AICP Exam Prep

February 2014
Oregon Chapter of the American Planning Association
Professional Development Committee
Purpose of workshop

- Introduce topics on AICP Exam
- Provide study materials and links
- Assist in formation of study groups
Agenda

- About the AICP Exam
- Test topics
  - History, Theory & Law –15%
  - Spatial Areas of Practice –15%
  - Functional Areas of Practice –25%
  - Plan Making & Implementation –30%
  - Public Participation & Social Justice –10%
  - AICP Code of Ethics & Professional Conduct –5%
- Study Materials
- Test taking tips
About the AICP Exam

- Computer based
- 170 multiple choice questions (20 do not count)
- Must answer approximately 110 –115 of the 150 “real” questions correct in order to pass
- Pass rate is approximately 65%
- 55 is typically the passing score on the scaled range of 25 to 75
- Receive unofficial results immediately
- 3 ½ hours to complete (brief tutorial before exam)
- Prometric Test centers
  - Arrive 30 minutes early for paperwork
  - Take required IDs –make sure name and spelling is matching
  - Calculator/paper/pencil provided
AICP Exam Refresh

- **What does the Refresh Do?**
  - Eliminates underperforming and outdated questions
  - Adds about 130 new questions to the 600+ question pool
  - Focuses on crafting questions that touch on planning issues that emerged since 2008

- **What doesn’t the Refresh Do?**
  - No change to the exam specification subject matter outline
  - No change in weighting of each subject matter section
Test Topics

- History, Theory & Law –15%
- Spatial Areas of Practice –15%
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- Plan Making & Implementation –30%
- Public Participation & Social Justice –10%
- AICP Code of Ethics & Professional Conduct –5%
History, Theory & Law

- Know historic planning events (History)
- Know “famous” planners and movements (Theory)
- Know important cases (Law)
Timeline of American Planning History

- [http://www.planningpa.org/timeline_us_planning_history.pdf](http://www.planningpa.org/timeline_us_planning_history.pdf)

Sample events

- **1898**  
  *Tomorrow: A Peaceful Path to Real Reform*, by Ebenezer Howard, a source of the Garden City Movement. Reissued in 1902 as *Garden Cities of Tomorrow*.

- **1909**  
  Daniel Burnham's Plan of Chicago published. First metropolitan plan in the United States.

- **1969**  
  National Environmental Policy Act requires an "environmental impact statement" for every federal or federally aided state or local major action that might significantly harm the environment.

- **1994**  
  In *Dolan v. City of Tigard*, the U.S. Supreme Court rules that a jurisdiction must show that there is a "rough proportionality " between the adverse impacts of a proposed development and the exactions it wishes to impose on the developer.
History, Theory & Law

Know planners and what they did
- Daniel Burnham – Father of City Planning
- Patrick Geddes – Pioneer of Regional Planning
- Edward Bassett – Pioneer of Zoning
- Ian McHarg – Pioneer of Environmental Planning
- Paul Davidoff – Pioneer of Advocacy Planning
- Sherry Arnstein - Ladder of Citizen Participation
- Ebenezer Howard - Tomorrow: A Peaceful Path to Real Reform
- Jane Jacobs - The Death and Life of Great American Cities
- Kevin Lynch - Image of the City
- Lewis Mumford -The Culture of Cities
- Clarence Perry - Plan for New York and Its Environs
- Jacob Riis - How the Other Half Lives
- Frank Lloyd Wright - Broadacre City: A New Community Plan
- Saul Alinsky
- Andres Duany
- T.J. Kent
- Lewis Mumford
- Frederick Law Olmsted Sr. and Jr.
Movements

- **Public Health Movement**
  - Late 1800’s to early 1900’s

- **Garden City Movement**
  - 1898, Ebenezer Howard

- **City Beautiful Movement**
  - Daniel Burnham, 1893 Chicago’s Columbian Exposition and 1909 Plan of Chicago

- **City Efficient**
  - 1920’s Standardization

- **City Humane Movement**
  - 1930’s New Deal

- **New Towns**
  - Late 1930’s through 1940’s

- **City Functional Movement**
  - 1940’s, Military/Federal
Legal cases

Top 25 Cases in Planning and Environmental Law

Examples

- **Village of Euclid v. Ambler Realty Co.,** (1926)
  - Established zoning as a valid exercise of police power by local government.

- **Golden v. Planning Board of Ramapo,** (N.Y. 1972)
  - Recognized growth phasing programs.

- **Penn Central Transportation Co. v. City of New York,** 438 U.S. 104 (1978)
  - Introduced a means-end balancing test for regulatory takings and validated historic preservation controls.
History, Theory & Law

- Flashcards
- Know main information about events, people and cases
- Breadth of knowledge, not depth
Advocacy planning is associated closely with Paul Davidoff and Saul Alinsky. Which of the following was the significant effect of the advocacy movement?

A. Assisted single women with children find employment.
B. Caused social planning to move from back room negotiations into the public forum.
C. Reduced the need for more environmental documentation.
D. Created economic stability.
Spatial Areas of Practice

- Be familiar with planning at different levels:
  - National
  - Multi-State
  - State
  - Regional
  - County
  - Urban
  - Suburban
  - Rural
  - Corridors
  - Downtowns
  - Neighborhoods
  - Waterfronts
  - Historic Districts

- Remember that levels are NOT exclusive
Spatial Areas of Practice

- **PLANNING AT NATIONAL LEVEL**
  - Federal housing, transportation and environmental programs
  - Clean Air Act (1970)
  - Clean Water Act (1972)
  - MAP-21 (Moving Ahead for Progress in the 21st Century Act--2012)

- **PLANNING FOR MULTI-STATE OR BI-STATE REGIONS**
  - Environmental and transportation
  - *Tennessee Valley Authority*
    - Established in 1933 to convert 2 WW1 munitions factories and 1 Hydro electric plant into a regional power authority and a factory producing fertilizer. First example of multi-state planning for power and flood control
  - Port Authority of NY & NJ
    - Created 1921, run most regional transportation infrastructure (bridges, tunnels, airports, seaports) within NY-NJ Port District along Hudson and East Rivers
  - Chesapeake Bay Watershed *TMDL*
    - Subject of a famous lawsuit between Sierra Club and EPA (ongoing –filed in MD)
Spatial Areas of Practice

- **PLANNING AT STATE LEVEL**
  - Environment, Transportation
  - State Floodplains, State DOT

- **PLANNING FOR REGIONAL LEVEL**
  - Parks, environmental, transportation
  - Metropolitan Planning Organizations (MPOs) dealing largely with transportation

- **PLANNING FOR COUNTY LEVEL**
  - Parks, Transportation, Growth management, Land Use

- **Urban Area Level Planning**
  - Zoning, Land Use, Redevelopment, Parking, Traffic, Parks

- **Suburban Level Planning**
  - Zoning, Land Use, Infrastructure, Sprawl, Growth Areas
Spatial Areas of Practice

- **Rural Level Planning**
  - Infrastructure, Growth, Employment Opportunities, Agriculture

- **Corridor Level Planning**
  - Transportation, Circulation, Access, Streetscaping, Signage

- **Downtown Level Planning**
  - Traffic, Mixed-Use, Plazas, Streetscaping, Pedestrians, Retail, Identity/Branding

- **Historic Districts/Areas Level Planning**
  - National Register, Landmarks, Districts

- **Neighborhood/Subarea Level Planning**
  - Most Detailed - Residential, Parks, Sidewalks, Character
Spatial Areas of Practice

- Neighborhood, rather than regional, planning may be more likely to address:
  A. Wetland and floodplain protection
  B. Airport accessibility
  C. Availability of grocery stores
  D. Provision of overnight parking for 18-wheelers
Spatial Areas of Practice

- 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
Functional Areas of Practice

- 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 and disaster planning
- Historic preservation
- Housing
- Infrastructure
- Labor force or employment
- Land use
- Natural resources and the environment
- Parks, open space, and recreation
- Planning law
- Policy planning
- Public services
- Social and health services
- Transportation
- Urban design

Understand the history, legislative background, terminology, and implementation tools for these topics—and how to plan for them
Functional Areas of Practice

- Where to find information on emerging trends and current topics:
  - APA Policy Guides (on APA website)
  - Planning Magazine
  - Planning Advisory Service (PAS) Reports
  - National Conference Program Guides
Functional Areas of Practice (example)

- Land Use
  - Zoning ordinances (Euclidean, Cumulative, Noncumulative, Form-based, Performance, Spot)
  - Types of development (TOD, mixed-use, brownfield, greenfield, infill, leapfrog, homogeneous)
  - APA Policy Guides: Smart Growth, Agricultural Lands Preservation, Sustainability
Functional Areas of Practice (example)

- Energy Policy
  - Energy Policies (National, State, and Local)
  - Fossil fuels versus Renewables
  - APA Policy Guides: Energy, Climate Change

What are the implications of the different energy sources? Infrastructure required? Land use? Transmission lines? Pollution? Wildlife impact?
Functional Areas of Practice (example)

- Historic Preservation
  - Tax Reform Act of 1986
  - Local preservation efforts
  - APA Policy Guide: Historic & Cultural Resources

- Link back to: First historic preservation efforts (commission: New Orleans 1921, ordinance: Charleston 1931) Case law (Penn Central v New York, 1978 for example)
Functional Areas of Practice (example)

- Transportation
  - Think multi-modal!
  - Consider the energy and growth management implications
  - Consider the spatial planning – who plans for what areas?
  - APA Policy Guide: Surface Transportation
Functional Areas of Practice

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
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
Plan-Making and Implementation

- Visioning and goal setting
- Quantitative and qualitative research methods
- Collecting, organizing, analyzing and reporting data
- Demographics and economics
- Natural and built environment
- Land use and development regulations
- Application of legal principles
- Environmental analysis
- Growth management techniques

- Budgets and financing options
- GIS/spatial analysis and information systems
- Policy analysis and decision making
- Development plan and project review
- Program evaluation
- Communications techniques
- Intergovernmental relationships
- Stakeholder relationships
- Project and program management
Plan-Making and Implementation

- The basic steps of plan making and implementation:
  - Identification of stakeholders
  - Defining and identifying problems
  - Gathering information and analysis
  - Developing alternatives
  - Selecting an alternative
  - Budget and implementation
  - Evaluation and amendment
  - Achievement
Plan-Making and Implementation

- **GOAL**: value-based statement, not necessary measurable; should include purpose, scope and context
- **OBJECTIVE**: more specific, measurable statement of a desired end; should include location, character, and timing
- **POLICY**: rule or course of action that indicates how the goals and/or objectives of the plan should be realized; should include principles, agreements, laws, regulations, and resolutions
- **PROGRAM**: series of related, mission-orientated activities aimed at carrying out a particular goal or policy; should include initiatives, projects, milestones, costs and responsibilities
Plan-Making and Implementation

Comprehensive Plans

- The official statement of a legislative body that sets forth its major policies concerning desirable future physical development
- Adopted by the governing body

Key elements

- Demographics
- Land use
- Transportation
- Community facilities
- Infrastructure
Plan-Making and Implementation

**Demographics**

- Three basic types of demographic analysis used by planners:
  - Descriptive – tools, data, and methods to describe the population of an area
  - Trends – look at how demographic data has changed over time
  - Projections – estimates of future population and population structure
Plan-Making and Implementation

- Budgeting
  - Types of Budgets
    - Line Item Budgets
    - Performance Budgets
    - Budgeting Process
    - Financial Analysis and Policy Choices
    - Expenditure Estimates
    - Review of Expenditure Estimates
    - Revenue Estimates
    - Budgeting Forecasting
    - Budget Document
    - Budget Review and Adoption
    - Budget Execution
According to the National Environmental Policy Act (NEPA) whenever the U.S. Federal Government takes a "major Federal action significantly affecting the quality of the human environment" it must first consider the environmental impact in a document called an **Environmental Impact Statement** (EIS).

An EIS typically has four sections:
- An Introduction including a statement of the **Purpose and Need** of the **Proposed Action**.
- A description of the **Affected Environment**.
- A **Range of Alternatives** to the proposed action. Alternatives are considered the "heart" of the EIS.
- An **analysis** of the environmental impacts of each of the possible alternatives.
Plan-Making and Implementation

Adverse consequences of urban sprawl include all of the following except:
A. Increasing density
B. Increasing energy prices
C. Reduction in agricultural land
D. Increasing average vehicle miles traveled
Plan-Making and Implementation

Which of the following are characteristics of New Urbanism:
I. Higher Density and Mixing of Uses
II. Variety of Housing Choices and Grid Street Patterns
III. Economies of Scale and Euclidean Zoning
IV. Pedestrian Scale and Multi-Modal Transportation Systems

A. I and IV only
B. I, II, and IV only
C. I, III, and IV only
D. All of the Above
Public Participation and Social Justice

Social Justice
- Identifying, engaging, and serving underserved groups
- Working with diverse communities
- Environmental Justice
Public Participation and Social Justice

Social Justice—names to know

- Saul Alinsky: community organizing
  - Back of the Yards neighborhood (1930s)
  - *Rules for Radicals* (1971)
- Paul Davidoff: advocacy planning (50s–80s)
- Sherry Arnstein: *A Ladder of Citizen Participation* (1969)
- Norm Krumholz
  - Chief of Planning in Cleveland from 1969 to 1979
  - Developed a planning department that was known for advocacy
Public Participation and Social Justice

Public Participation

Why is participation so important to planners?
- Protects the public, informs the public, builds consensus

What types of methods of public participation?
- Know positives and negatives for each

Knowing the public process of planning is KEY to the exam
Public Participation and Social Justice

Public Participation

What types of methods of public participation?

- Public Hearings
- Meetings, Presentations and Workshops
- Surveys (Mail, Telephone, Website, Face to Face)
  - Concerns about sample size, cost, possible bias
- Visioning Sessions
- Charrettes
  - Short, intense collaborative process that is usually used to design projects, plan communities, and/or build consensus; can vary in makeup (professionals/citizens) depending on the goal
- Visual Preference Surveys
- Delphi Method
  - Used to develop a consensus between two or more groups that are in conflict; the views of each group are presented in successive rounds of argument and counterargument, with the rounds gradually working towards a consensus
The planning director of a small city wants to get as much public input as possible on a city-wide study. Which of the following would be the LEAST effective method of stimulating citizen input?

A. Contacting neighborhood leaders, advising them of the study, and asking them to report neighborhood reaction.

B. Completing the study, printing the final report, and asking for citizen comments on it.

C. Preparing press releases that give the general scope of the study and asking for comments from the general public.

D. Offering to address interested neighborhood or other civic groups on the subject of the study.
In every project there comes a point in time when the public becomes involved. When would this take place?

A. At the start, before alternatives are developed.
B. In the middle, when a small or reduced set of options have been defined.
C. At the end, when a preferred choice has been selected.
D. At an appropriate time to be chosen based on a number of criteria, not by a set routine.
AICP Code of Ethics

- Know it!
- [http://www.planning.org/ethics/ethicscode.htm](http://www.planning.org/ethics/ethicscode.htm)
AICP Code of Ethics

- **Three Sections**
  - **Principles to Which We Aspire**
    - Cannot be enforced
  - **Rules of Conduct**
    - Must be followed
  - **Code Procedures**
    - For handling charges of misconduct
AICP Code of Ethics

You disagree with the determination of the Planning Director regarding new development proposed near a sensitive wetland. Which of the following actions is most appropriate?

A. Submit a Letter to the Editor of the local newspaper for publication detailing your opinion.
B. Ask the Planning Director for a meeting to discuss the determination.
C. Write a scathing letter to the Executive Director of APA/AICP explaining your position.
D. Organize a meeting of the other members of the department to explain your position.
Exam Prep Resources

- AICP Exam Prep Package 2.0 ($195)
- Planetizen AICP Exam Preparation Course ($159)
- APA Chapter Presidents’ CD ($15-included in today’s registration)
Exam Prep Resources

- APA Policy Guides (Google “APA Policy Guides”)
- The Practice of Local Government Planning (“the Green Book”)
- AICP website: http://www.planning.org/certification/examprep/
Exam Prep Resources

- [www.planningprep.com](http://www.planningprep.com)
  - Over 1000 sample questions and 12 exams (free, but must register)

- Flashcards (free)
  - [http://www.flashcardmachine.com](http://www.flashcardmachine.com)
    - Enter “AICP” in the search box on upper right
  - [http://www.studystack.com](http://www.studystack.com)
    - Enter “AICP” in the search box
Exam Prep Resources

  - There is a huge amount of info here. Use as a place to search for articles.

- Link to this presentation (and other study materials)
  - http://www.oregonapa.org/tools-planners
Exam Prep Tips

- Devote 80 to 100 hours to study
- Study groups
- Flash cards
- Practice questions/exams
- Study breadth of knowledge
Exam Taking Tips

- Answer every question
- Think of answer before reviewing choices
- Skim answers before reading long questions
- Do math twice
- Think national
- Think APA
Sample Questions

Which of the following is not true about a Metropolitan Planning Organization (MPO)?

A. They are federally mandated for urbanized areas with a population over 250,000.
B. They channel federal funds for transportation projects.
C. They maintain a long-range transportation plan for a region.
D. Their decision-making committees can be comprised of a mix of local, state, and federal representatives.
Sample Questions

What is true about the roof garden on the roof of Chicago's City Hall?

I. it reduces air pollution.
II. it reduces energy costs.
III. reduces stormwater runoff.
IV. it was cheaper to construct than a conventional roof.

A) III & IV
B) I & II
C) I, II & III
D) All of the Above
Sample Questions

Advocacy Planning involves....

A) the planner serving a given group and doing so openly
B) organizations that are created when an invitation is sent out by the neighborhood or organization and a paid organizer is then sent to the neighborhood
C) the Ladder of Citizen Participation
D) a method of assessing project alternatives by weighing these alternatives according to a group of citizen goals
According to Transportation Planners, the main purposes for streets and roads could be to...

1) provide mobility
2) provide construction projects for job creation
3) provide land access
4) provide boundaries for parcels

A) 1, 2
B) 1, 3
C) 1, 2, 3
D) All of the above
A landowner’s property, which is adjacent to the municipal airport, is zoned residential. By all accounts, the classification is inappropriate to the property and has largely been used by the local government to keep the property undeveloped and in a de facto holding zone. The landowner petitions for a rezoning, but is denied, having been informed that the city has placed a formal moratorium on all rezonings for two years in order to study the appropriate uses for the property.

Why might this represent a temporary regulatory taking?

A) A two year moratorium is too long and significantly increases the financial burden of the landowner who must wait.

B) If the landowner can show that the existing classification does not substantially advance a legitimate state interest or that the effect of the existing classification is a deprivation of all, or substantially all, economic value.

C) By locating the airport adjacent to the landowner’s property, the city has reduced the value and use of the property, and therefore a regulatory taking.

D) This does not represent a regulatory taking.
Questions?