

Land Policy Institute  
Planning & Zoning Center at MSU  
Michigan State University  
310 Manly Miles Building  
1405 S. Harrison Road  
East Lansing, MI 48823-5245

**Join us at the Zoning Administrator Certificate Program!!!**

If you receive more than one brochure, please pass one to another zoning administrator—we don't have all their addresses!

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***The Only Michigan Zoning Administrator Certificate Program***

**ZONING ADMINISTRATOR CERTIFICATE PROGRAM**

**SPRING  
2012**

**Grayling (Crawford County), Monday–Wednesday: March 19–21, 2012 and  
Wayne (Wayne County), Tuesdays: March 27, April 3, 10, and 17, 2012**

**Survey Results from Fall 2010 Program**

- When asked to describe their personal opinion of their knowledge of zoning administration prior to the certificate program, 43% of Fall 2010 participants described their knowledge as “*satisfactory*” or “*unsatisfactory*.” Following program completion, 95% of participants described their knowledge of zoning administration as “*good*” or “*excellent*.”
- Nearly all program participants would recommend all zoning administrators and all consultants providing zoning services attend this program.
- 81% of participants rated the program “*excellent*,” the remaining 19% rated the program “*good*.”

## MSU Certificate Program for Michigan Zoning Administrators

### Professional Training Opportunity

Zoning administrators are among the most important local officials. They are the front line for new development and redevelopment in a community. How well they do or do not do their job has a great impact on the future of their community. Consider the following:

- If a zoning administrator makes a mistake it can:
  - result in the community getting sued;
  - result in a building being erected or a land use being established contrary to the zoning ordinance; and/or
  - result in creating a bad impression of the community, depending on how applicants or complainants are treated.
- Millions of dollars are spent by Michigan communities and insurance companies defending communities from lawsuits or paying damages. Some of these costs were created by incorrect decisions by local zoning administrators. A recent judgment in federal court was for \$800,000 against a township and its zoning administrator!
- Most zoning administrators have had no formal training. They learned on the job and may not have uniform skills. However, courts expect them to know the rudiments of law as it relates to zoning administration.

### Comments from Fall 2010 and Spring 2011 program participants:

*"I was presented with many practical ideas that I should be able to implement immediately."*

*"Knowledgeable instructors, excellent material!"*

*"I had high expectations for this course. Happy to say you FAR exceeded my expectations."*

*"Gave me a great idea of how to do my job, and how to keep myself and my community out of trouble. Definitely recommend this for all ZAs."*

*"The most experienced, open, honest, and knowledgeable instructors."*

*"This should be a state mandated program."*

*"You can learn about the pitfalls to avoid legal issues."*

*"Very targeted to what zoning administrators do— not esoteric information."*

### Who Should Come?

All zoning administrators should attend this program at some point in their career. The sooner they take the classes after becoming a zoning administrator, the better able they will be to do their job well. Private consultants and county planners who consult with local zoning administrators would also benefit from this program.

### What is Included in the Fee

Registrants will receive the following:

- A thick three-ring binder with materials associated with each of the eight modules in the program (300+ pages). These include
  - a copy of all PowerPoint slides,
  - a copy of all special handouts, such as:
    - sample job description,
    - sample zoning forms,
    - sample ethics materials,
    - sample checklists, and
    - all class exercises.
- A publication from the Planning & Zoning Center at MSU that is a summary of about 300 of the Michigan Appellate Court Cases that are most relevant to day-to-day zoning administration (not available separately).
- In addition, each registrant will receive a copy of the following:
  - "Michigan Laws Related to Planning, 10<sup>th</sup> Ed."
  - "Michigan Planning Guidebook"
  - "Michigan Zoning Guidebook, 2<sup>nd</sup> Ed."
- Applicants who meet all the prerequisites and successfully pass the test at the end of each of the eight modules will receive a framed certificate from the Planning & Zoning Center at MSU indicating successful completion of the training program.

### Prerequisites

To establish a common starting point in local planning and zoning knowledge, we require all registrants to have completed the MSU Michigan Citizen Planner Program, before they may receive a certificate of completion.

- There are two ways to meet this requirement. Successfully complete all seven sessions/modules in the *classroom-based* and/or *online-based* Michigan Citizen Planner Program ([www.citizenplanner.msu.edu](http://www.citizenplanner.msu.edu); 517-432-7600). We strongly urge you to complete the Citizen Planner Program BEFORE the zoning administrator classes begin, but we will hold the Zoning Administrator completion certificates for six months after the classes are completed if a zoning administrator has NOT YET completed the Michigan Citizen Planner Training Program—in order to give you time to complete the program.
- The only exemptions from the prerequisite for completion of the Michigan Citizen Planner Program are 1) for professional planners who have received their American Institute of Certified Planner (AICP) certification, AND have served as a zoning administrator for two or more years; OR 2) professional planners who have received their AICP certification, AND have acted as a zoning consultant (public or private sector) for four or more years. Each case will be examined separately following review of a special form.

### Advance Preparation

Registrants will be best prepared to participate in the training if they have completed the following BEFORE they come:

- Review handouts from the MPEA and MZEA training programs offered by PZC at MSU in 2008 and 2006 respectively; OR
- Review the contents of the new **Michigan Zoning Enabling Act**, PA 110 of 2006 as amended, and the **Michigan Planning Enabling Act**, PA 33 of 2008.

**YOU WON'T WANT TO MISS THIS PROGRAM!**

### What to Bring with You

Please bring the following materials from your jurisdiction with you:

- A copy of the zoning ordinance.
- A copy of your job description.
- A copy of all the zoning forms.
- A copy of any office manual.
- A copy of any local ethics code.

### Spring 2013 dates and locations will be established in Fall 2012.

If you are interested in the program, but cannot attend in Spring 2012, please send back the Registration Form with "YES, I want to be notified about Spring 2013" circled.

### Please Notice the Format is Different

This Spring, the program in Wayne will be conducted on Tuesdays, four weeks in a row beginning March 27, 2011. The program in Grayling will be conducted over three consecutive days in the same week Monday-Wednesday, March 19-21, 2011.

To learn more about organizing your own Zoning Administrator Certificate Training Program within your county or multi-county area, please call (517) 432-2222. We will need 10 participants to conduct these special sessions.

### Scholarship Information

The Michigan Municipal Risk Management Authority (MMRMA) is offering scholarships to its members of up to \$500 for the Zoning Administrator Certificate Program! For details, and to apply for the scholarship, please contact MMRMA directly at <http://www.mmrma.org/>.

Nichel & Saph, Inc. is offering a \$500 scholarship to its municipal clients for the Zoning Administrator Certificate Program! For details, please call Robert Webber at (586) 463-3135.

Scholarships are also available from MMRMA and the Michigan Townships Participating Plan (248) 371-3100 for the Michigan Citizen Planner Program. Again, please contact these organizations directly for more information.

### List of Training Modules

There are eight training modules and each is planned at three hours of classroom time (including an individual or group activity).

1. Job Description, Responsibilities and Basic Ethics
2. Legal Issues;
3. Reviewing Applications: Common Procedures and Use of Forms;
4. Reviewing Plot Plans and Site Plans;
5. Inspections and Violations;
6. Preparing Files, Reports and Record Keeping;
7. Interactions with other Professionals and Agencies, and Departmental Duties; and
8. Customer Service and Counter Behavior.

### INSTRUCTORS

**Five MSU Extension (MSUE) Land Use Educators will be the trainers at these programs:**

**Mark A. Wyckoff**, FAICP. Wyckoff (MW) is a well-known community planner and the Director of the Planning & Zoning Center at MSU, as well as Senior Associate Director of the Land Policy Institute at MSU. Wyckoff is Editor of **Planning & Zoning News** and has conducted hundreds of training programs for more than an estimated 30,000 local government officials over the past 30 years.

**Kurt H. Schindler**, AICP. The MSUE Regional Land Use Educator for the western and northern parts of the Lower Peninsula. Schindler (KS) is well-known to crowds attending Citizen Planner, MAP, MSUE and NWMCOG training programs. He also has more than 25 years of local planning experience in Michigan as a County Planning Director, consultant and County Extension Director.

**Glenn Pape** is an MSUE Regional Land Educator in Southeast Michigan. Pape (GP) has been a trainer for the Michigan Citizen Planner Program for more than seven years, and has been an Extension Educator and MAP trainer for at least eight more years.

**James Ribbron** is an MSUE Educator in St. Clair County. Ribbron (JR) has more than 18 years of community and political service experience in the City of Detroit.

**Richard Wooten** is an MSUE Educator in Wayne County. Wooten also conducts programming in the area of Community and Economic Development.

## Don't Delay . . . Register Today!

Space is limited in all locations  
(maximum of 20 persons)

Registrations are first come, first served—  
*except, existing zoning administrators will be given priority for seats (up to 10 days prior).*

### TRAINING LOCATIONS

Trainer	Three Days in a Row
KS, MW	<b>Grayling</b> , Ramada Inn & Conference Center, 2650 South I-75 Business Loop, Grayling, MI 49738. Accommodations are available at the Ramada Inn, for information and to make reservations call (989) 348-7611. Indicate you are with the MSU Zoning Administrator class to get the group rate. Monday, March 19, 2011, starting at 8:30 AM to Wednesday, March 21 at 4:00 PM.
	Four Days, One Week Apart
GP, MW, JR, RW	<b>Wayne</b> , Wayne County Environmental Health Department, 5454 S. Venoy Rd, Wayne, MI 48184. All of the following Tuesdays: March 27, April 3, 10, and 17. The program will start at 8:30 AM, and end at 4:00 PM each day.

MW= Mark Wyckoff; KS= Kurt Schindler; GP= Glenn Pape, JR=James Ribbron; RW=Richard Wooten

*You can register by fax or mail.*

### PROGRAM AGENDA

#### Three Days in a Row Program (Grayling – March 19–21)

8:30 AM – 9:00 AM Registration (refreshments provided)  
9:00 AM – Noon First Module  
Noon – 1:00 PM Lunch (provided)  
1:00 PM – 4:00 PM Second Module  
4:00 PM – 5:00 PM Break  
5:00 PM – 6:00 PM Dinner (provided)  
6:00 PM – 9:00 PM Third Module

*Second day same as the first.*

*Third day same, except ends at 4:00 PM and there is no Dinner or evening session.*

*There will be one short break about ½ way through each module and beverages will be provided.*

#### Four Days, One Week Apart Program (Wayne – Tues.: March 27, April 3, 10, and 17)

8:30 AM – 9:00 AM Registration (refreshments provided)  
9:00 AM – Noon First Module  
Noon – 1:00 PM Lunch (provided)  
1:00 PM – 4:00 PM Second Module

*Same agenda each day.*

*There will be one short break about ½ way through each module and beverages will be provided.*

#### Nondiscrimination

All Michigan State University programs are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

#### Accommodations for Disabled People

Accommodations for people with disabilities may be requested by calling the registration office (517-432-2222) before the registration deadline (14 days before the training program). Requests received after that date will be met if possible.

### REGISTRATION FORM

Please submit a separate form for each person. One check may pay for multiple participants from the same government agency or business. There is no group discount. Please print legibly. Mail the completed forms and checks to the address below, or fax to 517-432-3222.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Community Name or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

County you are in: \_\_\_\_\_

RATES	Early Fee	Late Fee*	Notify me of Future Training
Rate per person attending all eight modules	\$800	\$850	N.A.
Indicate which location you will attend: <input type="checkbox"/> Grayling (3/19 – 3/21) <input type="checkbox"/> Wayne (3/27 – 4/17)			N.A.
I <u>cannot come this Spring</u> , but want to be notified about Spring 2013 programs once the location and price is set. [Circle YES, in box to right.]	Fee not yet set	Fee not yet set	YES

\* Early Fee applies to all registrations received more than 10 days before the program. Refunds for cancellations less than seven days before training will be less \$150 processing fee.

#### Program Prerequisite (check only one box below)

- I already have my Michigan Citizen Planner Program completion certificate,
- I will have my Citizen Planner Program completion certificate prior to the start of the Zoning Administrator Certificate training,
- I attest that I have my AICP certification and have 24 months of full-time zoning administrator experience; OR I have my AICP certification and four or more years of experience as a consultant in Michigan focusing on zoning in the private sector or in a county or regional planning office in Michigan. [A separate form is required—we will send it to you.]

**Return registration form (with check/money order made payable to Michigan State University) to:** Planning & Zoning Center at MSU, 310 Manly Miles Bldg., 1405 S. Harrison Rd., East Lansing, MI 48823; Fax (517) 432-3222. **Must pay prior to program.**

**For more information**, call (517) 432-2222.

Workshop Cancellation: Michigan State University reserves the right to cancel a workshop unless adequate registrations are received by the early registration deadline (10 days prior to the event).