MAP brings training to you
-onsite & on-demand workshops

MAP’s on-site workshops can also be offered to staff, township boards and city or village commissions/councils and seasoned commissioners. Our on-site workshops are a flexible and affordable way to bring training to your community. You pick the topic, date, location, and invite the attendees — MAP brings the instructor and the materials. Collaborating with neighboring communities provides added value to the workshop and helps cover costs.

Master Planning Process | 3 hour program
A comprehensive master plan envision's the future physical development of the community. This workshop is designed for both communities updating existing master plans as well as those creating entirely new documents. Learn the purpose of a master plan, its components, the process of creating and updating the plan, and implementation.

Zoning Ordinance: A to Z | 2.5 hour program
Provides local decision makers with everything they need to know about this important regulatory, police power tool. A brief history of zoning, alternative ways to zone, a tour of a typical zoning ordinance including tips and best practices, zoning approval processes, and enforcement are all on the agenda.

Capital Improvement Planning | 2.5 hour program
When Public Act 33, the Michigan Planning Enabling Act (MPEA), was adopted in 2008, it expanded provisions for Capital Improvements Programs (CIP). City and village planning commissions are required to prepare a CIP, and townships that operate a water or sewer system are, too. This program explains everything you need to know to prepare and adopt a Capital Improvement Program, including: who should be involved in the process; the accounting and budgetary requirements of a CIP; how the CIP connects to the master plan; how to tie the program into your infrastructure capacity; and how to handle controversial topics.

Master Planning for Coastal Resiliency | 3 hour program
This workshop was designed to help local officials and staff integrate environmental protection in the master plan process. Environmental protection can serve as an economic development tool for waterfront communities, driving tourism and creating unique places where people want to live. This interactive program will introduce specific planning techniques and case studies for shoreline protection, urban waterfront redevelopment, smart growth techniques and environmental policy and regulation at the local level, where the positive impact can be significant.

Zoning Administration | 4.5 hour program
The zoning administrator is responsible for ensuring the integrity and effectiveness of the zoning process and for the public support it receives. Since he or she is often the initial contact with affected property owners, intelligent administration and enforcement conducted with sensitivity to public relations is essential. This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration.

Planning and Zoning 101 for Inspectors | 2 hour program
A community’s inspector often has the first and final word in zoning enforcement. They see and hear how the zoning ordinance is working for property owners, but are often not at the table when master plans and codes 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.

Making Good Decisions Together | 2 hour program
This workshop reviews the roles of the various boards/commissions and explores how they fit together. The principles of the Open Meetings Act and Freedom of Information and the purpose these laws play in effective decision making is explored as well as, a review of recent court cases and how to apply those decisions to their communities’ practices.

Live in-person or virtual sessions for your officials. Live Q & A, a soft cover book and supplementary training materials are shipped to participants in advance of training. Program fee includes curriculum, material cost per participant for handouts, and a shipping fee. Content can be customized.

New Training! You spoke and we listened. Choose from topics such as form based code, parking, and green infrastructure. You design the agenda by selecting three on-demand modules from a dozen topics that can be mixed and matched to fit your needs.

Member communities receive a discount on training. We’ve developed various products to better meet your needs.

Build your own workshop on demand training

You decide the content. You decide the format. A low-cost option for several participants. You decide the location. Go online and sign up. This special option is only available to MAP members. For more information or to learn more, contact Amy Vansen at avansen@planningmi.org.

PLANNING AND ZONING BASICS
LIVE TRAINING

Content can be customized.

Quality training for staff and seasoned commissioners. Live Q & A, a soft cover book and supplementary training materials are shipped to participants in advance of training. Program fee includes curriculum, material cost per participant for handouts, and a shipping fee. Content can be customized.

MAP BRINGS TRAINING TO YOU
ONSITE & ON-DEMAND WORKSHOPS

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. We make it easy for you to receive the training necessary to keep up with the ever-changing land use landscape. We are also offering recorded, hot topics for officials interested in a deeper dive into some of planning’s newer trends and issues.

Member communities receive a discount on training. We’ve developed various products to better meet your needs.

Live and Virtual sessions include a presentation, sometimes a hands-on exercise, and live question and answer. A soft cover book and other materials are shipped to participants. There is a program fee, material cost per participant, and a shipping fee. Material / shipping costs vary.

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This brochure highlights MAP’s most popular workshop topics. We regularly add new ones. If you have training needs not listed here, contact Amy Vansen at avansen@planningmi.org.
New Training! You design the agenda by selecting 3 modules from a dozen topics that can be mixed and matched. These modules are on demand so you view the training when it's convenient for you. Our workshops are designed to provide planning and zoning officials, including elected leaders and staff with the information they need to better understand their roles and responsibilities, and to introduce innovative planning and zoning best practices.

Select 3 modules from our comprehensive menu and MAP does the rest. These workshops will provide your officials with a greater understanding of established and innovative planning and zoning topics.

What makes MAP's workshops valuable?

- Highly experienced instructors provide deep dive into innovative planning tools.
- Instructors are certified by the American Institute of Certified Planners (AICP).
- Three different presentation methods, and multiple sessions within three general categories of topics provide a flexible and convenient learning experience.
- MAP's credibility and reputation as a leader in planning and zoning education experience.
- Full agenda provides valuable educational experience. Back for two years.

What topics have your officials been interested in? Is there a new tool or issue that officials would like a primer on? MAP's on-site workshops are a flexible and affordable way to bring training to your community. Collaborating with neighboring communities provides added value to the workshop and helps cover costs.

Planning and Zoning Essentials - [Basic Training] - 4.5 hour program

This information-packed program is not only perfect for introducing new planning and zoning commissioners and zoning board of appeals members to their roles and responsibilities, it's a great course for more experienced officials looking to refresh their knowledge and expand their understanding of zoning and planning. The workshop covers the basics of planning and zoning law in Michigan, including land use planning, planning commission, zoning ordinance, variances, and standards for decision-making.

Roles and Responsibilities | [Pre-recorded] - 42 minutes

City Councils, Township Boards, Planning Commission and Zoning Board of Appeals. Who is supposed to do what? This workshop reviews roles and responsibilities to ensure that everyone stays in their lane and goes in the same direction.

Risk Management - 2.5 hour program

This program demonstrates the site plan review and approval process and provides practical tools and techniques for handling difficult situations. Participants will also learn about the importance of risk management in planning and zoning decisions. Topics include identifying a conflict of interest, applying discretionary standards during special land use decisions, and how to use risk management tools to make informed decisions. Participants will also learn about the importance of risk management in planning and zoning decisions.

Target Market Analysis - 50 minutes

Target Market Analysis (TMA) is a powerful tool that can assist communities in planning and zoning. This presentation explains the in’s and out’s of TMA, provides an example case study, and gives you next steps.

Target Market Analysis - [Pre-recorded] - 50 minutes

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Parking - 26 minutes

Parking is an essential component of any community. The presentation explains the legal requirements and best practices for designing parking facilities, including parking lot layout, parking ratios, and accessibility.

Patient Development - 240 minutes

Patient Development is a complex process that requires a multi-disciplinary approach. This presentation explains the various stages of patient development, from conception to birth, and provides practical tools and techniques for handling difficult situations.

Zoning Administration - 26 minutes

This workshop reviews roles and responsibilities to ensure that everyone stays in their lane and goes in the same direction. An introduction for officials or citizens who want a better understanding of what goes into administration.

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Asset Management - 36 minutes

This technical presentation includes an overview of the process, tools, and strategies for undertaking asset management and is best for staff or officials who have a basic understanding of CIP’s and asset management.

Clean Energy Planning - 2 hours

This workshop explores the need (especially in rural communities) to consider renewable energy in planning and zoning. It is ideal for staff or officials who have a basic understanding of environmental planning and current trends.

Environmental Planning - 46 minutes

Rain gardens and complete streets are all aspects of environmental planning. This deep dive covers the relationship between land use and the natural environment, the importance of environmental planning and current trends.

Innovative Planning Tools - Pre-recorded - 1 hour

This presentation is a deep dive into innovative planning tools and best practices for using them. It is ideal for officials or citizens who want a better understanding of what goes into administration.

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