

## Training Information:

For an updated listing of educational offerings, please visit our website at [www.memun.org](http://www.memun.org) or call our automated training hotline at (207) 624-0117.

### About MMA:



Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330

*MMA is located off I-95, Exit 112A Northbound,  
Exit 112 Southbound, behind the  
Augusta Civic Center*

1-800-452-8786  
Local Area 207-623-8428  
[www.memun.org](http://www.memun.org)

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

### DIETARY REQUIREMENTS

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

### SMOKE FREE

Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

### FRAGRANCE FREE

MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.



## Local Planning Boards & Boards of Appeal

# 2017

**Thursday, March 2, 2017**

Maine Municipal Association - Augusta, ME

**Thursday, March 2, 2017**

Northern Maine Development Commission  
Caribou, ME \*Live Video Conference\*

**Thursday, April 20, 2017**

Bethel Inn - Bethel, ME

**Tuesday, June 6, 2017**

Presque Isle Inn & Convention Center  
Presque Isle, ME

**Tuesday, July 25, 2017**

Ramada Inn - Saco, ME

**Thursday, November 2, 2017**

Lucerne Inn - Dedham, ME

**Tuesday, December 5, 2017**

Ramada Inn - Lewiston, ME



**Presented By**

Maine Municipal Association

# 2017 Local Planning Boards & Boards of Appeals



## Dates & Locations:

- Augusta – 3/2/2017**  
Maine Municipal Association  
60 Community Dr., Augusta, ME 04330
- Caribou – 3/2/2017**  
**\*Live Video Conference\***  
Northern Maine Development Commission  
11 West Presque Isle Rd., Caribou, ME 04473
- Bethel – 4/20/2017**  
Bethel Inn  
21 Broad St., Bethel, ME 04217
- Presque Isle – 6/6/2017**  
Presque Isle Inn & Convention Center  
116 Main St., Presque Isle, ME 04769
- Saco – 7/25/2017**  
Ramada Inn  
352 North St., Saco, ME 04072
- Dedham – 11/2/2017**  
Lucerne Inn  
2517 Main Rd., Dedham, ME 04429
- Lewiston – 12/5/2017**  
Ramada Inn  
490 Pleasant St., Lewiston, ME 04240

**PRESENTERS:**  
Attorneys from the MMA  
Legal Services Department

**STORM POLICY:** If there is inclement weather, a decision to postpone will be made by 5:00 pm the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at (207) 624-0117 before departing for any MMA events to ensure that the event schedule has not changed.

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

## Who Should Attend:

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.

## Course Information:

4:00 pm-4:30 pm – Registration / 4:30 pm-8:30 pm – Workshop / 6:00 pm – Light Meal

Topics which may be discussed include:

- 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

## Workshop Materials

A packet of workshop materials will be provided. A 2010 edition of the *Board of Appeals Manual* and a 2011 edition of the *Planning Board Manual* are available to purchase separately. They also may be printed or downloaded for free from MMA's website ([www.memun.org](http://www.memun.org)). A 2012 supplement and a 2015 supplement for each manual are also available to purchase, print or download.

## Registration/Confirmation/Directions:

Confirmation of class registration will be sent out one week prior to the start of the event. If an email has been provided, the confirmation will be sent electronically. If no email is on file, the confirmation will be mailed to the billing address provided on the registration form. Directions to the facility can be found on the MMA website at the following address: <http://www.memun.org/TrainingResources/WorkshopsTraining/DirectionsToEvents.aspx>

## Questions/Cancellations:

Cancellation notification must be given in writing at least 72 hours before the session. Any cancellation received after the 72 hour deadline will be charged the full registration fee. **ALL** cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTrainin/Cancellations.aspx> to cancel. If you have any questions please contact Educational Services Office at (800) 452-8786 or (207) 623-8428.

Visit [www.memun.org](http://www.memun.org) for updates & to register online

# 2017 Local Planning Boards & Boards of Appeals

- FEE:** MMA Member Municipality/Patron: \$55.00  
Non-Member Municipality: \$110.00
- VIDEO CONFERENCE: (Feb 7th only):**  
(MMA members only): \$45.00
- Please make check payable to:**  
Maine Municipal Association  
(Fee includes workshop materials and light meal)
- WEB:** You can register online on MMA's website: [www.memun.org](http://www.memun.org); or complete the form below and send via:
- FAX:** (207) 624-0128
- MAIL:** Maine Municipal Association  
ATTN: Educational Services  
60 Community Drive, Augusta, ME 04330.

Please register the following person from: (municipality):

Billing Address: \_\_\_\_\_

## Locations: (please check ONE):

- Augusta – Maine Municipal Association – 3/2/2017
- Caribou – Northern Maine Development Commission 3/2/2017 **\*Live Video Conference\***
- Bethel – Bethel Inn – 4/20/2017
- Presque Isle – Presque Isle Inn – 6/6/2017
- Saco - Ramada Inn – 7/25/2017
- Dedham – Lucerne Inn – 11/2/2017
- Lewiston – Ramada Inn – 12/5/2017

## Registrant Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Fee:**  \$55.00 (member)  \$110.00 (non-member)

**Video Conference\***  \$45.00 (MMA members)

**\*Caribou Location Open to MMA Members Only**  
Please duplicate form if registering more than one person.