



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

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Training for Members of Planning Commissions

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-481

Training for Members of Planning Commissions, Boards of Zoning Appeals, and Staff

Members of planning commissions and boards of zoning appeals must attend a minimum of four hours of training in planning and zoning subjects within one year of their initial appointment and in each calendar year afterward. For members of regional planning commissions, at least one hour of training must concentrate on the rights of private property owners and the relationship of those rights to the public planning process. Full-time or contract professional planners, building commissioners, and administrators must attend eight hours of planning and zoning training each calendar year. However, a professional planner who is a member of the American Institute of Certified Planners (AICP) is exempt from this training requirement. A municipality may, by ordinance, opt out of these training requirements. T.C.A. § 13-3-101, T.C.A. § 13-4-101, T.C.A. § 13-7-205.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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