

AICP Exam Content

I. History, Theory and Law [15%]

- A. History of planning
- B. Planning law
- C. Theory of planning
- D. Patterns of human settlement

AICP Exam Content

- II. Plan Making and Implementation [30%]
- Visioning and goal setting Quantitative and qualitative research methods
- Collecting, organizing, analyzing, and reporting data and information
- D. Demographics and economics
- Natural and built environment E.
- Land use and development regulations
- Application of legal principles

AICP Exam Content

IV. Spatial Areas of Practice [15%]

Planning for sub-state region

Planning at county level

Planning for urban areas

Planning for multi-state or bi-state

Planning at national level

H. Environmental analysis J. Growth management techniques

- Budgets and financing options к.
- L. GIS/spatial analysis and information systems
- M. Policy analysis and decision making
- N. Development plan and project review
- O. Program evaluation
- P. Communications techniques

J. Neighborhoods

L. Historic districts or areas

K. Waterfronts

M. Downtowns

- Q. Intergovernmental relationships R.
 - Stakeholder relationships
- s. Project and program management

AICP Exam Content

III. Functional Areas of Practice [25%]

- Community development
- Comprehensive or long range planning
- Development regulation or administration
- Economic development and
- revitalization
- Economic analysis and forecasting
- Educational, institutional, or military facilities planning
- Energy policy
- Food system planning
- Growth management
- Hazard mitigation

- M. Infrastructure N. Labor force or employment O. Land use

L. Housing

- P. Natural resources and the environment
- Q. Parks, open space and recreation
- R. Planning law
- S. Policy planning
- T. Public services
- U. Social and health services V. Transportation
- W. Urban design
- Historic preservation

AICP Exam Content

V. Public Participation and Social Justice [10%]

- Public involvement planning Α.
- в. Public participation techniques
- Identifying, engaging, and serving underserved groups C.
- Social justice issues, literature, and practice D.
- Working with diverse communities
- Coalition building

VI. AICP Code of Ethics and Professional Conduct [5%]

Planning for suburban areas G.

reaions

Planning for small town н.

Planning for state

Corridors

в.

с.

D.

E. F.



Schedule Exam
Thomson Prometric Test Centers

HOW TO STUDY FOR AICP EXAM

Taking the exam

- Valid photo ID
- Social Security Card, bank teller card or other secondary ID
- Calculator provided
- Scratch paper/pencil provided

How to Study for the Exam

- Begin studying as early as possible
- Devote 80-100 hours in study time
- Identify Weak Areas Early
- Study Groups
- Notecards
- Take practice exams

Supplemental Readings

- APA Reading List
- Practicing Planner













Other Resources

- □ <u>http://www.wikipedia.org</u>
- □ <u>http://www.studystack.com</u>
- □ <u>http://www.planning.org</u>
- Define: feature on search engines

The Week before the Exam

The week of the exam get as much rest as possibleDrive to the test site

The Day before the Exam

Eat Well

Get Plenty of Rest

The Day of the Exam

- Dress in Layers
- Eat before the exam
- Arrive Early
- Bring Your Notecards

During Exam

Pace Yourself

- □ Answer every question (Guess!)
- Use Marking
- Watch for negative questions
- $\hfill\square$ Try to come up with answer in your head
- For long questions read the answers first
- $\hfill\square$ Do math questions twice
- Think about the average agency/planner







National Planning

- Focus on important Federal Program and Policies
- Federal Housing Programs
- Federal Transportation Programs
- Federal Environmental Programs



Chatham Village, Pittsburgh, Pennsylvania is a model of Garden City planning.

Multistate Planning

 Focus on issues that go beyond political boundaries
 Environmental Planning
 Transportation Planning



environmental planning. Shown abor is the Chicago River.

State Planning Focus on issues that are handled at the state level, but don't think state specific Floodplain regulations Environmental Protection Dillon's Rule

Sub-State Planning

- Focus on regional issues
 - Parks
 - Environmental ProtectionTransportation

County Planning

- County and multijurisdictional planning
- Hazard Mitigation Plans
- Growth Management
- Intergovernmental Cooperation

Urban Planning

- Similar to other types of planning, but think about urban focused issues
 Redevelopment/Infill
 - Traffic management
 - Poverty
 - Heat Island



The Heidelberg Project in Detro is the work of an artist revitalizing a neighborhood.

Suburban Planning

- Similar to other types of planning, but think about suburban focused issues
 - Foreclosure
 - Sprawl
 - Connectivity
 - Infrastructure



Creekside in Gahanna, Ohio is the result of a decade of planning for a town center in this suburb.

Rural Planning

- Similar to other types of planning, but think about rural focused issues
 - Access to infrastructure
 - Farm Economics
 - Small town character
 - Social and health services



The Rural Studio in Newbern, Alabama has been an effort of Auburn University to work on issues of importance in rural communities.

Corridor Planning

- Corridor Transportation
 Planning
- National Corridor
 Planning
- Scenic Corridor Planning
 Greenway/Blueway
- Planning

 Issues to consider
 - Connectivity, design, safety, parking



The Trans-Texas Corridor will extend from Brownsville, Texas (shown above) to Canada.











Downtown in Houston, Texas

Practice Questions

- Which of the following states has a statewide plan for smart growth?
 - a. Maryland
 - b. Texas
 - c. New Mexico
 - d. Montana

Practice Questions

- Which of the following problems would most likely be addressed by a state planner?
 - a. Zoning regulations for Recreational Vehicles
 - b. Floodplain protection
 - c. Siting a new industrial park
 - d. Expanding an airport

Practice Question

- You have been invited to interview for a position with an area MPO. The interviewer asks you to tell the panel about what you know about multisate planning. Which of the following would be the most appropriate response?
- a. The federal government provides funding for multistate planning as part of the federal transportation allocations to allow for MPOs to work on transportation planning across state boundaries
- b. Multistate planning involves planning where multiple states have shared interests, such as where a watershed crosses state lines.
- c. Multistate planning occurs where cities such as Texarkana are split between two states.
- d. Multistate planning took place starting in the 1930 and through today as transportation planners engage in planning for the interstate highway system.

Practice Question

- As a regional planner you have been working with the local governments in the region to protect the scenic character of an important highway. You are engaging the communities along the highway in a corridor planning process. Which of the following programs guidelines would be most appropriate to use in preparing the corridor plan?
 - a. SAFETEA-LU
 - b. Consolidated Plan
 - c. National Scenic Byway Program
 - d. DOT Transportation Enhancement Program

Example Question

Planning for flooding typically occurs at what level of government?

- a. Neighborhood
- b. City
- c. State
- d. National



Ethics

Know the AICP and APA Codes of Ethics

- All are available from the APA website www.planning.org Questions will typically create scenarios that the Code of Ethics should be used to answer
- For the most part they are logical responses, but it is the best choice rather than one right answer.

APA Ethical Principals

- Serve the public interest
- Support citizen participation
- Recognize the comprehensive and long-range nature of planning decisions
- Expand choice and opportunity for all
- Facilitate coordination through the planning process
- Avoid conflict of interest

APA Ethical Principals

- Render thorough and diligent planning service
- Do not seek or offer favors
- Do not disclose or improperly use confidential information
- Ensure access to public reports on an equal basis
- Ensure full disclosure at public hearings
- Maintain public confidence
- Respect professional codes of ethics and conduct

AICP Code of Ethics

- Section A contains a statement of aspirational principles that constitute the ideals to which we are committed. We shall strive to act in accordance with our stated principles. However, an allegation that we failed to achieve our aspirational principles cannot be the subject of a misconduct charge or be a cause for disciplinary action.
- Section 8 contains rules of conduct to which we are held accountable. If we violate any of these rules, we can be the object of a charge of misconduct and shall have the responsibility of responding to and cooperating with the investigation and enforcement procedures. If we are found to be blameworthy by the ALCP Ethics Committee, we shall be subject to the imposition of sanctions that may include loss of our certification.
- Section C contains the procedural provisions of the Code. It (1) describes the way that one may obtain either a formal or informal advisory ruling, and (2) details how a charge of misconduct can be filed, and how charges are investigated, prosecuted, and adjudicated.

AICP Code of Ethics – Section A

- Our primary obligation is to serve the public interest.
- We owe diligent, creative, and competent performance of the work we do in pursuit of our client or employer's interest. Such performance, however, shall always be consistent with our faithful service to the public interest.
- We shall contribute to the development of, and respect for, our profession by improving knowledge and techniques, making work relevant to solutions of community problems, and increasing public understanding of planning activities.

AICP Code of Ethics - Section A

- We shall not deliberately or with reckless indifference fail to provide adequate, timely, clear and accurate information on planning issues.
- We shall not accept an assignment from a client or employer when the services to be performed involve conduct that we know to be illegal or in violation of these rules.
 We shall not accept an assignment from a client or employer to
- we shall not accept an assignment in a cleaning issue that is indistinguishably adverse to a position on a planning issue that is indistinguishably adverse to a position we publicly advocated for a previous client or employer within the **past three years** unless (1) we determine in good faith after consultation with other qualified professionals that our change of position will not cause present detriment to our previous client or employer, and (2) we make full written disclosure of the conflict to our current client or employer and receive written permission to proceed with the assignment.

AICP Code of Ethics - Section A

- We shall not, as salaried employees, undertake other employment in planning or a related profession, whether or not for pay, without having made full written disclosure to the employer who furnishes our salary and having received subsequent written permission to undertake additional employment, unless our employer has a written policy which expressly dispenses with a need to obtain such consent.
- We shall not, as public officials or employees; accept from anyone other than our public employer any compensation, commission, rebate, or other advantage that may be perceived as related to our public office or employment.

AICP Code of Ethics – Section A

- We shall not perform work on a project for a client or employer if, in addition to the agreed upon compensation from our client or employer, there is a possibility for direct personal or financial gain to us, our family members, or persons living in our household, unless our client or employer, after full written disclosure from us, consents in writing to the arrangement.
- We shall not use to our personal advantage, nor that of a subsequent client or employer, information gained in a professional relationship that the client or employer has requested be held inviolate or that we should recognize as confidential because its disclosure could result in embarrassment or other detriment to the client or employer. Nor shall we disclose such confidential information except when (1) required by process of law, or (2) required to prevent a clear violation of law, or (3) required to prevent a substantial injury to the public. Disclosure pursuant to (2) and (3) shall not be made until after we have verified the facts and issues involved and, when practicable, exhausted efforts to obtain reconsideration of the matter and have sought separate opinions on the issue from other qualified professionals employed by our client or employer.
- We shall not, as public officials or employees, engage in private communications with planning process participants if the discussions relate to a matter over which we have authority to make a binding, final determination if such private communications are prohibited by law or by agency rules, procedures, or custom.

AICP Code of Ethics - Section B

- We shall not engage in private discussions with decision makers in the planning process in any manner prohibited by law or by agency rules, procedures, or custom.
- We shall neither deliberately, nor with reckless indifference, misrepresent the qualifications, views and findings of other professionals.
- We shall not solicit prospective clients or employment through use of false or misleading claims, harassment, or duress.
- We shall not misstate our education, experience, training, or any other facts which are relevant to our professional qualifications.
- We shall not sell, or offer to sell, services by stating or implying an ability to influence decisions by improper means.
- We shall not use the power of any office to seek or obtain a special advantage that is not a matter of public knowledge or is not in the public interest.
- We shall not accept work beyond our professional competence unless the client or employer understands and agrees that such work will be performed by another professional competent to perform the work and acceptable to the client or employer.
- We shall not accept work for a fee, or pro bono, that we know cannot be performed with the promptness required by the prospective client, or that is required by the circumstances of the assignment.

AICP Code of Ethics - Section B

- We shall not use the product of others' efforts to seek professional recognition or acclaim intended for producers of original work.
- We shall not direct or coerce other professionals to make analyses or reach findings not supported by available evidence.
- We shall not fail to disclose the interests of our client or employer when participating in the planning process. Nor shall we participate in an effort to conceal the true interests of our client or employer.
- We shall not unlawfully discriminate against another person.
 We shall not withhold cooperation or information from the AICP Ethics Officer or the
- We shall not withhold cooperation or information from the AICP Ethics Officer or the AICP Ethics Committee if a charge of ethical misconduct has been filed against us.
- We shall not retaliate or threaten retaliation against a person who has filed a charge of ethical misconduct against us or another planner, or who is cooperating in the Ethics Officer's investigation of an ethics charge.
- We shall not use the threat of filing an ethics charge in order to gain, or attempt to gain, an advantage in dealings with another planner.
 We shall not file a frivolous charge of ethical misconduct against another planner.
- We shall not the attrivious charge of emical macriated against another planter.
 We shall neither deliberately, nor with reckless indifference, commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness.

AICP Code of Ethics - Section C

- Ethics officer can provide informal advice on an ethics situation
- Ethics officer can provide formal advice in writing. Formal advice is binding on AICP and if followed serves as a defense to a charge of misconduct.
- Formal advisory ruling are published by the Ethics Officer.
- Any person can file a charge of misconduct via a letter to the Ethics Officer.
- Investigation can be initiated by the Ethics Officer.
- Ethics Committee can hold a hearing.
- Ethics officer may produce a settlement.

Example Scenario

As a planning director in a upstate New York city of 50,000 the mayor and council have asked you to work on a redevelopment plan for the downtown area. The planning process is nearing completion. The mayor and in turn you are getting a lot of negative calls from business owners because of the increasing visibility of panhandlers and homeless in downtown. The mayor has ordered you to declare all soup kitchens to be restaurants. If they are declared restaurants then they would not have an adequate number of off-street parking spaces. What should you do as the Director?

Ethical Issue

- What is your ethical responsibility under the AICP Code of Ethics?
 - I. We shall not deliberately or with reckless indifference fail to provide adequate, timely, clear and accurate information on planning issues.
 - 18. We shall not direct or coerce other professionals to make analyses or reach findings not supported by available evidence.
 - 25. We shall neither deliberately, nor with reckless indifference, commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness.

What to Do?

- Choices:
 - Use the issue to raise public sensitivity to homelessness
 Quit your job
 - Conduct a survey of soup kitchens to find out the typical number of cars that park to go to the location. Based on the results propose a soup kitchen parking requirement.
 - Tell the mayor that it would not be ethical to arbitrarily change soup kitchens to restaurants to put them out of business.

Example Question

You have recently been hired as the planning director for a Pennsylvania town. Just prior to your start the city adopted a new sign ordinance which bans temporary banners from being strung across roadways. The community will be hosting a major benefit and a famous athlete is coming to the event to help raise money. An illegal banner promoting the event has been placed across a road you travel on. You saw the banner and when you got to the office you checked the code to make sure it is not allowed. Noone has complained about the banner, but you noticed it and you know it is a violation of sign ordinance. What should you do?

Example Question

- Which would be the best choice under the AICP Code of Ethics?
 - Proceed with enforcement slowly, knowing that the event will likely be over before the certified letter can be delivered.
 - b) Pretend you did not see the sign and wait to see if anyone complains.
 - Promptly investigate, prepare the complaint and deliver a copy of the violation to the event organizers.
 - Begin working with the city attorney to draft an amendment to the ordinance that allows special exemptions for temporary signs.

Example Question

- Basic ethical principles for planners include all of the following except:
 - a) Avoid conflict of interest
 - b) Do not seek or offer favors
 - c) Never be the last one in or the first one out
 - d) Ensure full disclosure at public hearings

Example Question

You are a planning director in a resort community in Utah. During a break in the city council meeting, you talk with the city councilors about how hard it is for your kids to find a summer job. A local developer overhears the conversation and mentions that he often hires teenagers for the summer to work at his lodge. He encourages you to have your children drop by for an interview. What should you do?

Example Question

- A) Send your children down for an interview.
- B) Consult with other members of the staff who assure you that the developer often extends this common courtesy to the town's appointed and elected officials. You are told that the developer will not expect any special treatment. Send your children to the interview.
- C) Decline his offer, explaining that this might be construed as accepting a favor from someone who has to submit projects to you for approval.
- D) You decide that since you did not specifically ask for the favor you should send your children for an interview.

Example Question

You are the city planning director for a community in New Jersey. During a recess in your planning commission meeting, you are approached by a longtime acquaintance who you trust. She tells you that she has information about one of the applicants appearing before the commission that day. The acquaintance says that while the information is confidential, it is so serious that the staff recommendation would likely be changed. She asks you to step out in the hall so she can briefly convey her concerns to you. What should you do?

Example Question

- A) Listen long enough to ascertain whether the information is material to the case, if not end the conversation.
- B) Explain that this isn't the kind of conversation one should have in the hall. Provide your phone number and suggest that she call you at another time.
- C) Advise her that while you appreciate her concern, information that could influence the public decisionmaking process needs to be presented in the public hearing.
- D) Recommend that she talk to the planning commissioners rather than you about this confidential information.

Questions and Discussion









Food Systems Planning

 What is a food system? The chain of activities beginning with the production of food and moving on to include the processing, distributing, wholesaling, retailing, and consumption of food, and eventually to the disposal of food waste.
 Source: APA/Food System Planning

Food Systems Planning

Steps in the Food Chain

A. Food production

- B. Food distribution and food processing
- C. Food access and food consumption
- D. Food waste disposal



Pike Place Public Market, Seattle

Hazard Mitigation Planning

Major Acts

- National Earthquake Hazards Reduction Act (1977)
- Coastal Zone Management Act
- (1972) National Flood Insurance Act (1968)
- Coastal Barrier Resources Act (1982)
- Disaster Mitigation Act (2000)
- Hazard Identification and Risk
- Assessment
- Hazard Mitigation Tools



Social and Health Services APA Partnership with National Association of County and City Health Officials (NACCHO) Behavioral Risk Factor Surveillance System (BRFSS) an Diego Bay Pedestrian and Bicycle Path Public Health in **Comprehensive Planning**

Example Question

Planning for flooding typically occurs at what level of government?

- Neighborhood
- City ь
- State
- National d.

Example Question

Which of the following states experienced the largest population increase as a result of migration following Hurricane Katrina?

- Texas a.
- Arkansas
- Tennessee Georgia

d.

Example Question

Which of the following would be included as part of food systems planning?

- Developing agricultural protection policies
- Modifying the zoning ordinance to encourage community н. gardening
- Studying the transportation network used by food suppliers to bring goods to market ш.
- Promote local farmers markets
- I only
- I, III, and IV only ь.
- I, II, and IV only
- I, II, III, and IV d.





Major 2004 Court Cases

 Civil Liberties for Urban Believers v. City of Chicago (RLUIPA)

Major 2005 Court Cases

- Kelo v City of New London (Eminent Domain)
- □ Lingle v Chevron USA (Takings)
- San Remo Hotel L.P. v City and County of San Francisco (state courts can adjudicate challenges to land-use decisions)
- City of Rancho Palos Verdes v Abrams (Telecommunications Act)

Major 2006 Court Cases

- Commonwealth of Massachusetts v US EPA (Clean Air Act)
- Rapanos v United States (Clean Water Act)
- S.D. Warren v. Maine Board of Environmental Protection (Clean Water Act)
- Norwood v. Horney (Eminent Domain)

2007 Court Cases

 Environmental Defense Council v. Duke Energy Corp. (Clean Air Act)

Practice Question

Which of the following recent court cases involved a test of the Clean Air Act?

- A. Commonwealth of Massachusetts v US EPA
- B. SD Warren v. Maine Board of Environmental Protection
- C. Rapanos v. United States
- D. Lingle v. Chevron

Practice Question

- In this case, the respondent argued that the city had violated telecommunications act by discriminating against a commercial enterprise:
- A. City of Rancho Palos Verdes v Abrams
- B. Kelo v. City of New London
- c. Norwood v. Horney
- D. Berman v. Parker



Topic Area Content

V. Public Participation and Social Justice [10%]

- A. Public involvement planning
- B. Public participation techniques
- C. Identifying, engaging, and serving underserved groups
- D. Social justice issues, literature, and practice
- E. Working with diverse communities
- F. Coalition building

History of Public Participation

- 1926 Standard State Zoning Enabling Act
- 1928 Standard City Planning Enabling Act
- 1930s Saul Alinsky Back of the Yards
- □ 1964 Economic Opportunity Act
- 1965 Paul Davidoff- Advocacy Planning
- 1969 Arnstein's Ladder of Participation

<section-header> Sherry Arnstein 1969

Public Involvement Planning

- Who Needs to be Involved
- □ Who is the Decision Maker
- Identify the decision to be made
- □ Specify the stages in the decision making process
- Set the schedule

<section-header> Public Pearing Public Nearing Public Nearing Public Nearing Public Nearing Participatory Lond Use Mapping Participatory Lond Use Mapping

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Identifying, engaging, and serving underserved groups Key issues: How to reach out to these groups How to design participatory processes that are engaging



Social Justice

- Emerged in planner's vocabulary in the 60s and 70s
- Fair and equal rights for all
- Spatial issues are directly tied to social access

Working with diverse communities

- Identifying communities
- □ Finding the best techniques for communicating with these communities

3-Cs

- Coalition Building
- Consensus Building
- Conflict Resolution

Practice Questions

As a planner you have been working hard to try to resolve a conflict over development along a local river. The environmentalists want to stop all development, while the property owners want to be able to build whatever they would like. Local officials are concerned about water quality and the tax base. Which of the following would be most appropriate to use?

- a. Conflict Resolution
- b. Consensus Building
- c. Coalition Buildingd. Town Hall Meeting
- Iown Hall Meeting

Practice Questions

As the manager of the long-range planning division of a community in Maryland you have been asked to organize the citizen participation process for a comprehensive plan update. Which of the following would be most effective to kick off the process?

- a. Focus Groups
- b. Public Hearing
- c. Open House
- d. Town Hall Meeting

Practice Questions

Neighborhood advocates in a low-income economically depressed neighborhood have come to you as the planning director in a Florida city. They want you advice on organizing their community to support the expansion of a light rail line into their neighborhood. Which of the following would you advise?

- a. Coalition building
- b. Public Hearing
- c. Open House
- d. Visual Preference Survey