



PLANNING & ZONING *Online* TRAINING For Elected and Appointed Officials

Michigan Association of Planning
A Chapter of the American Planning Association

WHO SHOULD ATTEND?

- Planning commissioners
- Zoning board of appeals members
- Elected and appointed officials
- Zoning administrators
- Emerging planning professionals
- Planning students (*special member rate!*)
- Michigan State University Extension Master Citizen Planners - *Sessions denoted for continuing education*

The Michigan Association of Planning's education programs provide participants with the skills to make better land use decisions. Our knowledgeable and experienced instructors enable elected and appointed officials to better understand their roles and responsibilities, and innovative planning tools and techniques. Classes will be offered via zoom and materials will be mailed to attendees in advance of the training.

REGISTRATION POLICY

For cancellations received in writing 10 business days prior to the workshop, a refund (minus a \$25 administration fee) will be given. Those received less than 10 days prior will not be refunded. You may identify a substitute or view the recorded workshop.

Students: The student discount is intended to make the workshops affordable for all full-time student members. Student members enrolled in a minimum of 12 undergrad credit hours or 9 grad hours are eligible. We will verify enrollment and course load.

Register online at: www.planningmi.org
Send this form to: info@planningmi.org
OR 1919 West Stadium, Ste 4 | Ann Arbor, MI 48103
OR Fax to: (734) 913-2061

Questions? Call us at: (734) 913-2000

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME _____

AFFILIATION _____

EMAIL (confirmations and directions will be sent via email) _____

PHONE (with area code) _____

BILLING ADDRESS (include apt. or suite #) _____

CITY STATE ZIP _____

Please list any special needs _____

REGISTRATION INFORMATION:

- I'm a MAP Member
- Join MAP now for \$60 and receive the member discount.
As a bonus, you will receive membership through June 2022.

MEMBER RATES	NON-MEMBER RATES	*Apply a \$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$75 <input type="checkbox"/> \$75	<input type="checkbox"/> \$100 <input type="checkbox"/> \$100	Planning & Zoning Essentials March 3rd and 4th 6 - 8 PM March 23rd and 24th 1 - 3 PM
<input type="checkbox"/> \$65	<input type="checkbox"/> \$95	Managing Risk March 9th 6 - 8:30 PM
<input type="checkbox"/> \$85	<input type="checkbox"/> \$105	Site Plan Review March 10th and 11th 1 - 3 PM
<input type="checkbox"/> \$45	<input type="checkbox"/> \$65	Planning and Zoning for Inspectors March 16th 1 - 3 PM
<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	Master Planning Process March 30th and 31st 6 - 8 PM
<input type="checkbox"/> \$75	<input type="checkbox"/> \$100	Build Your Own Workshop Staff will email you for session selections
<input type="checkbox"/> \$25		Student (Full time) Member Rate List workshop and date: _____

PAYMENT INFORMATION: TOTAL: _____

- Check enclosed
 - Invoice Me
 - Visa
 - Master Card
- (Make checks payable to: Michigan Association of Planning)

NAME ON CREDIT CARD _____

CARD # _____

EXPIRATION DATE SECURITY CODE _____

SIGNATURE CARD HOLDER ZIP CODE _____

PLANNING & ZONING ESSENTIALS

This program counts toward one session of the MSU Extension Citizen Planner Program

March 3rd and 4th | 6-8 PM | Member fee: \$75

*Instructors: Rod Arroryo, AICP, Giffels Webster
Jill Bahm, AICP, Giffels Webster*

March 23rd and 24th | 1-3 PM | Member fee: \$75

Instructor: Adam Young, AICP, Wade Trim

The most requested training product we offer. This course is designed to boost confidence by sharpening skills, examining roles and responsibilities, identifying conflicts of interest, understanding legal foundations, and more!

This program is a robust introduction for new planning commissioners and zoning board of appeals, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

This program also provides a broad overview for students and emerging planners who want to learn about planning procedures in Michigan. **Special pricing for student members. Course includes a guidebook.**

MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS

2.5 Master Citizen Planner Credits

March 9th | 6 - 8:30 PM | Member fee: \$65

Instructor: Emily Palacios, JD, Miller Canfield, PLC.

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners, zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. **Course includes guidebook.**

SITE PLAN REVIEW

3.5 Master Citizen Planner Credits

March 10th and 11th | 1-3 PM | Member fee: \$85

Instructor: Leah DuMouchel, AICP, Beckett & Raeder, Inc.

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. **Participants receive a guidebook, in addition to an engineering scale, turning template, and a sample site plan to evaluate.**

PLANNING AND ZONING 101 FOR INSPECTORS AND CE OFFICERS

2 Master Citizen Planner Credits

March 16th | 1-3 PM | Member fee: \$45

Instructor: Andrew Moore, AICP, Williams & Works

A community's inspector is the final and often the first word in zoning enforcement. They are the ones that see and hear how the zoning ordinance is working for property owners, but are often not at the table when master plans and ordinances are being developed. This 2 hour workshop offers inspectors and officers a concise history of planning and zoning, the local players involved in the community and their roles, a tour of a typical zoning ordinance, an overview of development reviews and best practices for administration.

MASTER PLAN PROCESS

3.5 Master Citizen Planner Credits

March 30th and 31st | 6 - 8 PM | Member fee: \$75

Instructor: Kathleen Duffy, AICP, SmithGroup

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan. **Course includes a guidebook.**

BUILD YOUR OWN WORKSHOP | Select Three Topics | \$75 (content available until August 1, 2021)

Watch on demand presentations recorded on a variety of topics from Michigan's planning experts.

You choose the topics that are most relevant to your community.

Detailed descriptions and registration available at www.planningmi.org <https://www.planningmi.org/build-your-own-workshop>.

Sessions range from 25 minutes to 2 hours. Topics include:

Clean Energy * Environmental Planning * Form Based Codes * Housing * Parking * Planned Unit Development
Target Market Analysis * Tax Increment Financing * Zoning Administration * Roles and Responsibilities * Utility Basics
Asset Management and More!