projects that the trainers can draw on to use as examples during instruction.
- **Local Regulations:** The trainers will also need copies of (or Web site links) local planning and zoning regulations:
 - Comprehensive plans
 - Zoning ordinances
 - Any overlay districts, etc.
- The attached scorecard will be used during the course. In order to assist any participant who might not have specific knowledge of the development regulations within their community, it would be helpful to have the local planning agency fill out the scorecard prior to the training.

Logistical Arrangements

- **Invitations.** Send out invitations to potential participants. The local host should invite their project partners, including stakeholders, who might benefit from the training (sample registration form attached).
 - To the extent possible, we strongly recommend that you consider inviting the city manager, representatives from the county commission or city council, and/or representatives from the planning and zoning department(s); building, development, real estate and engineering professionals; architecture and landscape architecture professionals; and those involved with civic and business or economic development.

The Center requests that national estuarine research reserves, coastal programs, Sea Grant offices, and NOAA sanctuary or fisheries offices in the region be notified of the training and, if possible, invited to it.

- **Facility.** Reserve a facility or meeting room appropriate for training. It should be of sufficient size, with tables and seating suitable for group work, and the trainers should have access to electrical outlets. See attached information on host-room setup.
- **Audiovisual Equipment and Supplies.** Provide a liquid crystal display (LCD) projector, screen or white board, and flip charts (one for each table and two for trainers). Coordinate with the trainers to provide any other necessary audiovisual equipment and training supplies.
- **Accommodations.** Provide trainers with hotel recommendations and/or obtain a block of hotel rooms for participants, if appropriate.
- **Refreshments.** Arrange for break and lunch refreshments (four breaks, two lunches). The host will need to cater lunch on-site. If there is no

budget for this, the host can charge participants a registration fee to cover any incurred expenses.

The Center will provide the following

- **Training materials.** Training manuals and other materials will be sent to the local host a few days prior to the training workshop. These manuals are for those who participate in the course.
- **Trainers.** The Center will typically be able to cover costs associated with trainers and their travel.

If you have any questions or need further assistance with planning, please contact the trainers at one of the following phone numbers or e-mail addresses.

Susan.Fox@noaa.gov
843 740.1144

Margaret.VanderWilt@noaa.gov
843 740.1273

COASTAL COMMUNITY PLANNING AND DEVELOPMENT TRAINING CHECKLIST

Task	Deadline	Complete
• Training Dates Confirmed with the Center	2 mo. prior	_____
• Facility Booked	ASAP	_____
• Local Planner(s) Invited	ASAP	_____
• Participant Invitations Sent Out		_____
• Base Map Acquired (1 per table)		_____
• Local Maps Acquired		_____
• Local Regulations (Zoning Regs, etc.) Sent to Center	3 wks. prior	_____
• Local/State Smart Growth Principles Sent to Center	3 wks. prior	_____
• Local Pictures E-mailed to Center	3 wks. prior	_____
• "Local Trends" PowerPoint E-mailed to Center	3 wks. prior	_____