

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

An invitation to:

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!

The Only Michigan Zoning Administrator Certificate Program

ZONING ADMINISTRATOR CERTIFICATE PROGRAM

**Four Michigan Locations from
September 22 – November 12**

- When asked to describe their personal opinion of their knowledge of zoning administration prior to the certificate program, 51% of Spring 2009 participants described their knowledge as “*good*” or “*excellent*.” 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.
- 87% of participants rated the program “*excellent*,” the remaining 13% rated the program “*good*.”

Brought to you by the following entities at Michigan State University:



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.
- 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.

Results from the Spring 2009 Program

Fifty-six zoning administrators from around the state participated in the Spring 2009 program series. All participants completed an evaluation of the program. Based on those evaluations:

- Participants rated the program on a scale of 1-4, 1 being "excellent" and 4 being "poor." The mean rating for the Spring programs was 1.08 in Grayling, 1.18 in Kalamazoo, and 1.20 in Pontiac.

Comments from program participants:

"Great class...This addresses my every day responsibilities. Thank you!"

"Covers a broad range of issues...everyone would learn something or several somethings regardless of their experience level."

"A lot of information that you can actually use when you go back to your office."

"Great program and presenters."

"Gained confidence from attending."

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 8 modules in the program (300+ pages). These include
 - a copy of all the PowerPoint slides,
 - a copy of all the special handouts, such as
 - sample job description,
 - sample zoning forms,
 - sample ethics materials,
 - sample checklists,
 - all class exercises.
- A new 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, 10th Ed.
 - Michigan Planning Guidebook
 - Michigan Zoning Guidebook, 2nd Ed.
- Applicants who meet all the prerequisites and successfully pass the test at the end of each of the 8 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 Citizen Planner Program, before they may receive a certificate of completion.

- There are two ways to meet this requirement. Successfully complete all seven modules in the *classroom based* Citizen Planner Program, or all modules in the *online* Citizen Planner Program (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 Citizen Planner Training Program—in order to give you time to complete the program.
- The only exemptions from the prerequisite for completion of the 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.

When will the Next Zoning Administrator Training Programs be Offered AFTER this Series?

The Zoning Administrator Certificate series will be offered again in the Spring of 2010. Mark the following tentative dates and locations on your calendar if you cannot come now.

- Muskegon - March 22-24
- Battle Creek- April 5, 19, 26, May 3
- Ypsilanti - April 7, 14, 21, 28
- St. Ignace - May 10-12

Please Notice the Format is Different

This Fall, the two programs in the Southern part of the Lower Peninsula include training of the 8 modules over three days (which includes 2 evening classes and 6 day-time classes). The Bay City and Traverse City programs are four days on subsequent weeks with two modules a day.

Then next Spring, the schedule is likely to reverse with two 3-day intensive classes in the Western Lower Peninsula and Eastern UP and 4 day-long programs in the Southern Portion of the Lower Peninsula.

If you are interested in attending, but for any reason cannot come this Fall, please check the box on the registration form to be notified about the Spring series and send it in.

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). The eight modules (and the initials of the instructor who prepared them) are:

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

INSTRUCTORS

Five MSUE Land Policy Educators and a Land Policy Institute Research Associate 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 (founded by Dr. Soji Adelaja). Wyckoff is editor of **Planning & Zoning News** and has conducted hundreds of training programs for more than an estimated 25,000 local government officials over the past 27 years.

Mary Ann Heidemann, AICP, PCP, PhD. Heidemann (MAH) is the MSUE Regional Land Policy Educator for 18 counties in the Northeast portion of the Lower Peninsula. She is a well known educator at Citizen Planner, MAP, MSUE, NEMCOG and other local training programs. She is a former consultant, county extension director and county economic development director with 25 years of community planning experience in Michigan.

Kurt H. Schindler. The MSUE Regional Land Policy Educator for 18 counties in the Northwest portion of the Lower Peninsula. Schindler (KS) is well known to crowds attending Citizen Planner, MAP, MSUE, and NWMCOG training programs. He also has over 25 years of local planning experience in Michigan as a county planning director, consultant, and county extension director.

Glenn Pape is the new MSUE Southeast Michigan Regional Land Policy Educator working out of Lapeer. He has been a trainer for the Citizen Planner Program for about five years, and

has been an Extension Educator and MAP trainer for at least five more years.

Brad Neumann. The MSUE Land Policy Educator in St. Joseph County for the last three years. Brad is well known in SW Michigan for his training on a wide variety of topics.

Jason Ball. A Land Policy Institute Research Associate who recently completed his masters in urban and regional planning at MSU. He compiled much of the material which became part of the training manual for the Zoning Administrator Certificate Program while in graduate school.

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

**Space is limited in all locations
(maximum of 30 persons)**

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

TRAINING LOCATIONS

Trainer	Three Days in a Row
GP, MW, JB	Mt. Clemens, Macomb County Health Department, Auditorium 43525 Elizabeth, Mt. Clemens, 48403. Nearest Hotel Accommodations: Concord Inn Clinton Twp. For hotel reservations, if needed, call 866-538-0187. Tuesday September 22 nd starting at 9:00AM to Thursday, September 24 th at 4:00PM.
BN, MW, JB	Ionia, Ionia ISD Building, Lookinglass room. 2191 Harwood Road, Ionia, 48846. Nearest hotel accommodations: AmericInn (3-4 miles away). Tuesday October 6 starting at 9:00AM to Thursday, October 8 at 4:00PM.
	Four Days, One Week Apart
KS, MAH, MW, JB	Traverse City, Garfield Township Hall, 3848 Veterans Dr. Traverse City, 49684, second floor. All of the following Wednesdays: October 21, 28, November 4, 11.
MAH, KS, MW, JB	Bay City, AmericInn 3915 Three Mile Rd., Bay City, 48706. All of the following Thursdays: October 22, 29, November 5, 12.

MAH= Mary Ann Heidemann; MW= Mark Wyckoff; KS= Kurt Schindler; GP= Glenn Pape; BN= Brad Neumann; JB= Jason Ball

You can register by fax or mail.

PROGRAM AGENDA

Three Days in a Row Programs (Mt. Clemens and Ionia)

8:30 AM – 9:00 AM Registration – *coffee and rolls.*
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

2nd Day same as the first

3rd 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 Programs (Traverse City and Bay City)

8:30 AM – 9:00 AM Registration – *coffee and rolls.*
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.

Check with your municipal insurance provider to see if you qualify for scholarship assistance.

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 to 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 8 modules	\$800	\$850	N.A.
Indicate which location you will attend:			N.A.
<input type="checkbox"/> Mt. Clemens (9/22 – 9/24)			
<input type="checkbox"/> Ionia (10/6 – 10/8)			
<input type="checkbox"/> Traverse City (10/21 – 11/11)			
<input type="checkbox"/> Bay City (10/22 – 11/12)			
I cannot come this Fall, but want to be notified about Spring 2010 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 7 days before training will be less \$150 processing fee.

Program Prerequisite (check only one box below)

- I already have my 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 and Zoning Center at MSU, 318 Manly Miles, 1405 S. Harrison Rd., East Lansing, MI 48823-5245; Fax (517) 432-3222. **Must pay prior to program.**

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

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