



### LOCATION

City of Westerville, Ohio

### TASKS

Training Materials Development  
Live Training Facilitation

### HIGHLIGHTS

Customized training for City-specific details and priorities  
Developed tailored materials and handouts  
Presented the live and interactive training virtually

### PROJECT DESCRIPTION

Burton Planning Services designed, developed, and facilitated a live, virtual training for the City of Westerville's Planning Commission members in order to educate new members and refresh existing members on planning fundamentals, how to function effectively in meetings, and how serve as fair and civil representatives of the City.

BPS staff held preliminary discussions with Westerville staff to determine the topics and approach for the training. The training was organized around four main topic areas:

1. Municipal governance
2. Planning and zoning fundamentals
3. Planning Commission duties and meetings
4. Public participation

The municipal governance section included an overview of the Central Ohio region and the City, municipal governance, Westerville's boards and commissions, public sector ethics, and conflicts of interest. The planning and zoning section defined city planning and discussed Westerville's plans, land uses, and codes. The planning commission section included their duties, meeting rules and regulations, meeting preparation, parliamentary procedure, and Robert's Rules of Order. The public participation section included communicating with the public, dealing with conflict, Sunshine laws, and types of public meetings.

The BPS team facilitated the 2-hour live training over Zoom with a presentation and discussions. BPS provided the slides and supplemental handouts to the Planning Commission members, in addition to a video recording for their reference and later use after the training.

