

# ON-SITE WORKSHOPS

Can't make the scheduled workshops?

Interested in another topic?

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

MAP's menu of workshops covers everything from broad topics like Planning and Zoning Essentials to niche subjects like accessory dwelling units or capital improvement programming. Check out all of the offerings at [www.planningmi.org/on-site-workshops](http://www.planningmi.org/on-site-workshops)

For more information, or to schedule an on-site workshop, please contact Amy Vansen at (734)913-2000 or [avansen@planningmi.org](mailto:avansen@planningmi.org).

## ABOUT MAP

*The Michigan Association of Planning (MAP) is a 501(c)3 non-profit organization dedicated to promoting quality community planning through statewide education, information and advocacy.*

Membership benefits are valuable:

- Subscription to Michigan Planner magazine.
- Discounts on MAP events & publications.
- Part of nation-wide network of planners.
- Access to tools and resources to help you make better decisions.
- And more!

For more information, contact Rachel Goldstein at (734) 913-2000 or [rgoldstein@planningmi.org](mailto:rgoldstein@planningmi.org).

**COVID-19 Policy: Check MAP's website for the most up-to-date information.**  
[www.planningmi.org](http://www.planningmi.org)

# CALENDAR OF EVENTS

**February 11, 2023**

**Student Conference**

9:00 AM - 4:30 PM | EMU

**February 22, 2023**

**Transportation Bonanza**

9:00 AM - 4:30 PM | Virtual

**March 1, 2023**

**Site Plan Review**

11:00 AM - 3:30 PM | Mt. Pleasant

**March 1, 2023**

**Master Planning Process**

4:00 PM - 8:30 PM | Mt. Pleasant

**March 2, 2023**

**Planning for Broadband**

1:00 PM - 3:00 PM | Virtual

**March 14, 2023**

**Advanced ZBA: Beyond the Fundamentals**

6:00 PM - 8:30 PM | Virtual

**March 16, 2023**

**Planning & Zoning Essentials**

11:30 AM - 4:30 PM | Frankenmuth

**March 16, 2023**

**Making Good Decisions Together**

5:00 PM - 8:00 PM | Frankenmuth

**March 21, 2023**

**Zoning Administration 2.0**

1:00 PM - 3:30 PM | Virtual

**March 21 and 22, 2023**

**Planning & Zoning Essentials**

6:00 PM - 8 PM | Virtual

**May 17, 2023**

**Spring Institute** | East Lansing

**October 4-6, 2023**

**Planning Michigan Annual Conference**

Grand Traverse Resort

**MAIL OR EMAIL FORMS TO:**

1919 West Stadium Blvd., Suite 4, Ann Arbor, MI 48103 | [info@planningmi.org](mailto:info@planningmi.org)  
P: (734) 913-2000 | [www.planningmi.org](http://www.planningmi.org)

**REGISTRATION POLICY**

For cancellations received in writing 7 business days prior to the workshop, a refund (minus a \$25 fee) will be given if materials have not been mailed. Cancellations received less than 7 days prior will not be refunded.

**Students:** This discount is intended to make the workshops affordable for all full-time student members.

Non-Profit  
U.S. Postage  
PAID  
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Detroit, MI

Michigan Association of Planning  
1919 W. Stadium Blvd.  
Suite 4  
Ann Arbor, MI 48103



# PLANNING & ZONING TRAINING WORKSHOPS

For Elected and Appointed Officials



**WORKSHOP  
REGISTRATION &  
INFORMATION**



**Michigan Association of Planning**  
A Chapter of the American Planning Association

# OFFICIALS TRAINING

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable new elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones 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. In person workshops include a meal and refreshments. *All sessions **except** Planning for Broadband include a guidebook.*

**Planning and Zoning Essentials** *The most requested training product we offer.*

**In Person March 16, 11:30 AM - 4:30 PM, Frankenmuth, Bavarian Inn Lodge, Instructors: Caitlyn Habben, AICP and Jason Ball, AICP**

**Virtual March 21 and 22, 6 - 8 PM, Instructor: Jill Bahm, AICP**

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more!

This 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. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered.

## Site Plan Review

3.5 Master Citizen Planner CEUs

**March 1 | 11 AM - 3:30 PM**

**Mt. Pleasant City Hall** *Instructor: Andy Moore, AICP*

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. This hands-on workshop includes an engineering scale, turning template, and a site plan to evaluate.

## Planning for Broadband

*New Offering!*

2 Master Citizen Planner CEUs

**March 2 | 1 PM - 3 PM**

**Virtual** *Instructor: Eric Frederick, AICP*

A well designed community broadband roadmap documents a community's strategic vision and goals, analyzes existing community resources and needs, and guides the tactical plans to realize this vision. This workshop will take you through the process from start to finish.

## Making Good Decisions Together

*New Offering!*

2 Master Citizen Planner CEUs

**March 16 | 5 PM - 8 PM |**

**Frankenmuth, Bavarian Inn Lodge**

*Instructor: Leah DuMouchel, AICP*

This workshop delves into how the various local boards and commissions in understanding their respective roles and intentionally interacting with each other will yield more successful outcomes. Transparency and accountability mandates will be reviewed along with recent court findings.

## Master Planning Process

3.5 Master Citizen Planner CEUs

**March 1 | 4 PM - 8:30 PM | Mt. Pleasant City Hall**

*Instructor: John Iacoangeli, FAICP*

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.

## Advanced ZBA: Beyond The Fundamentals

*New Offering!*

2.5 Master Citizen Planner CEUs & 2.5 AICP CM

**March 14 | 6 PM - 8:30 PM | Virtual**

*Instructor: Vidya Krishnan*

You requested and we listened! A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate.

## Zoning Administration 2.0

*New Offering!*

2.5 Master Citizen Planner Credits & 2.5 AICP CM

**March 21 | 1 PM - 3:30 PM | Virtual**

*Instructor: Megan Masson-Minock, AICP*

In 2018, MAP debuted an intro Zoning Administration course. Our 2.0 workshop is a fast paced, interactive session. The following topics will be reviewed: roles, laws other than zoning that affect land use, enforcement, court cases, and trends in zoning. Participants should be experienced zoning administrators.

## 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 (dietary, barrier free access, etc.)

### REGISTRATION INFORMATION:

- I'm a MAP Member
- Join MAP now for \$65 and receive the member discount. As a bonus, you will receive membership through June 2024.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	<b>Site Plan Review</b> Mar. 1   Mt. Pleasant
<input type="checkbox"/> \$120	<input type="checkbox"/> \$150	<b>Master Planning Process</b> Mar. 1   Mt. Pleasant
<input type="checkbox"/> \$75	<input type="checkbox"/> \$105	<b>Planning for Broadband</b> Mar. 2   Virtual
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	<b>Advanced ZBA</b> Mar. 14   Virtual
<input type="checkbox"/> \$125 <input type="checkbox"/> \$85	<input type="checkbox"/> \$155 <input type="checkbox"/> \$115	<b>Planning &amp; Zoning Essentials</b> Mar. 16   Frankenmuth Mar. 21 & 22   Virtual
<input type="checkbox"/> \$120	<input type="checkbox"/> \$150	<b>Making Good Decisions Together</b> Mar. 16   Frankenmuth
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	<b>Zoning Administration 2.0</b> Mar. 21   Virtual
<input type="checkbox"/> \$25 in person <input type="checkbox"/> \$10 virtual		<b>Student (full time) Member Rate</b> Workshop & Date: _____

### PAYMENT INFORMATION: TOTAL: \_\_\_\_\_

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

CARD #

EXPIRATION DATE

SECURITY CODE

CARD HOLDER'S NAME

BILLING ZIP CODE