Michigan Association of Planning's
2014 Planning and Zoning Essentials

Planning Commissioners and Zoning Board of Appeals Members: Are you new to your commission or board? Do you need more information to help you better contribute to land use decisions in your community?

Municipal Planners: Do you have a new roster of elected and appointed officials that need essential land use planning and zoning information? Get your officials PZE trained!!

MAP's popular workshop, Planning and Zoning Essentials, is just for you!

This information packed program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. For more than 65 years, MAP's reputation and credibility as a land use leader in Michigan have been widely recognized, assuring the highest quality educational experience. Consider this:

* All workshop instructors are certified by the American Institute of Certified Planners.
* Registration for any of the session options includes a copy of MAP's Planning and Zoning Essentials guidebook.
* The program format allows you to customize, based on your time and area of interest.

What's Covered?

Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making. This workshop will help you:

* Clarify the expectations and limitations of your position.
* Help you recognize when there's a conflict of interest.
* Equip you with the best planning and zoning practices to sharpen your decision-making skills.
* Boost your confidence during meetings.

Choose from three options to fit your needs:

1. **Attend the full program** and get the best overview and understanding of how the zoning board of appeals, planning commissioners, elected officials and staff interact.
2. **Attend Planning Commission Essentials;** or
3. **Attend Zoning Board of Appeals Essentials**.

Registration Procedures & Policies

For cancellations received in writing 5 business days prior to the workshop, a $25 cancellation fee will be charged. Cancellations received less than five days in advance of the workshop, and no-shows the day of the event, will be responsible for the full amount of the registration because food/beverage and workshop materials costs have already been incurred. You may 1) send a substitute or 2) receive the workshop materials in the mail in

Wednesday, February 26th
Plainfield Township Hall (Grand Rapids Area)
Wednesday, March 5th
Washtenaw Inter. School District (Ann Arbor)

Registration Form (please complete one form per registrant)

Name _____

Affiliation _____

E-mail address (NOTE: Confirmations will be sent via e-mail.) _____

Address _____ **City** _____ **Zip code** _____

Phone (with area code) _____ **Fax number** _____

If you are uncertain of your MAP membership status, *contact Sherrie Howard at showard@planningmi.org or (734) 913-2000 for details. You can select join MAP and receive the member rates for this workshop.*

☐ **I am a MAP Member**

☐ **I want to join MAP now for $60 and receive the member discount.**

All rates include a light dinner.

Member rates (ONLY AVAILBLE TO MAP/APA MEMBERS):

☐ $85 ($105 after Friday, Feb. 21) Full Program, 4-9pm

☐ $75 ($95 after Friday, Feb. 21) Planning Commission Essentials, 4-7:30pm

☐ $75 ($95 after Friday, Feb. 21) Zoning Board of Appeals Essentials, 6:30-9pm

Non-member rates:

☐ $115 ($135 after Friday, Feb. 21) Full Program, 4-9pm

☐ $105 ($125 after Friday, Feb. 21) Planning Commission Essentials, 4-7:30 pm

☐ $105 ($125 after Friday, Feb. 21) Zoning Board of Appeal Essentials, 6:30-9pm

Please indicate the location you will attend:

☐ **Feb. 26:** Plainfield Township Hall (Grand Rapids Area)

☐ **Mar. 5:** Washtenaw Inter. School District (Ann Arbor Area)

Total payment:_____ **Today's date**_____

Payment Information: (please select one)

☐ Invoice me ☐ Check enclosed (payable to Michigan Association of Planning)

☐ Visa ☐ MasterCard

Card #: _____

Security code: _____ **Expiration date:** _____

Card holder's name: _____

Signature: _____

Please send registration form to:

219 South Main, Suite 300, Ann Arbor, MI 48104

Phone: 734.913.2000 Fax: 734.913.2061