



American Planning Association

*Making great communities happen*



American Institute of Certified Planners

*American Planning Association's  
Professional Institute*

# AICP Exam Preparation

2007 APA National Planning Conference

Philadelphia

April 14, 2007

1:00 – 5:00 PM



# *Schedule*

| <b>Time</b> | <b>Presentation</b>                            | <b>Presenter</b>                |
|-------------|--|---------------------------------|
| 1:00-1:30   | Introduction and Exam Basics                   | APA Staff                       |
| 1:30-2:00   | Studying Basics                                | APA Staff                       |
| 2:00-3:00   | History, Theory and Law                        | Michael Sutherland, AICP        |
|             | Plan Making                                    | Verónica Rosales, AICP          |
|             | Ethics, Public Participation & Social Justice  | Verónica Rosales, AICP          |
| 3:00-3:15   | Break  |                                 |
| 3:15-3:45   | Plan Implementation                            | Mary Shaw, AICP                 |
|             | Emerging Issues and Trends                     | Mary Shaw, AICP                 |
| 3:45-4:00   | Sample Questions & Recent AICP Panel           | APA Staff                       |
| 4:00-4:15   | Beginning Your Application                     | APA Staff                       |
| 4:15-5:00   | Certification Maintenance & Audience Questions | Sue Schwartz, FAICP & APA Staff |



# *Presenters*

**Verónica Rosales, AICP**

City of Sunland Park, NM

Texas APA Professional Development Officer

**Mary Margaret Shaw, AICP**

Principal Urban Planner, URS Corporation

**Michael Sutherland, AICP**

Senior Planner, City & County of Broomfield, CO

Colorado APA Professional Development Officer



# *Purpose*

- To introduce the AICP exam, its purpose and content
- To encourage participants to make informed decisions about taking the exam
- To present some substantive information, but not all of the information you will need to know to pass the exam
- To provide a guide to the exam application and registration process



# *Why AICP?*

- Distinction among your peers & the public
  - Advocate & advance the field of planning
  - Be recognized for achieving professional level of skills
- Enhanced opportunities for employees & consultants
  - “AICP preferred” in job postings
  - Required within a certain timeframe by employers
  - Distinguish yourself from the competition
- Enhanced salaries
  - 2004 median for non-AICP was \$52,000
  - 2004 median for AICP was \$65,000

(Other variables are experience, type of employer, region)



# *Eligibility*

## 1. Be a member of APA

- AICP is an Institute within APA
- “AICP” is a designation that only current members of the Institute can use
- Applying for the exam, or applying for certification, *is applying to become a member of the Institute* (the only exception is for NJPP licensing candidates)



# *Eligibility*

## 2. Meet experience/education requirements

- **2 years of professional planning experience:**  
Graduate planning degree from a PAB Program
- **3 years of professional planning experience:**  
Undergraduate planning degree from a PAB Program  
Graduate planning degree from a *non*-PAB Program
- **4 years of professional planning experience:**  
Undergraduate degree in planning from a non-PAB program  
Any degree in any field other than planning
- **8 years of professional planning experience:**  
No degree



# *Professional Experience*

All professional planning experienced cited to qualify for the exam must meet four criteria:

- Influencing public decision making in the public interest
- Employing a comprehensive point of view
- Applying appropriate planning processes
- Having professional level of responsibility



# *Professional Experience*

- All planners in any area/industry are welcome to apply for the exam and become certified.
  - Planning Faculty
  - Federal, State, Local Government
  - Consultants
  - Nonprofits or NGOs

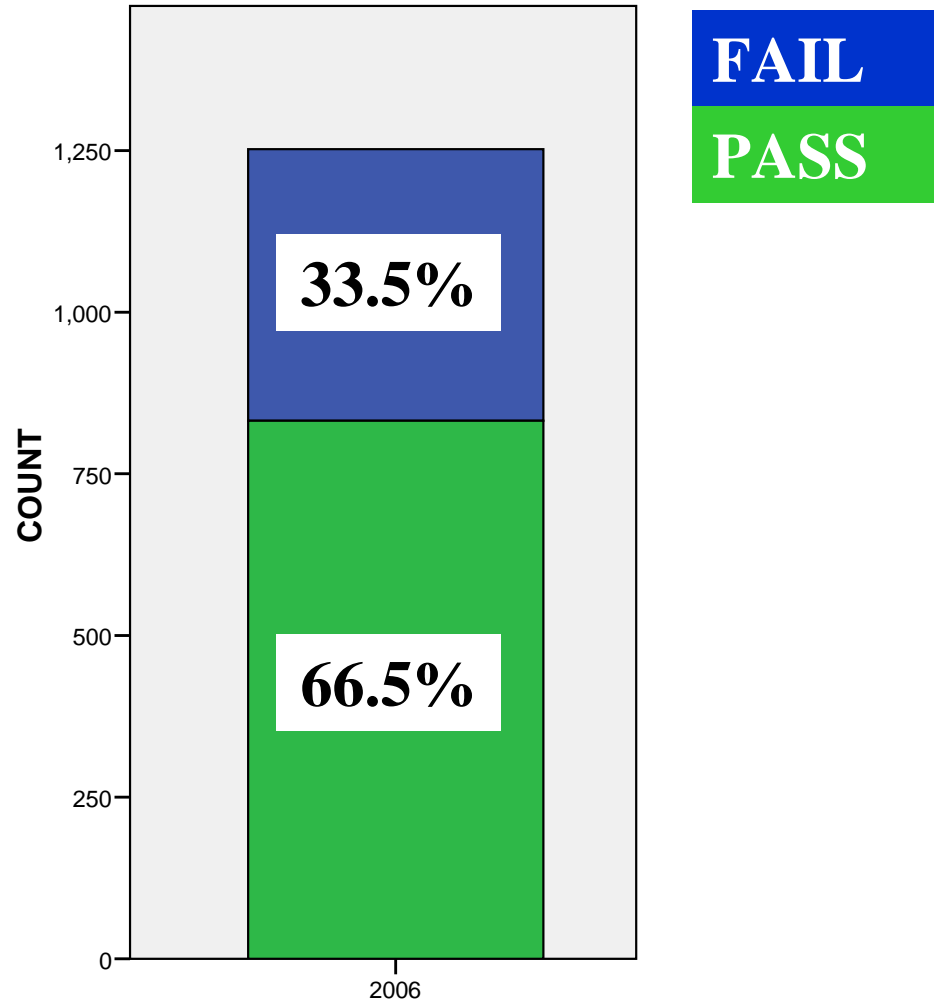


# *Certification Maintenance*

The distinction of the AICP designation in the future will include an organization-wide, formal commitment to continuing professional development. The AICP Commission has recently voted on the Certification Maintenance proposal and will be available at the end of this presentation to address any questions you may have.



# *2006 Exam Results*





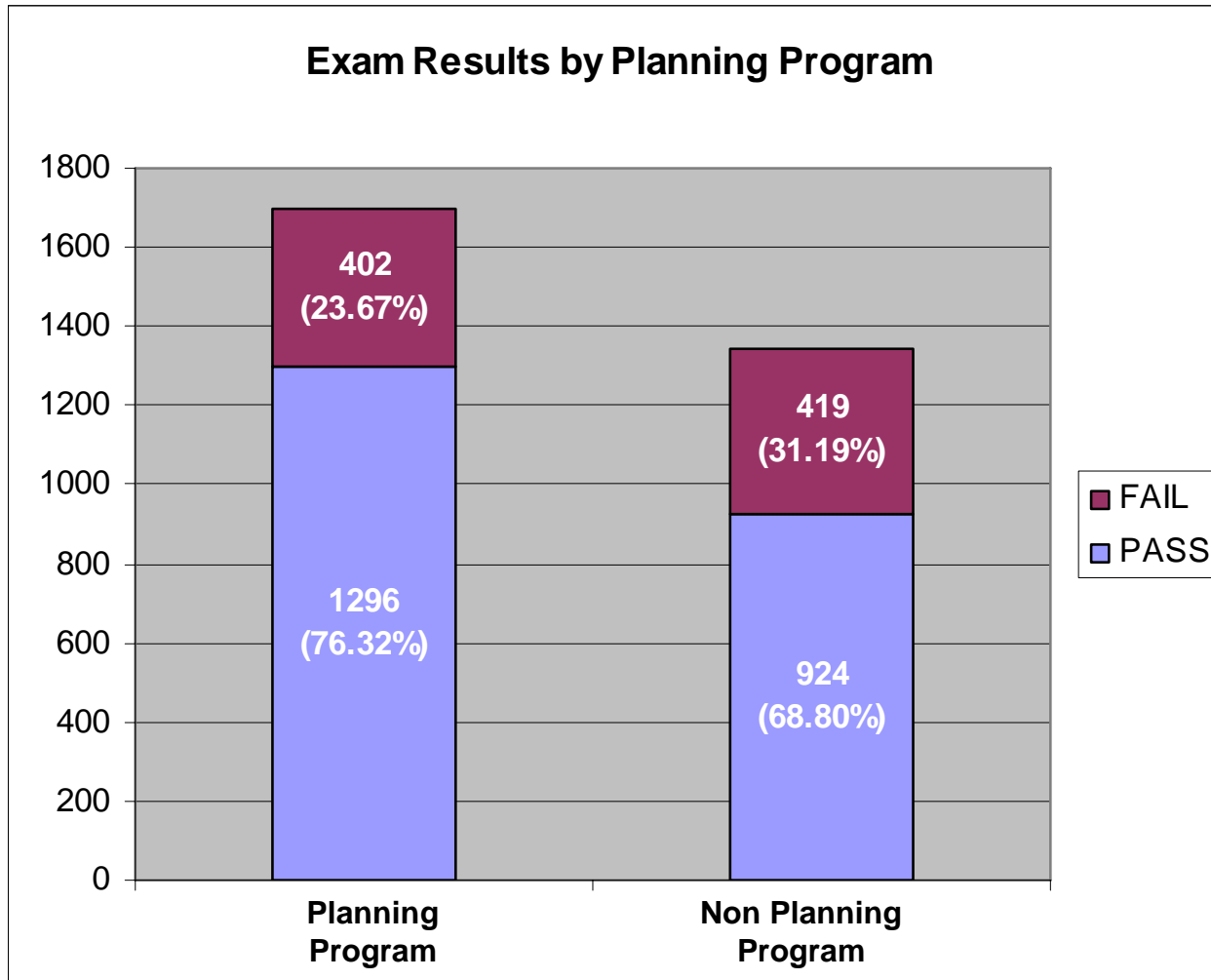
## *Minority Pass Rate Project (March 2004)*

[www.planning.org/certification/minorityreport.htm](http://www.planning.org/certification/minorityreport.htm)



# *Results by Planning Program (1997-2003)*

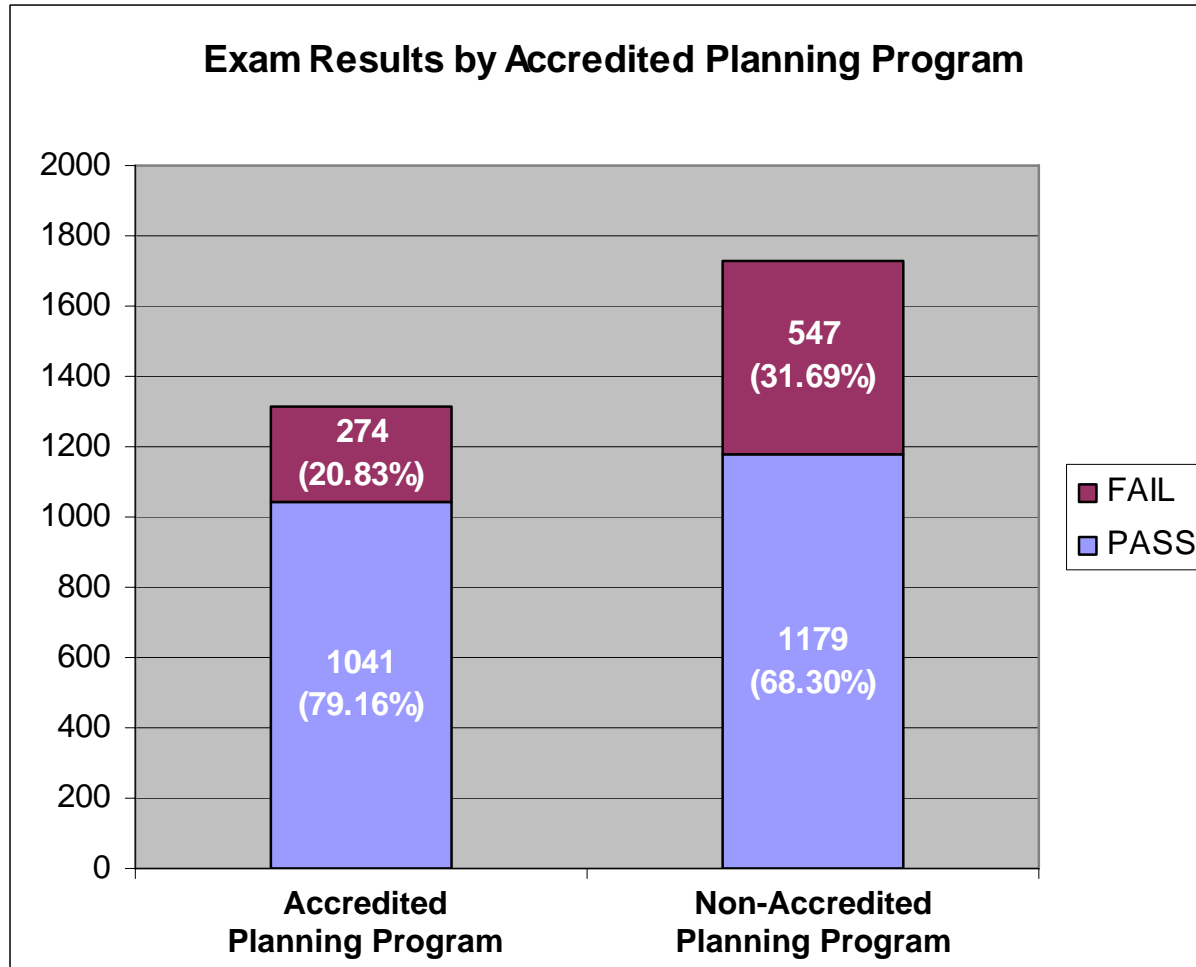
## *Minority Pass Rate Project Report (March 2004)*





# *Results by Accredited Planning Program (1997-2003)*

## *Minority Pass Rate Project Report (March 2004)*





*Results by Repeat Examinees (1997-2003)*  
*Minority Pass Rate Project Report (March 2004)*

- Other Results
  - Examinees having higher education, such as a master's or doctorate were more likely to pass the AICP exam than examinees having only a BA or no degree.
  - Test repeaters tended to fail when re-taking the test.



# *What to study*

- Exam tests knowledge (40%) and skills (60%)
- List of reference books is on website
  - AICP Exam Prep & CD is \$150
  - Most available through libraries/inter-library loan
- There are many free resources available online
  - APA Policy Guides, History Timeline, Smart Growth Reader, Major Court Decisions, etc.

[www.planning.org/certification/](http://www.planning.org/certification/)





# *Exam topics*

- Plan Making
- Plan Implementation
- Ethics, Public Participation & Social Justice
- History, Theory & Law
- Emerging Issues & Trends
- Functional Topics  
Environment, land use, infrastructure, energy, public services, transportation, recreation, economic development, revitalization, urban design, historic preservation, housing, neighborhood issues, rural planning



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# A Quick Guide to History, Theory and Law

and various other subjects

Michael Sutherland, AICP

Senior Planner, City and County of Broomfield, CO

Colorado APA Professional Development Officer



# *History*

- Advantage to studying planning history first: History provides an excellent framework for law and theory.
- Disadvantage: The topic can be overwhelming and if you are in a crunch, it is even tougher!
- Advice: Don't fall for it! The exam is too difficult these days to go light on history.



# *Resources for Planning History*

- International City / County Management Association's (ICMA) *The Practice of Local Government Planning*, Second Edition (1988)
- “Pathways in American Planning History” by Albert Guttenberg, FAICP, at the APA website:  
[www.planning.org/pathways/history.htm](http://www.planning.org/pathways/history.htm)  
[www.planning.org/25anniversary/influentials.htm](http://www.planning.org/25anniversary/influentials.htm)



# *What to Expect . . .*

- History questions are more likely to be related to United States planning in the 19th and 20th centuries.
- Expect to see questions related to Daniel Burnham, Baron Georges-Eugène Haussmann, and Frederick Law Olmsted.
- Expect to see questions about the history of our organization.



# *History of the APA*

- 1909 National Conference on City Planning and Congestion Relief
- 1917 American Institute of Planners (AIP) Founded
- 1934 American Society of Planning Officials (ASPO) Established
- 1978 AIP and ASPO merge to form the American Planning Association



# *Sample Questions*

Who wrote *The Death and Life of Great American Cities* in 1961?

- Kevin Lynch
- Ian McHarg
- Jane Jacobs
- Erma Bombeck



# *Sample Question*

What Act of Congress gave public land to each state to be sold for the establishment of “engineering, agriculture, and military sciences” colleges?

- The Pacific Railway Act (1862)
- The Homestead Act (1862)
- The Morrill Act (1862)
- The McCain-Feingold Act (2002)



# *Planning Theory*

- Planning Theory is the broad overview of trends in planning history.
- Each trend is a societal response to the previous theory and a cause for the next theory.



# *Sources for Planning Theory*

- Michael Brooks, *Planning Theory for Practitioners* (2002)
- Barclay Hudson, “Comparison of Current Planning Theories: Counterparts and Contradictions” *JAPA*, October 1979



# *What to Expect*

- Social trends
  - The City Beautiful Movement
  - The Rational Movement (synoptic)
  - The Humanistic Movement (incremental)
  - Social Justice, Advocacy Planning (radical)
  - The Environmental Movement
  - New Urbanism
- Theories associated with each trend
- Key players and events



# *Sample Question*

Which person is most often associated with synoptic theory or the rational planning model?

- Saul Alinsky
- Patrick Geddes
- Charles Lindblom
- Charles Francis Potter
- Sir Mix-a-Lot



# *Sample Question*

Problem identification, generation of alternatives, selection, implementation, and evaluation are all elements of which planning theory?

- Synoptic
- Incremental
- Radical



# *Planning Law*

- Now that you have history and theory down, planning law is a cinch!
- The Landmark Supreme Court Cases
- The Vast Multitude of Lower Court Cases



# *Sources for Planning Law*

- Daniel R. Mandelker, *Land Use Law*
- *Planning* magazine
- Robert Wright and Morton Gitelman, *Land Use in a Nutshell*
- [www.planning.org/25anniversary/cases.htm](http://www.planning.org/25anniversary/cases.htm)



## *What to Expect for Planning Law*

- Know the case name.
- Know the general facts of the dispute.
- Know the outcome and its significance to the practice of planning.



# *Sample Case*

- *Nollan v. California Coastal Commission (1987)*
  - United States Supreme Court
  - The California Coastal Commission required Nollan to maintain a public sidewalk on private property as a building permit condition
  - The court ruled in favor of Nollan and, in addition to *Dolan v. City of Tigard* (1994), established the principle of a rational nexus for regulatory action



# *Sample Question*

Which land use case established redevelopment as a valid purpose for exercising the governmental power of eminent domain?

- *Golden v. Planning Board of Ramapo* (1972)
- *Tennessee Valley Authority v. Hill* (1978)
- *Berman v. Parker* (1954)
- *Pennsylvania Coal Co. v. Mahon* (1922)



# *Functional Topics*

- Land Use
  - Zoning (allowed uses, prohibited uses, use by special review)
  - Exclusive Zoning and Cumulative Zoning
  - Setbacks
  - Floor Area Ratio
  - Planned Unit Developments
  - Administration and Enforcement



# *Functional Topics*

- Transportation
  - Think Multimodal
  - Levels of Service, Trip Generation
  - Relationship of Local Governments, Regional Governments, and the Federal Government
  - ISTEA, TEA-21, SAFTEA-LU



# *Functional Topics*

- Parks and Recreation
  - Levels of Service
  - Public Land Dedication
  - Classification and Hierarchy of Parks



# *Conclusions*

- Take adequate time to study History, Theory, and Law
- Try to put these topics into context
- Good luck with the exam and have fun with your studies!



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# Plan Making and Ethics

Verónica Rosales, AICP

Redevelopment Manager, Economic Development

Department, City of El Paso, TX

Texas APA Professional Development Officer



# *Plan Making - Outline*

- Tools to create good plans
  - Data Gathering, Research, Presenting Information
  - Quantitative & Qualitative Methodology
- Techniques to foster participation in plan making
  - Community Meetings/Facilitated Meetings/Public Hearings
  - Surveys/Visioning Techniques/SWOT Analysis
  - Charrette Planning/Visual Preference Surveys
  - Other methods



# *Data Gathering*

- What kind of information do you need to worry about?
  - Depends on the type of plan you want to create, e.g.

## *Neighborhood Plan*

Demographics

Resident survey

Local crime statistics

## *Zoning Plan*

Zoning cases processed over time

Zoning by acreage

Zoning categories city-wide



## *Research*

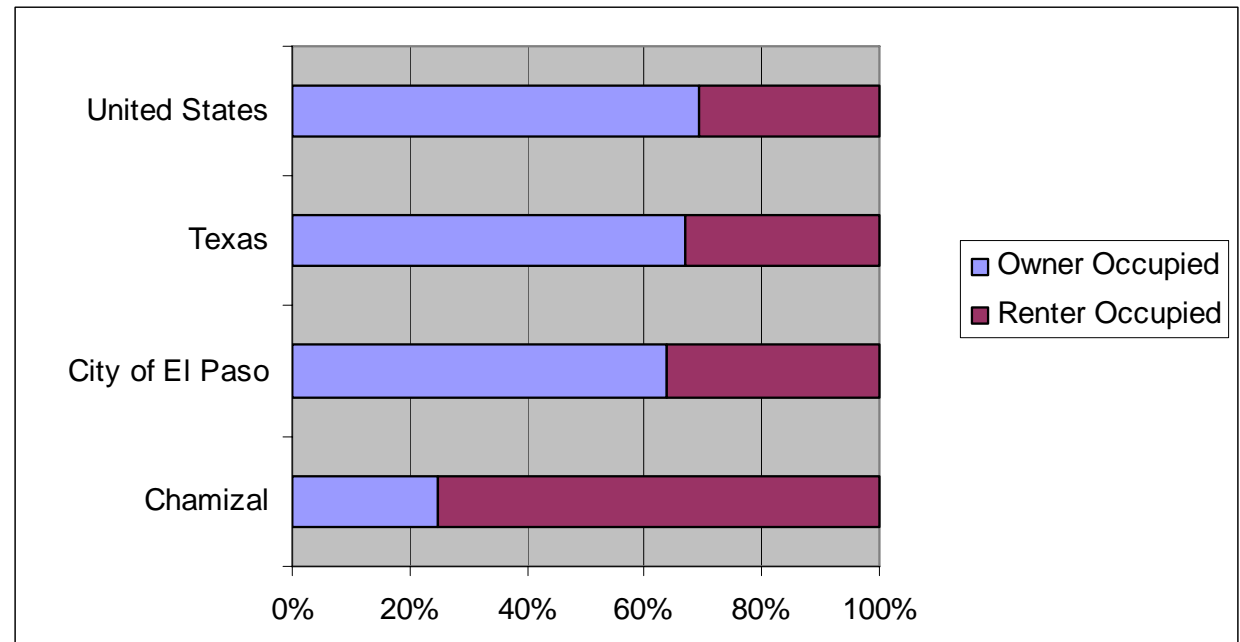
- Think about the types of data you have to begin with and which you may need to create
  - U.S. Census Info vs. In-house surveys
  - Appraisal District Valuations vs. Tax Office data
  - Real Estate Association vs. Economic Data
  - Research samples from other cities about your subject matter
  - Call your peers and colleagues in other communities
  - Use good examples from plans or presentations that have worked well in other communities, or other subjects



# *Presenting Data*

- And think about the best way to present the data
  - Charts
  - Mapping
  - Graphics and other visuals
  - Comparisons across different categories

## Homeownership





# Chamizal Demographics

## Population Summary

|                   | <b>Chamizal</b> | <b>City of El Paso</b> | <b>Texas</b> | <b>United States</b> |
|-------------------|-----------------|------------------------|--------------|----------------------|
| <b>Population</b> | 6,894           | 563,662                | 20,851,820   | 281,421,906          |

| <b>Gender</b> |       |       |       |       |
|---------------|-------|-------|-------|-------|
| Males         | 44.3% | 47.4% | 49.6% | 49.0% |
| Females       | 55.7% | 52.7% | 50.4% | 51.0% |

| <b>Race/Ethnicity</b>  |       |       |       |       |
|------------------------|-------|-------|-------|-------|
| Hispanic/Latino        | 96.9% | 76.6% | 32.0% | 12.5% |
| White                  | 1.9%  | 18.3% | 52.4% | 69.1% |
| Black                  | 0.7%  | 2.8%  | 11.3% | 12.1% |
| Asian/Pacific Islander | 0.1%  | 1.1%  | 2.7%  | 3.7%  |
| American Indian        | 0.2%  | 0.3%  | 0.3%  | 0.7%  |
| Other                  | 0.2%  | 0.9%  | 1.2%  | 1.8%  |

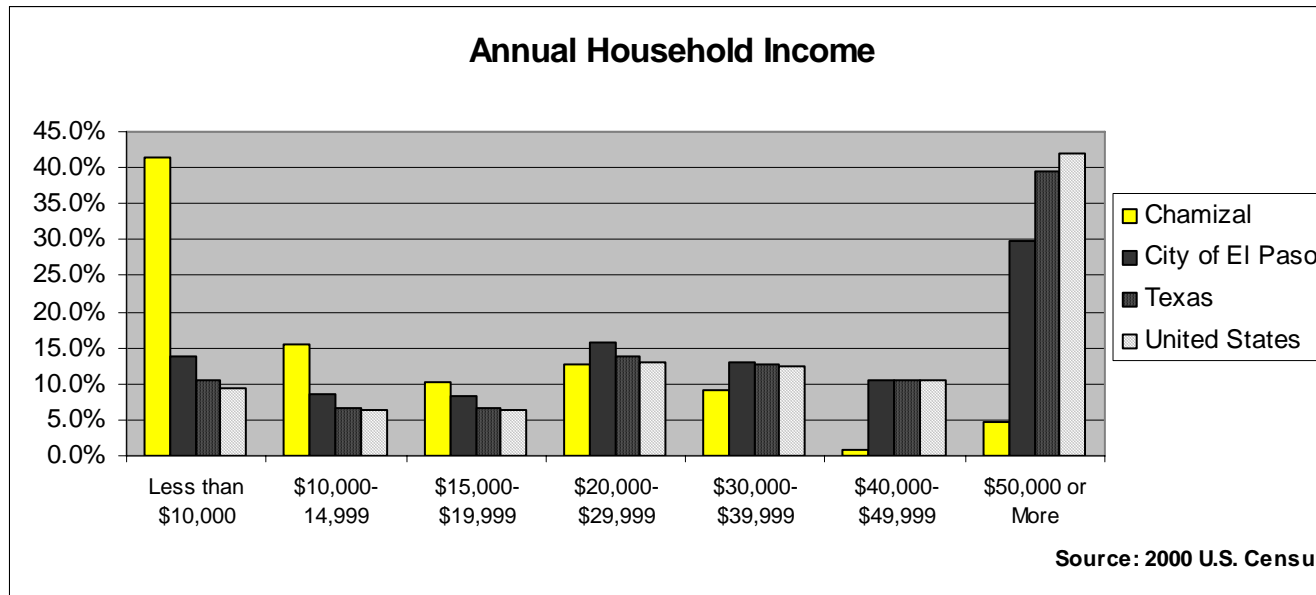
|                            |              |       |       |       |
|----------------------------|--------------|-------|-------|-------|
| <b>Below Poverty Level</b> | <b>58.1%</b> | 22.2% | 15.4% | 12.4% |
|----------------------------|--------------|-------|-------|-------|



# Chamizal Demographics

## Income

| Household Income   | Chamizal | City of El Paso | Texas | United States |
|--------------------|----------|-----------------|-------|---------------|
| Less than \$10,000 | 41.4%    | 13.9%           | 10.4% | 9.5%          |
| \$10,000-14,999    | 15.5%    | 8.6%            | 6.6%  | 6.3%          |
| \$15,000-\$19,999  | 10.1%    | 8.4%            | 6.6%  | 6.3%          |
| \$20,000-\$29,999  | 12.7%    | 15.8%           | 13.8% | 13.0%         |
| \$30,000-\$39,999  | 9.2%     | 13.0%           | 12.7% | 12.3%         |
| \$40,000-\$49,999  | 0.9%     | 10.5%           | 10.5% | 10.6%         |
| \$50,000 or More   | 4.6%     | 29.9%           | 39.5% | 42.0%         |



Source: 2000 U.S. Census



## *Data Types*

- U.S. Bureau of the Census ([www.census.gov](http://www.census.gov))
- FedStats ([www.fedstats.gov](http://www.fedstats.gov))
- National Center for Health Statistics ([www.cdc.gov/nchs/](http://www.cdc.gov/nchs/))
- U.S. Bureau of the Census 5-year economic census ([www.census.gov](http://www.census.gov))
- Bureau of Economic Analysis ([www.bea.gov](http://www.bea.gov))
- County Business Patterns ([www.census.gov](http://www.census.gov))
- Census Transportation Planning Package ([www.fhwa.dot.gov/ctpp](http://www.fhwa.dot.gov/ctpp))



## *Key words & concepts*

- Mean, median, mode, percentages, ratio, frequencies, ranges
- Know how to calculate all of the above
- Know how to read charts, graphs, mapped data
- Know sources of data such as: U.S. Census Bureau, U.S. Geological Survey, U.S. Bureau of Economic Analysis, etc.

# *Citizen Participation-Outline*

- Why Participation Is Important
- Types of Meetings with Pros & Cons
- Some Distinct Methods of Participation



Source: Forbes Magazine



## *Why Participation?*

- Planning is essentially political
- Safeguards to protect the public
  - Constitutional protections
  - State statutes, e.g., zoning case notices
  - Local ordinances may impose stricter standards
- Inform the public
- Avoid conflicts
- Build consensus

# *Meeting Types*

- Public Hearings
  - City Council or Planning & Zoning Commission





# *Meeting Types*

- Community Meetings
  - Typical meeting type for planning purposes
  - Useful for topic or area oriented concerns, e.g. zoning case opposition, neighborhood plan, comprehensive plan
  - Can be hosted by different groups over particular issues
  - Other pros & cons

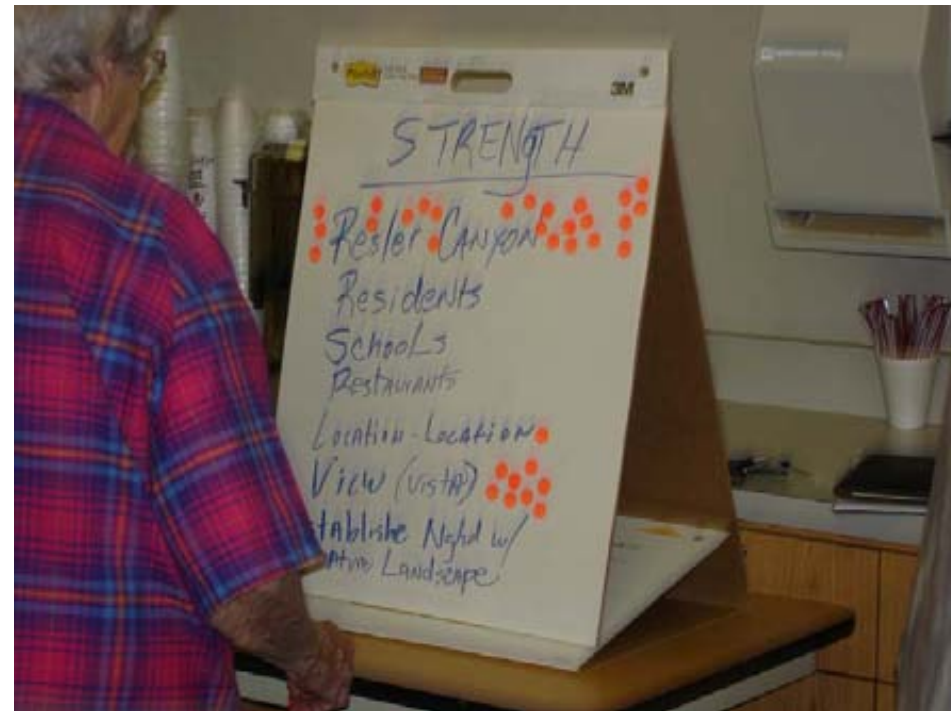


# *Meeting Types*

- Facilitated Meetings
  - A moderator helps focus discussion and obtain input
  - Useful for timekeeping and topic or area oriented concerns
  - Other pros & cons

# *Participation Methods*

- Surveys
  - Different types of surveys (telephone, face-to-face)
  - Concerns about sample size, question bias, cost
- SWOT Analysis
  - More in-depth analysis
  - Different ways to tally preferences





# *Participation Methods*

- Visioning Techniques
  - “What is our preferred future?”
- Visual Preference Surveys
  - “What does our preference look like?”

# Visual Preference Survey

Slide 8

Streetscape with trees



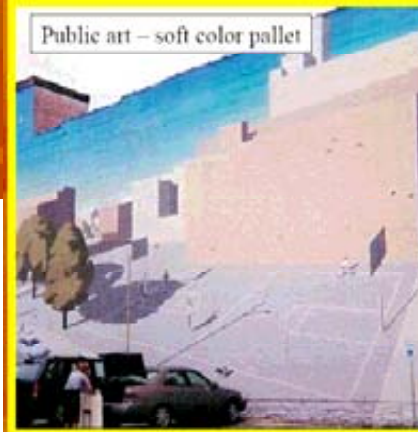
60.7%

Streetscape without trees



35.7%

Public art – soft color pallet



53.6%

Public art – bright color pallet



42.9%

# *Participation Methods*

- Delphi Method

–Allows participation of community residents—as experts and as analysts—in several rounds of “policy-thinking”

|    |   |
|----|---|
| 1. | identifying needs/goals/objectives or arraying alternatives;  |
| 2. | establishing priorities, revealing group preferences, or clarifying differences among diverse reference groups; and |
| 3. | educating and identifying areas of consensus and disagreement by sharing information.                               |



## *Participation Methods*

- Delphi Method

–The Delphi procedure was developed by staff at the RAND Corporation in Santa Monica, California, in the early 1950s to predict the Soviet Union's strategic targeting system.



## *Participation Methods*

- Charrette Planning or Design Charrette
- A charrette is not:
  - A one-day workshop
  - A multi-day marathon meeting involving everyone all of the time
  - A plan put together by a select few that will affect many
  - A “visioning session” that lacks a plan with an implementation strategy

Chamizal - Issues & Concerns  
Problemas o Preocupación

From input taken at September 27<sup>th</sup>, 2008 public meeting

Speeding ●●●●●

Mucha velocidad

●

6

Too many adult oriented businesses

Demasiados negocios orientados a adultos

●●●

3

Land Use/Lack of parking enforcement

Uso de tierra/Ejecutar leyes de estacionamiento

3 ●●●

●●●●●●●●●●  
Large truck traffic through neighborhood

Mucho trafico en la vecindad de trocas grandes

8

●●  
Too many junkyards

Demasiados depósitos de chatarra

●●●●

6

Chamizal - Issues & Concerns  
Problemas o Preocupación

From input taken at September 27<sup>th</sup>, 2008 public meeting

Need for job training

Necesita instrucción de trabajo ●●●●●

6

High school dropout rate is high

Numero alto de niños que dejan la escuela

0

Prostitution

Prostitución ●●

2

Graffiti ●●●

Graffiti

3

Drug and alcohol abuse in alleys

Abuso de drogas y alcohol en los callejones

0



# *Public Participation*

## **Resources**

John Forester, *Planning in the Face of Power*. A practical book about participation in planning issues.

Paul Davidoff, *Advocacy and Pluralism in Planning*. Advocacy planning.

National Charrette Institute: [www.charretteinstitute.org](http://www.charretteinstitute.org)



# *Sample Questions*



# *Sample Questions*

1. Which of the following is least important in calculating population projections?

- A. Birth data
- B. Race data
- C. Death data
- D. Income data

**Answer: D**

2. Each of the following terms is associated with new urbanism except:

- A. Transect Zoning
- B. Minimum Parking Requirements
- C. Transit Oriented Development
- D. Neo-Traditional Design

**Answer: B**



## *Sample Questions*

3. You want to draw a frequency-distribution bar graph (or a histogram) to represent the distribution of a certain grade among a group of students. The axes of this graph are characterized in the following ways:
- A. Number of students on the horizontal axis and their grade on the vertical one
  - B. The grade on the horizontal axis and the percentage of students on the vertical one
  - C. The grade on the horizontal axis and the percentage of students who have a better grade on the vertical
  - D. None of the above

**Answer: C**



## *Sample Questions*

4. Which of the following has the least public accountability at the local level?

- A. Planning Commission
- B. Zoning Board of Adjustment
- C. City Council
- D. Housing Authority

**Answer: D**



## *Ethics - Outline*

- Code of Ethics — Organization
- Section A: Principles
- Section B: Rules of Conduct
- Section C: Code Procedures
- Sample Questions



# Code of Ethics & Professional Conduct: as Professional planners we subscribe to this Code

The Code is divided into 3 sections

- Section A: Aspirational Statement; ideals & principles
- Section B: Rules of Conduct
- Section C: Procedural elements



## Code of Ethics & Professional Conduct

### Section A: Principles to Which We Aspire

1. Our Overall Responsibility to the Public
2. Our Responsibility to Our Clients and Employers
3. Our Responsibility to Our Profession and Colleagues

Key Point: Section A.2.c) We shall avoid ... even the appearance of a conflict of interest ...



## Code of Ethics & Professional Conduct

### Section B: Our Rules of Conduct (samples)

1. We shall not deliberately or with reckless indifference fail to provide adequate, timely, clear, and accurate information on planning issues
5. We shall not, as public officials or employers, 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



# Code of Ethics & Professional Conduct

## Section C: Our Code Procedures

Describes (1) the way that one may obtain either a formal or informal advisory ethics ruling, and (2) details how a charge of misconduct can be filed, and how charges are investigated, prosecuted, and adjudicated.



## Case Studies

- Environmental Justice issues
- Social Justice issues
- Gender and Disability issues



## Resources

[www.planning.org/ethics/conduct.html](http://www.planning.org/ethics/conduct.html)

Carol D. Barrett, *Everyday Ethics for Practicing Planners*. Offers planners a way to recognize the ethical conflicts that arise, analyze them, and apply relevant sections of the AICP Code of Ethics (previous Code used, but still relevant.)



## *Key words & concepts*

- Read the Code



# *Sample Questions*



1. You are the city's Planning Director. A proposed expansion of a county airport and adjacent industrial areas is in opposition to the Planning Department's proposal for a regional park site. The Planning Department believes there are unique circumstances and sound reasoning for preferring the regional park proposal along with future relocation of the airport to another site in the county. Which of the following strategies would likely place you, as the planning director, in the least effective coordinating role in resolving the conflict?



- A. Attempt to have the planning agency solely responsible for additional studies and recommendations.
- B. Direct planning agency staff to discontinue all studies of this issue and direct all inquiries regarding this matter to the director
- C. Recommend that study control be given to staff in the city's chief executive's office
- D. Continue work as usual and ignore the conflict

**Answer: C**



2. According to the Code of Procedures of the AICP Code of Ethics and Professional Conduct, an AICP member charged with ethics misconduct is subject to the final determination of:
  - A. The AICP Commission
  - B. The Executive Committee of AICP
  - C. The Executive Director of AICP
  - D. The AICP Ethics Committee

**Answer: D**



3. If a person has a question regarding the propriety of professional conduct of a certified planner per the AICP Code of Ethics and Professional Conduct, she/he should:
  - A. Request informal or formal advice from the Ethics Officer
  - B. File a complaint with the President of the American Planning Association
  - C. Submit a Request for Review by the Board of Professional Conduct Review
  - D. Submit an advisory to the AICP Commission

**Answer: A**



4. If a person wishes to file a charge of misconduct against a certified planner, she/he would submit a letter to the:
- A. President of AICP
  - B. AICP Commission
  - C. Director of AICP
  - D. Ethics Officer

**Answer: D**



5. You are the planning director of a medium-size city in an urban county sharing common boundaries with the regional council of governments. The COG has announced it will incorporate a development moratorium in its draft advisory regional plan. Your department has been working with local county property owners to incorporate a part of undeveloped land at the boundary of the city in order to create an intensive business park. As the city's chief land use administrator, you should first:



- A. Resign in protest over the continued interference by the COG in local matters
- B. Call your COG representative to discuss the implications that the COG's proposal could have on your city's annexation and economic development plan
- C. Call the local newspaper editor to denounce the COG's action and fix the blame for any loss of jobs with COG officials
- D. Review the draft advisory plan and policies to determine if the proposed moratorium affects your city's intended action

**Answer: D**



6. Who is the Ethics Officer as described in the AICP Code of Ethics and Professional conduct?

A: The Executive Director of APA/AICP

B: The Professional Development Officer of each chapter

C: The President of the AICP Commission

D: The President of the American Planning Association

**Answer: A**



7: Which section of the Code of Ethics and Professional conduct contains rules of conduct for planning professionals?

A: Section C

B: Section A

C: Section B

D: Both Section B and C

**Answer: C**



*¡Buena Suerte!*



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# Emerging Issues and Plan Implementation

Mary M. Shaw, AICP

Principal Urban Planner, URS Corporation

Gaithersburg, Maryland

# *Meaning of “Emerging”*



- Not proposed just yesterday
- Not settled decades ago
  - This includes almost all planning issues...
- Still being tested, undergoing modification, or recently introduced



# *Still Emerging Topics*

- Zoning
  - Updating codes to allow
    - Cluster development
    - Mixed use development
    - Increased density
- Takings, Eminent domain
  - Key 2005 Supreme Court cases
    - *Kelo v. City of New London*
    - *Abrams v. City of Ranchos Palos Verde*
    - *San Remo Hotel v. City and County of San Francisco*
    - *Lingle v. Chevron, USA*



# *Smart Growth*

- To address the problems of low-density (sprawling) development such as
  - Development of viable farmland
    - Threatens the agricultural economy
  - Increased public service costs
  - Reduced investment in central cities
  - Increased traffic congestion

# *Smart Growth Techniques*



- Urban growth boundaries
- Adequate public facilities ordinance
- Concurrency
- Re-use of existing buildings
- Impact fees
- Inclusionary housing

# *Smart Growth Impacts*

- Increased density
- Increased land prices (debatable)
- Increased utilization of existing infrastructure



# *Hazard Mitigation*

- Relates to smart growth
- Plan location and characteristics of development to reduce probability of damage from natural hazards
- Disaster Mitigation Act of 2000 requires plans





# *Hazard Mitigation Plan Components*

- Explain how the plan was developed and adopted
- Present information and define problems
- Present alternative actions
- Identify the best actions
- Explain how these actions will be implemented
- Explain how plan will be monitored, evaluated, & updated



# *Hazard Mitigation Planning*

- Consideration of human-induced hazards is an emerging trend (still optional)
- Resilience is emerging word of choice
  - Make community more resilient so that after a hazard event, community can return to normal more quickly



## *Sample Question*

After a devastating flood in your town, you receive the good news that you have been awarded \$500,000 for a new parks project. As the planner, what might you recommend to the council as the best way to spend the \$500,000?

- Develop large park at the edge of town where land is cheap
- Develop a small park in the CBD where land is expensive
- Develop tot lots throughout suburban neighborhoods
- Acquire and remove homes that flooded and develop a bike path and park along the river
- Point: read the entire question to understand the context

# *Neo-traditional development*

- Relates to smart growth
- Recommends development that is more dense and that encourages less use of the private automobile
- AKA “new urbanism”





# *Neo-traditional development features*

- Denser development
  - Minimal side and front setbacks
  - Smaller lots
  - Grid street pattern
- Reduced focus on automobile
  - Mixed use development
  - Rear parking for commercial structures
- Benefits of neo-traditional development
  - Health (walkability)
  - Social
  - Environmental



# *Urban Agriculture*

- Added this based on review of conference program
- Also related to smart growth
  - Use less land for development
  - Save more land for urban farming, forestry
- Also related to neo-traditionalism
  - Urban forest makes community more walkable
  - Mixed use development





# *Community Gardens / Urban Farms*

- Potential economic benefits
  - Increased land values, as with a park
  - Increased opportunities for income
- Potential health benefits
  - Exercise
  - Improve access to nutritious foods





# *Sample Question*

You are implementing a new program to develop community gardens in older urban neighborhoods. You should do each of the following EXCEPT:

- Schedule public meetings to involve residents in decisions about locations of gardens
- Create and adhere to a budget
- Set milestones and monitor program progress
- Move your family to an older urban neighborhood to reap the benefits of the program
- Emerging trends can be background for exam questions; even if you know nothing about the issue, you can still answer the question.



# *Sustainability*

- Summarize emerging trends as movement towards developing more sustainable communities
  - Smart growth
  - Hazard mitigation
  - Neo-traditionalism
  - Urban agriculture
- Safer for current and future generations
- Greater protection of natural resources for future generations



## *Additional Notes on Emerging Issues*

- Increasing attention to special needs populations
  - Evacuation of special needs populations (elderly, sick, pets)
  - ADA / UFAS (Uniform Federal Accessibility Standards)
- Increasing recognition of language barriers
  - In public notices; surveys; evacuation planning
- Increasing sensitivity to timing, location, accessibility, inclusivity for public participatory events



## *Study Demographic Trends for the Exam*

- Is homeownership increasing?
- Is the population becoming more concentrated in urban areas?
- What changes are occurring in age of the population?
- What changes are occurring in household composition?



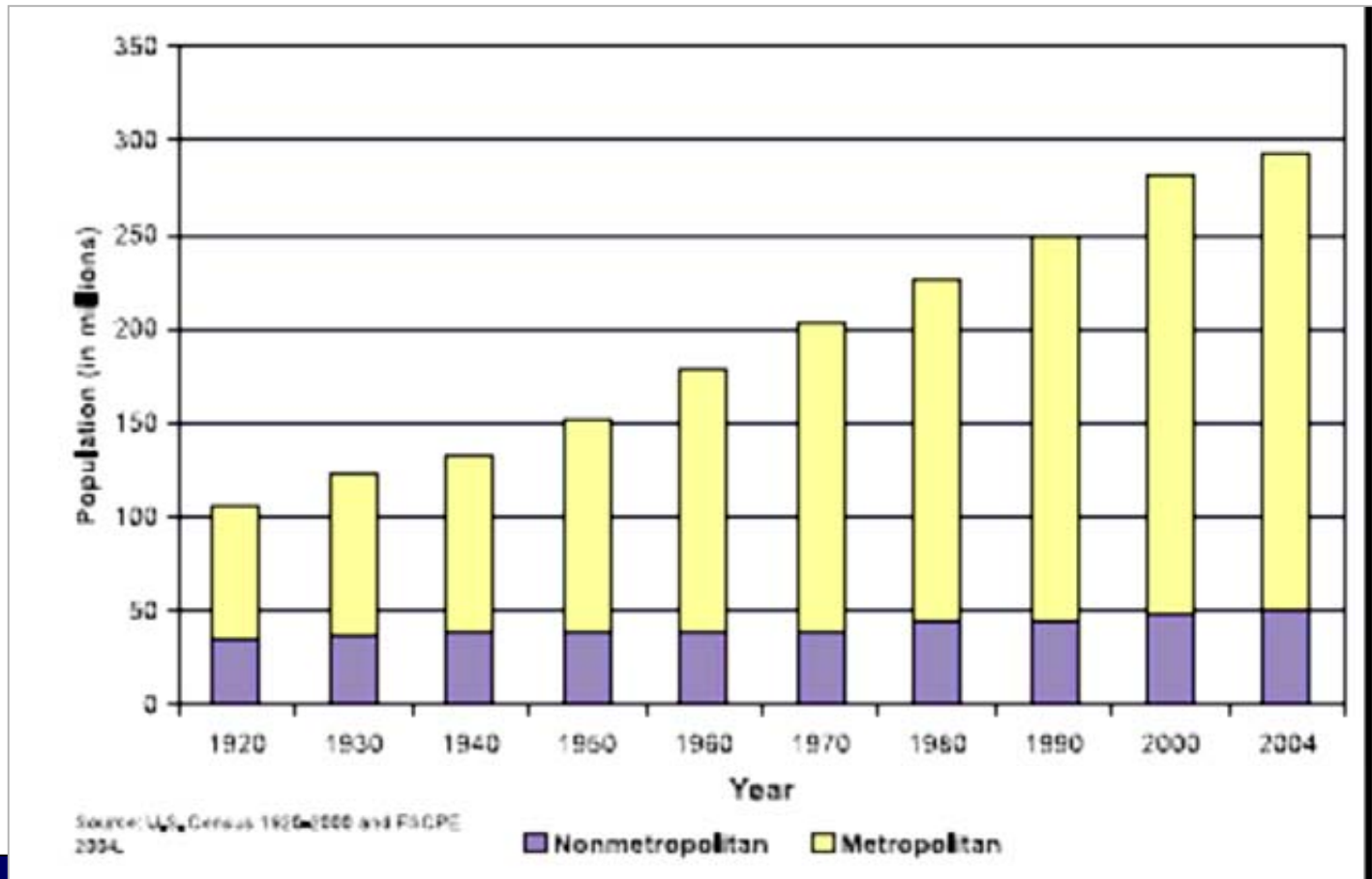
# *Example*

## Rates of Homeownership (Census data)

| <b>Year</b> | <b>Rate</b> |
|-------------|-------------|
| 1900        | 46.50%      |
| 1910        | 45.90%      |
| 1920        | 45.60%      |
| 1930        | 47.80%      |
| 1940        | 43.60%      |
| 1950        | 55.00%      |
| 1960        | 61.90%      |
| 1970        | 62.90%      |
| 1980        | 64.40%      |
| 1990        | 64.20%      |
| 2000        | 66.20%      |

# Example

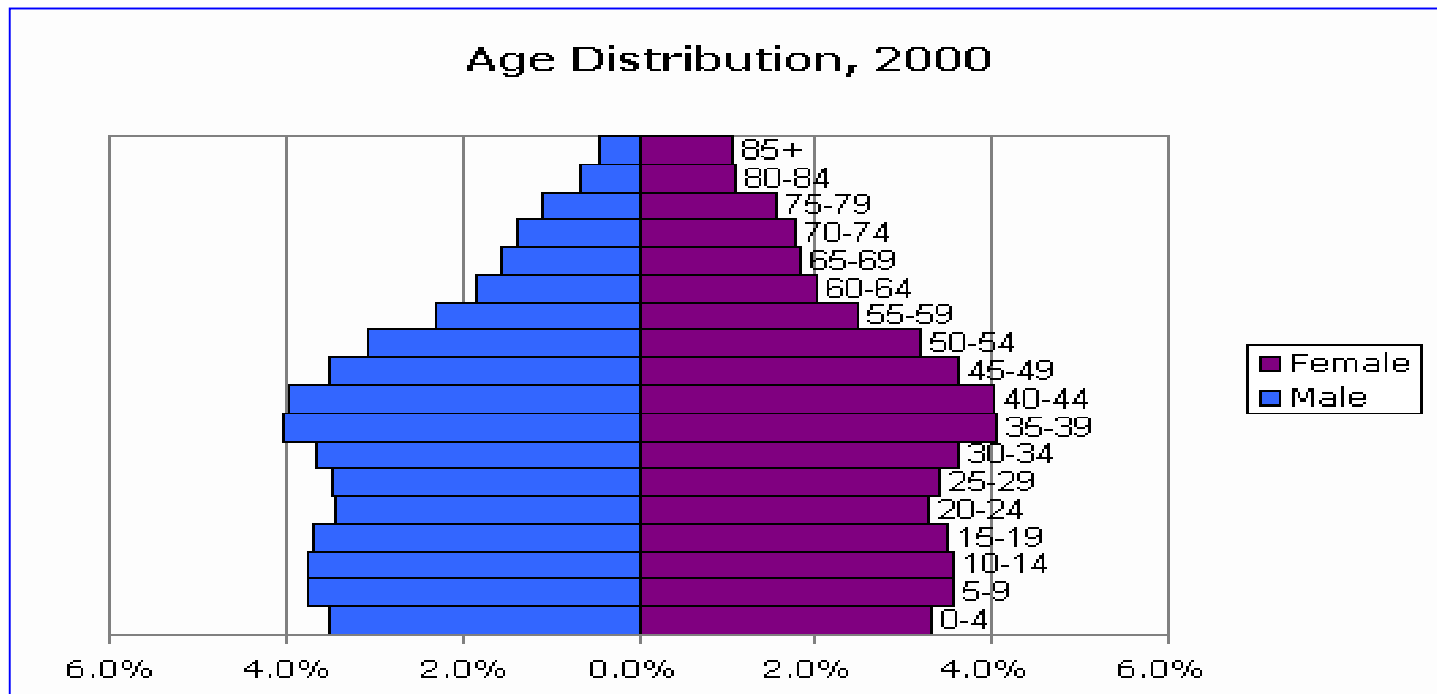
## Population in metropolitan and non-metropolitan areas 1920-2004



Source:  
[www.carseyinstitute.unh.edu/documents/Demographics\\_complete\\_file.pdf](http://www.carseyinstitute.unh.edu/documents/Demographics_complete_file.pdf)

# Example

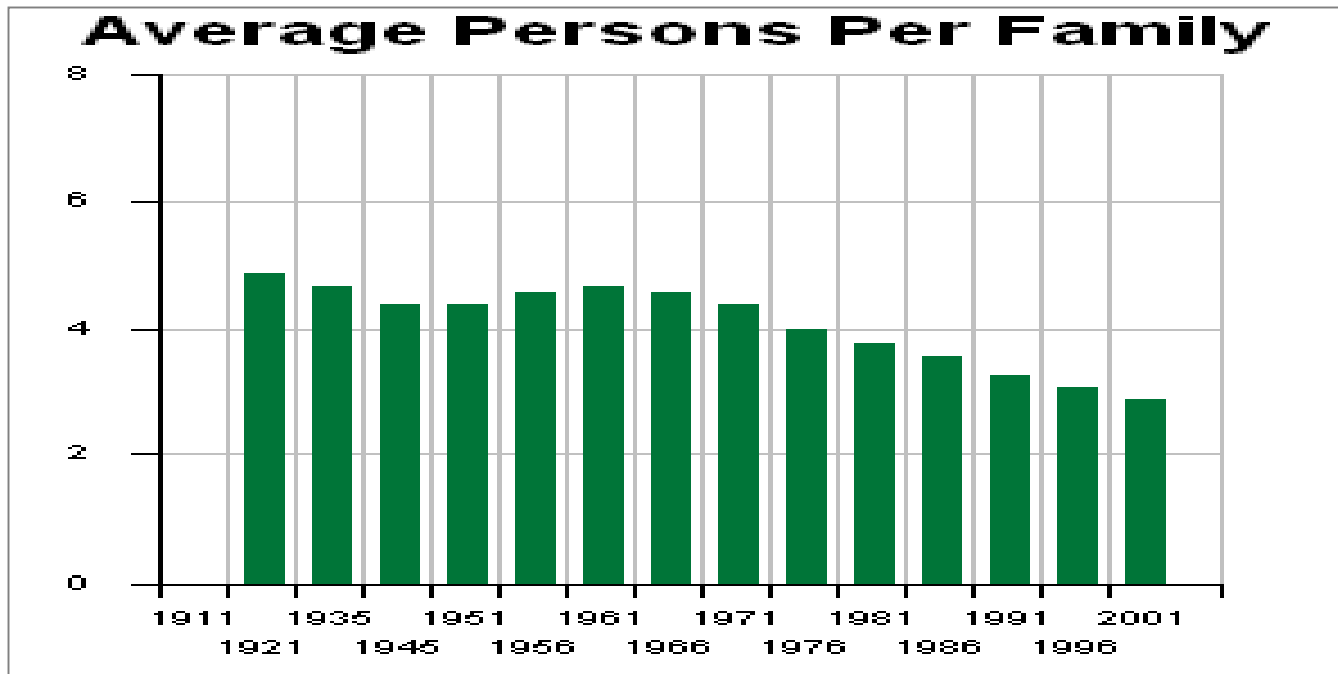
## Age distribution “pyramid”



Source: [www.censusscope.org/us/s18/c5/chart\\_age.html](http://www.censusscope.org/us/s18/c5/chart_age.html)

# *Example*

## Decreasing family size



Source: [www.communityaccounts.ca/CommunityAccounts/OnlineData/censusgraphs.asp](http://www.communityaccounts.ca/CommunityAccounts/OnlineData/censusgraphs.asp)



# *Sample Question*

A developer approaches with a plan to build 300 five-bedroom houses in your community. What might be the best first response?

- Great! These have always been popular in our community
- Wow! This will really improve our tax base
- Gee! Where did you find enough continuous acreage for 300 new houses?
- Why? Household size is diminishing the country. Will there be a need for this many large houses in our community?
- Exam is about making judgments and using information. However, it also requires memorization of facts.



# *Plan Implementation Topics*

- Public participation
- Consensus building
- Negotiation
- Leadership
- Administration
- Ethical behavior
  - Avoid greed, COI
  - Be honest
  - Be transparent
  - Document sources
- Conducting studies
- Communication
- Statistics
- Information technology
- Evaluation



# *Sample Question*

City council wants to study feasibility of establishing a new community college. What might be the best first step:

- Initiate change in zoning regulation so that college can be built in a residential area
- Apply to State Dept. of Education for funding
- Hire an architect to estimate costs of construction
- Form a task force representative of various interests in the community to examine options for the college
- Answer is 4th one



# *Sample Question*

To explain a new project to the community, you write a press release. Each of the following is characteristic of a good press release EXCEPT:

- Clear writing without technical jargon
- Reasonable length and level of detail for the audience
- Explanation of why the project is important
- No mention of the ultimate goal of the project
- Answer is 4th one



# *Statistics*

- To be an effective planner and consumer of statistical information, know the basics:
  - Variables
  - Sampling
  - Measures of central tendency
  - Distributions
  - Analytic tools



# *Sample Question*

Variables: The year in which you were born is an example of which type of variable?

- Nominal or categorical
  - No, these variables describe categories (e.g., male, female)
- Ordinal or ranking
  - No, these variables indicate rank (e.g., oldest, youngest)
- Continuous
  - No, continuous variables take on an infinite number of values (e.g., distance between points on the globe)
- Interval
  - Yes, the interval between measures (years) has meaning



# *Sample Question*

If the population of your metropolitan area is 5.6 million, what might be the best way of learning community reaction to a proposed economic development project?

- Gather data from volunteers who attend a meeting on the project
  - Volunteer sampling
- Gather data from people whom you see daily
  - Convenience sampling
- Gather data from the entire population
  - Not realistic
- Gather data from a randomly selected sample of the population
  - Yes, the sample represents the entire population



# *Sample Question*

Which of the following are newer challenges facing planners in surveying community residents?

- A. Telephone surveys leave out those who cannot afford telephones
  - B. Telephone surveys are very expensive
  - C. Telephone surveys omit those who use only cell phones
  - D. Telephone surveys leave out those who utilize call waiting
- Choices
    - I. A and B
    - II. C only
    - III. C and D
    - IV. None of these
  - Answer III



# *Statistics*

In a typical community, which statistic might best describe annual level of income?

- Remember, a statistic is just a number

- Mean
  - No; this might be relatively high because of a few major league baseball stars in town
- Range
  - No; this states highest and lowest annual incomes
- Mode
  - No; this is the most frequently occurring annual income
- Median
  - Yes, because 50% of residents earn above this and 50% below



# *Distributions, Briefly*

- Suppose you do a survey
  - How many days was your New Orleans business closed following Hurricane Katrina?
- Interview 125 businesses
  - Sample size is 125
- Distribution
  - The set of measurements or values you obtain
- Frequency
  - The number of measurements at a particular level
  - Suppose 60 businesses were closed for 100 days
    - Frequency of being closed for 100 days is 60



# *Distributions, Briefly*

- Normal distribution
  - Bell-shaped curve with most measures near the middle, fewer on the upper and lower ends of the distribution
  - Theoretical distribution with mean, median, mode at the center of the curve
- Outlier
  - A measurement that is noticeably different from others in the distribution
  - The business in New Orleans that was closed only for 1 day following Katrina



# *Analytic Tools: Chi-Square*

- A statistic that suggests a relationship between two nominal variables
- Example
  - Type of business
    - Construction
    - Retail
    - Other
  - Being back in business
    - Yes or No
      - A binary variable



# *Analytic Tools: Linear Regression*

- Example: To determine the influence of age of a business in years (Y) and distance from the Mississippi River in feet (F) on the number of days (N) a business was closed following the hurricane. Result might look like this:
  - $N = 25 - (0.3) * Y + (4.2) * (F)$ 
    - Start at 25 days
    - Subtract 1/3 of a day for each year in business
    - Add 4.2 days for each foot from the river
- Determines the influence of one or more independent variables (Y and F) on a dependent variable (N)
- Result is an equation with a constant and a coefficient for each independent variable



# *Sample Question*

You want to know if the type of planning project (TOD, historical preservation, watershed management) is related to the type of public participatory event utilized (workshop; public hearing). The best approach would be to use:

- Linear regression
  - No, these are categorical variables
- Confidence intervals
  - No, confidence intervals are used to estimate population means
- Logistic regression
  - No, there is no binary dependent variable involved here
- Chi-square
  - Yes, we are looking for relationship between 2 categorical variables



# *Information Technology*

- GIS
- Use of Internet for communication
  - Websites to post and receive information
    - Land use maps; flood maps; draft plans
    - Meeting announcements
    - “Contact us” options
    - Web-based survey
  - Problem in relying on Internet for communication with the public is that it does not reach everyone



# *Sample Question*

As part of a brochure, which of the following would best display the locations of critical facilities in your county:

- A map showing all roads, all critical facilities, and county and municipal boundaries in a 6 county region
- A map showing all critical facilities and the boundaries of your county
- A map showing census tract boundaries shaded by median age of housing in each tract
- A map showing major roads, all critical facilities, and the boundaries of your county
- Answer is 4th one; point is that even if you don't know GIS, you can still answer question about using it



# *Monitor, Evaluate and Update Plans*

- Monitor progress
  - Are timelines being met?
  - Is budget working?
  - What obstacles are encountered?
- Evaluate
  - To what degree are actions achieving desired results
- Update
  - As the community changes
  - As new information becomes available



## *Sample Question*

As a planner, you schedule a series of public meetings and workshops. Why should you evaluate such public participatory events?

- To estimate level of attendance
- To establish a record of the event
- To demonstrate that this event worked better than previous such events
- To improve future events
- Answer is 4th one
- In summary, use common sense, good judgment, and read the questions carefully to understand the context



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**Thank you and good luck**

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# *Sample Questions*

## *AICP Study Guide CD-ROM, 2005*





# *Sample Questions*

Health and Safety Regulations give local jurisdictions the power to enforce:

- A. Design Standards
- B. Eminent Domain
- C. Development impact fees
- D. Building codes

**Answer: D**



# *Sample Questions*

Critical Path Method is a project management technique designed to:

- A. Help employees improve writing skills
- B. Assist in decision making
- C. Reduce errors in traffic modeling
- D. Identify evacuation routes

**Answer: B**



# *Sample Questions*

Cities in the U.S were densely settled in the late 19th and very early 20th centuries. Each of the following is a consequence of this high-density development EXCEPT

- A. Threat of communicable diseases
- B. Great traffic congestion
- C. Reform-mindedness
- D. Massive federal aid to cities

**Answer: D**



# *Sample Questions*

Environmental problems may be considered difficult to address because:

- I. Complex biological and chemical processes are involved.
- II. Environmental problems do not respect political boundaries
- III. A solution to one problem may exacerbate another problem
- IV. Solutions often have considerable economic impact

- A. II
- B. I and III
- C. II and IV
- D. I, II, III, IV

**Answer: D**



# *Sample Questions*

Which of the following pieces of federal legislation focused on slum clearance?

- A. 1906 Antiquities Act
- B. 1934 Federal Housing Act
- C. 1949 Housing Act
- D. 1968 New Communities Act

**Answer: C**



# *Sample Questions*

The total area of permitted floor space expressed as a proportion of the site is known as the:

- A. Gross Leasable Area
- B. Location Quotient
- C. Floor Area Ratio (FAR)
- D. NAICS

**Answer: C**



# *Sample Questions*

Approximately what percentage of the U.S. population was considered urban in 2000?

- A. 20%
- B. 40%
- C. 60%
- D. 80%

**Answer: D**



# *Sample Questions*

Traditional small towns feature each of the following characteristics EXCEPT:

- A. Incremental growth outward from a core
- B. Low to very low density of development
- C. Open space around the edges
- D. Streets scaled for routine daily use rather than rush hour demand

**Answer: B**



# *Sample Questions*

This Act cut lot coverage back to 70%, and required a separate bathroom for each apartment as well as courtyards for light and ventilation.

- A. 1901 Tenement House Act
- B. 1909 Chicago Plan
- C. 1916 New York City Zoning Act
- D. 1920 New York Regional Plan

**Answer: A**



# *Sample Questions*

This measures the degree to which two variables are related:

- A. Coefficient of Correlation
- B. Coefficient of Variation
- C. Gini Coefficient
- D. Chi-Squared Statistic

**Answer: A**



## *Panel: Recent AICP Members*

- Robert Briggs, AICP
  - City of Sheridan, Wyoming
- Sara Campney, AICP
  - USDA Forest Service
- Brooke Moore, AICP
  - HNTB



# *Beginning Your AICP Application*



# *Application*

- Application is online only
  - [www.planning.org/certification](http://www.planning.org/certification)
  - Read the FAQs & download the Bulletin
- Exam fees are posted only in the Bulletin
- Must send verifications of employment & education to APA office in Washington, D.C.
  - Allow ample time ...
- Receive Authorization to Test from APA first via e-mail, then in a follow-up hard copy in the mail.

# *When and Where?*



- Twice a year in May & November
- Each exam window lasts 14 days
- Across the USA & Canada at Prometric Testing Centers
- Foreign Applicants: Paper exam
- You may take test only once during each exam window
- You must register (same web-form as applying) each time you wish to test, during your 4 exam windows.



# *During the exam*

- Exam is 4 hours
  - 3½ hours for 170 questions
  - ½ hour tutorial
- Exam is on computer
- 170 questions
  - 20 are pre-test questions
- Easy to mark questions to return to them before submitting
- Receive *unofficial* results immediately

A dark teal rectangular button with the word 'MARK' in white, bold, uppercase letters.

MARK



# *Registration Tips*

- **Apply Early! Don't wait until the last week**
  - 45% of November 2006 and May 2007 applicants registered in the last *48 hours*; this is a busy time for customer service staff
  - Exam registration lasts 5 months: Nov 2007 registration is open now
- Factor in plenty of time to arrange for your verifications to get to the D.C. office
  - Verifications must be logged and statuses must be changed; allow for lag time



# *Application Tips*

- Education History
  - Log only degrees completed
  - Use the drop down lists to determine if your program was PAB accredited at the time you graduated
- Employment History
  - 150 word minimum per criterion
  - Address the criteria, don't write a resume
  - Do not copy same descriptions for different jobs



# *Use the APA Website*

- Website is your primary resource
  - FAQs
  - Bulletin (the official rules)
  - Reading list, sample questions, tutorial
- If you allow for a little lag time, the website is your best guide for your status
  - Call us if you see errors in your verifications log
  - Allow one week for updates

[www.planning.org/certification](http://www.planning.org/certification)



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# Certification Maintenance

Sue Schwartz, FAICP  
AICP President



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# ***QUESTIONS?***

**AICP Exam Preparation**  
2007 APA National Planning Conference  
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