



Michigan Association of Planning Training Topics

Planning and Zoning Essentials (“Basic Training”) | 4.5 hour program

This information-packed program is not only perfect for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, it’s a great course for more experienced officials looking to hone their skills and knowledge. Newly elected officials will benefit from this comprehensive overview which explains how the zoning board of appeals, planning commissioners, elected officials and staff interact. Roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, conditional rezoning, consideration of variances, how to determine practical difficulty, and standards for decision-making are all presented.

Zoning Board of Appeals | 2.5 hour program

Quasi-judicial functions of the zoning process are handled by the Zoning Board of Appeals. This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. Recent case law is also discussed, along with a summary of voting and membership requirements, and other procedural requirements unique to ZBA operations. Tribal government module also available.

Site Plan Review | 3.5 hour program

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 in this hands-on workshop receive an engineering scale, turning template and a sample site plan to evaluate.

Master Planning | 2.5 hour program

A comprehensive master plan is the future physical development of the community. This workshop is designed for those communities updating existing master plans as well as those creating entirely new documents. Learn the purpose of a master plan, the process of creating and updating your community’s comprehensive plan, and implementation of the plan.

Community Engagement | 3 hour program

Knowing which public engagement technique to use for which audience, and managing the public participation process so that all voices can be heard, all the while ensuring that the input is meaningful and relevant is one of a community’s greatest challenges. A process that can be rife with politics on one hand, and rewarding and beneficial on another, is part and parcel of the effort. This interactive session explains best practices on how to engage with community members and stakeholders in a meaningful way.

Risk Management | 2.5 hour program

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members. 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.

Capital Improvements Programs | 2.5 hour program

When Public Act (PA)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 still required to prepare a CIP, and now 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 Capital Improvement Program process; the accounting and budgetary requirements of a CIP; how to tie the program into your infrastructure capacity; and how to handle controversial topics.

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 for Health | 2 hour program

Community planners can lead at the local level to develop and implement planning policies and zoning regulations for land use and a built environment conducive to healthy, active living. Workshop participants will gain an understanding of how to engage the community around a vision of health; how to move plan goals and objectives to a “health in all policies” framework; how to develop and use health impact assessments; and the importance of including an implementation plan that includes zoning and other regulatory language.

Michigan Association of Planning's Onsite Workshop Program



EMPOWER YOUR DECISION MAKERS



The Michigan Association of Planning's (MAP) on-site workshops are an excellent opportunity to bring training right to your community. This cost-effective training conveniently provides the tools and resources local officials need to make better land use decisions. You secure the location, identify the date, invite an unlimited number of participants, and we bring the program to you.

You can invite as many participants as you'd like—neighboring communities can even share the costs. Partnering saves money, and provides land use leaders from your area with a valuable networking opportunity.

MAP can provide you with marketing assistance to get the word out about your training. We've coordinated on-site workshops for counties, townships, cities, and villages throughout the state.

LEARN & LEAD

Our highly experienced instructors enable new community planning officials to better understand their roles and responsibilities and reacquaint experienced officials with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land-use landscape.

We offer over a dozen different training workshops that can be customized to meet your situation. Check out our most popular ones below. For the complete list, go to www.planningmi.org/on-site-workshops

Contact MAP and ask for Amy Vansen, Director of Information and Programs, for details and to schedule your training: (734) 913-2000 or avansen@planningmi.org.