

SPECIALTY WORKSHOPS | LIVE TRAINING

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 envisions 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

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.

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.

BUILD YOUR OWN WORKSHOP ON DEMAND TRAINING

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.

PLANNING AND ZONING BASICS LIVE TRAINING

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.**

SPECIALIZED LIVE TRAINING

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.**



American Planning Association
Michigan Chapter

Creating Great Communities for All

MICHIGAN ASSOCIATION OF PLANNING

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BUILD YOUR OWN WORKSHOP | ON DEMAND

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.

What topics have your officials been interested in? Is there a new tool or issue that officials would like a primer on?

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

OUR HIGHLY EXPERIENCED INSTRUCTORS PROVIDE A DEEP DIVE INTO INNOVATIVE PLANNING TOOLS.

\$75 member rate | \$100 non-members | Want to train your entire commission? Call for group price

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, and provides practical tools for doing so. Communities that have large parcels of open land (250+ acres) who are considering wind and solar farms will find this workshop particularly valuable.

Community Engagement - 41 minutes

Managing the public participation process so that all voices can be heard, while ensuring that the input is meaningful and relevant, is challenging. This module is an introduction to engagement techniques and tools.

DDA's and TIF's - 35 minutes

Michigan has many different types of authorities that use Tax Increment Financing (TIF). Learn the different kinds of authorities available to government under state law; how tax increment financing works; and what projects are eligible.

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.

Form Based Codes - 52 minutes

This presentation gets to the heart of Form Based Codes, including how they are different from conventional zoning, when a FBC is appropriate, how to incorporate FBC into your community's codes, and next steps.

Housing - 30 minutes

Housing is an important issue in many communities. This presentation covers how a community should assess its housing needs and strategies for ensuring those needs are met. State and federal housing laws are also addressed.

Parking - 26 minutes

How can you ensure that parking remains the vital (but supporting) role in your downtown's present and future? This workshop explains the past, present, and future of parking, along with case studies from small Michigan cities.

Planned Unit Development - 24 minutes

This workshop explains what exactly a PUD or Planned Unit Development is and how communities can leverage this powerful planning tool. If your community is considering adopting or amending its PUD ordinance, this workshop is for you.

Staying in Your Lane and Building Bridges - 34 minutes

Review the roles of your community's planning team to put the power of collaborative decision-making to work. You'll come away with a better understanding of each player's role and a "to do list" to help them be successful.

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.

Utility Basics - 48 minutes

A great primer for officials and non-engineering staff, this course explains how utilities - from sewers to electricity and everything in between - work, how they show up on site plans, and what best practices should be utilized going forward.

Zoning Administration - 26 minutes

An introduction for officials or citizens who want a better understanding of what goes into administration.

ONSITE WORKSHOPS | BRINGING LIVE TRAINING RIGHT TO 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.

MAP's on-site workshops are a flexible convenient, and affordable way to bring training to your community. You pick the topic, date, location, and attendees - MAP delivers the instructor and the training materials. Collaborating with neighboring communities provides added value to the workshop and helps cover costs.

WHAT MAKES MAP'S WORKSHOPS VALUABLE?

- Instructors are certified by the American Institute of Certified Planners (AICP).
- Attendees receive valuable resources and handouts for easy reference later
- Networking opportunities with fellow officials
- MAP's credibility and reputation as a land use leader is widely recognized, assuring the highest quality educational experience.

Three different presentation methods, and multiple sessions within three general categories of topics provide a custom experience. Read on for details.

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. It covers roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, conditional rezoning, variances, and standards for decision-making.

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. Case studies, along with a summary of voting and membership requirements, and other procedural requirements unique to ZBA operations are covered. A tribal government module is also available.

PC Toolkit | 2 hour program

The Planning Commission plays a pivotal role in the development of a community. This workshop explains all of the Planning Commission duties from the master plan to site plan review and everything in between. How to conduct a meeting, handling difficult cases and conflict of interest are also reviewed.

Site Plan Review | 3.5 hour program

This program demonstrates the site plan review and approval process and provides practical tools and techniques for reading a site plan. The course covers site design principles such as building placement, pedestrian and traffic flow, lighting, utilities, ADA compliance, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample site plan to evaluate.

Risk Management | 2.5 hour program

Litigation related to planning and zoning decisions is not uncommon. This essential training for elected officials, planning commissioners and zoning board of appeals members prepares you to make sound, legally defensible decisions. 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.

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.

Email Amy Vansen for a quote at avansen@planningmi.org