Course Access:  [http://extension.arizona.edu/arizona-citizen-planner](http://extension.arizona.edu/arizona-citizen-planner)
Course Contact:  Mark Apel, UA Cooperative Extension:  [mapel@cals.arizona.edu](mailto:mapel@cals.arizona.edu)

Getting Assistance:  If you are experiencing technical difficulties, please contact the One Squared help desk at 1-757-384-0811 and identify yourself as a student in the Arizona Citizen Planner Online Program. You can email your support questions to onesquarededucation@gmail.com.

**Course Outline**

**Welcome to Arizona Citizen Planner**
- Welcome
- Requirements
- Unit Components
- Technical Setup
- Technical Support
- Glossary of Terms

**Unit 1: Introducing the Planning Official**
- Introduction
- About Required and Optional Readings
- Planning Official Wanted
- What is the Planning Commission and Official?
- Private Citizen to Public Official
- Fundamental Duties
- Responsibilities of the Planning Official
- The Planning Team
- Why be a Planning Official?

**Unit 2: What is a Comprehensive Plan?**
- Introduction
- What is a Comprehensive Plan?
- Purpose of a Comprehensive Plan
- Functional Elements
- Historical and Background Information
- Analysis and Projections
- Vision and Issues
- Goals and Objectives
- Policies
- Implementation Strategies
Unit 3: Looking Back to Look Forward
- Sub-Area and Multi-jurisdictional Plans
- Organizing the Plan

- Introduction
- What is land use?
- Land use trends
- Where are we now?
- Addressing land use trends through planning
- Community character
- Natural environment
- Built environment – community design
- Built environment – services
- Built environment – existing development
- Land use and zoning

Unit 4: Future Land Use Classifications
- Introduction
- What is meant by classifications?
- Agricultural
- Residential
- Industrial
- Commercial
- Public/semi-public
- Mixed uses
- The future land use map

Unit 5: Should the Plan be Updated?
- Introduction
- A process for making a decision
- Decision process summarized
- Should the plan be reviewed?
- Is the content effective?
- Is the plan’s organization clear and consistent?
- Revise existing plan or develop a new one?
- Scenario 1
- Scenario 2

Unit 6: Overview of the Planning Process
- Introduction
- The big picture
- Planning to plan
- Working with the public
- Collecting and analyzing data
- Setting goals and objectives
Drafting the plan
Adopting the plan

Unit 7: Working with the Public
- Introduction
- Communication Challenges
- One-way communication
- Two-way communication
- One-way: opinion surveys
- One-way: media
- One-way: presentations
- Two-way: personal interviews
- Two-way: town meetings
- Two-way: focus groups
- Two-way: design charrettes
- Two-way: public hearings

Unit 8: Collecting and Analyzing Data
- Introduction
- A data collection process
- Historical data
- Population data
- Housing data
- Economic base data
- Natural features inventory
- Land use data
- Build-out data
- Transportation or circulation data
- Utilities & other infrastructure data
- Analyzing the data

Unit 9: Issues, Vision, Goals and Objectives
- Introduction
- Where do you start?
- Identifying issues
- Defining your vision
- What is a goal?
- What is an objective?
- What is a policy?
- Putting it all together

Unit 10: Going from Issue to Future Land Use
- Introduction
- Setting the stage – using what you have learned
- Agricultural – issues
Unit 11: Drafting the Plan
- Introduction
- Overview of the process
- Organizing the plan
- Creating historical and background information
- Creating existing condition analyses and projections
- Community vision, goals, objectives, and policies
- Creating future land use
- Creating implementation
- Conducting reviews
- Preparing for adoption

Unit 12: Adopting the Plan
- Introduction
- Statutory Requirements and Notification
- Draft plan completion
- Draft plan submission
- Review and comment period
- Public hearing
- Plan adoption
- Distributing and implementing the final plan

Wrap Up – Course Evaluation