

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](http://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](http://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](http://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**