**Proposed PZC toolkit contents and outline\***

* Front cover
* Inside cover
* Acknowledgements and Credits
  + Coalition members/partners
  + Funders
  + Authors
  + Content expert consultant
  + Graphic design
  + Photography
  + Etc.
* Table of Contents
* Welcome letter
* Legend of symbols and colors used throughout the toolkit
* So you wanna be a Planning and Zoning Commissioner? PZC 101
  + Overview of Planning and Zoning Commission roles, responsibilities, and opportunities for influencing the overall quality of life of local residents through the planning of livable and vibrant communities.
  + Agenda-setting
  + How to prepare for a meeting
  + Roberts Rules of Order
  + When to abstain from a vote
  + Legal considerations
  + Key concepts to learn more about
  + Local training opportunities
  + (Anything else we may borrow from CCAPA’s PZC 101 guidebook!)
* Issues of importance for our local towns
  + Supporting our Plan of Conservation and Development
  + Preserving our towns’ rural character
  + Protecting our natural resources
  + Engaging in smart growth
  + The business case for healthy design
    - Healthy eating
    - Active living
    - Placemaking and social connectedness
      * Playability
      * Installation art
      * Street performances
      * Fairs and festivals
  + Dealing with our unique topography
    - Land use for agriculture and animal husbandry
    - Supporting farmer’s markets and access to healthy foods
    - Complete streets
      * Active Transportation
      * Walkability
      * Bikeability
    - Trail connectivity
    - Water basins and water quality
    - Main streets and historic villages
  + Considering equity
    - Youth, seniors, individuals and families with low resources, dual income families, non-English speakers
* Tools at our disposal
  + Policies, agreements, and regulations
    - Health in all policies
      * Health impact assessments
    - Joint Use Agreements
    - Tobacco-Free environments
    - Complete Streets policies
      * Multi-modal transportation
      * Sidewalks
      * Bike lanes
      * Public transportation
    - Traffic calming measures
  + Funding Streams
    - Town’s Capital Improvement Fund
    - United States Department of Transportation (DOT)
    - United States Environmental Protection Agency (EPA)
    - Partnership for Sustainable Communities
    - (More to be added)
  + When finding funding is a challenge: Lighter, Quicker, Cheaper, and Healthier (LQCH) approaches to placemaking
  + Partners
    - Local
    - State
    - Federal
  + Additional Organizations and Resources
  + Sample policies and regulations
  + Sample tools and assessments
    - Active Transportation Audit (developed by CRCOG)
    - (more to be added here)
* Glossary
  + (terms contained in the glossary will be visually and easily identified throughout the toolkit through bolding, color coding, or symbols)
* How can I learn more?
  + Comprehensive list of resources presented throughout the toolkit
* Blank Notes pages
* Back Cover

\*Photos, illustrations, and brief relevant examples from similar communities will be interspersed throughout the toolkit. Hyperlinks will also be included throughout the toolkit as needed. Once we have the content written, we will work with designers to identify best ways to publish this resource in hard and electronic/interactive formats.