

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: 10.02.2025
RE: *Professional & Education Training Opportunities

For the Agenda of October 6, 2025.

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of October 6, 2025.**

Commissioners are encouraged to attend educational and training events. Please submit the attached Professional Development Training Request to the City Clerk if you are interested in attending any educational or training event(s).

1. Michigan Municipal League Upcoming Events. The MML also provides many opportunities for training and professional development to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.
2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.

Attachments: as outlined above.

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: _____

Your Name & Title: _____

Name of Training Event: _____

Location of Training Event: _____

Date(s) & Times of Training Event: _____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.gov



<https://mml.org/>

Events from this organizer

Today **Upcoming** ▾

DECEMBER 2025

THU

LEAGUE **DECEMBER 4 @ 5:30 PM - 9:15 PM**

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**MICHIGAN MUNICIPAL LEAGUE LANSING OFFICE 208 N
CAPITOL AVE #1, LANSING, MI, UNITED STATES**

Newly Elected Officials Training

Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide



[Register](#)

JANUARY 2026

THU LEAGUE VIRTUAL EVENT | JANUARY 22, 2026 @ 5:30 PM

22

Newly Elected Officials Training

Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide improved services and administration. Your municipality's membership in the League provides you with access to these services, designed ...



FEBRUARY 2026

SAT

LEAGUE

7

VIRTUAL EVENT | FEBRUARY 7, 2026 @ 8:30 AM - 12:15 PM

Newly Elected Officials Training

Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide improved services and administration. Your municipality's membership in the League provides you with access to these services, designed ...

[Register](#)



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LEAGUE

MARCH 10, 2026 @ 2:00 PM - MARCH 11, 2026 @ 4:00 PM

**LANSING CENTER 333 E. MICHIGAN AVENUE, LANSING, MI,
UNITED STATES**

CapCon 2026

We love where you live.

Contact

info@mml.org

734-662-3246



EDUCATION PROGRAMS

The Michigan Association of Planning's education programs equip participants with the skills to make better land use decisions.

Our workshops are designed to provide planning and zoning officials, including elected leaders and staff, with the information they need to understand their roles and responsibilities, and to introduce innovative planning and zoning best practices.

MAP's workshops are a flexible, convenient, and affordable way to bring training to your community - whether it's a city, village, township or county.

You pick the topic, date, location, format, and attendees - MAP delivers the instructor and the training materials. Collaborating with neighboring communities adds value to the workshop and helps cover costs.

Our knowledgeable and experienced instructors explain the fundamentals of planning and zoning, while sharing contemporary practices and techniques.


We make it easy for you to receive the training necessary to keep up with the ever-changing land use landscape.




MICHIGAN ASSOCIATION OF PLANNING



AS ALWAYS, MAP MEMBER COMMUNITIES RECEIVE A DISCOUNT ON TRAINING.

In-person program pricing: program fee (the same price whether you have 8 or 800 people attend), material cost per participant for handouts, mileage reimbursement for the instructor, and a shipping fee. Content can be customized. Look for this  symbol to find in-person programs.

Recorded programs make a great addition to a meeting for continuing education for your board, commission, department, or just you. Look for this  symbol to find recorded programs that fit your needs. Prices vary based upon length of program and materials included. **Contact MAP staff for an estimate today!**

WHAT MAKES MAP'S WORKSHOPS USEFUL?

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

Below is a comprehensive list of MAP's programs, and on the last page you will find suggested tracks centered on roles and topics. If you have questions about any of them, please reach out to MAP's Director of Information and Programs, Amy M. Vansen at avansen@planningmi.org.



Presented Live



Recorded Presentation

PROGRAMS OFFERED A-Z

Accessory Dwelling Units – 2 hours

This session dives into the five elements of ADUs (what, where, when, how, why), and includes several hands-on exercises. Softbound book and exercise materials included.

Advanced ZBA: Beyond the Fundamentals 2.5 hours

A high level, interactive session for ZBA members, where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. Softbound book included.

Asset Management – 40 minutes

This presentation includes an overview of the process, tools, and strategies for undertaking asset management on your own. This technical presentation is best for staff or officials who have a basic understanding of CIPs and asset management.

Capital Improvements Programs – 3 hours

This program explains everything you need to know to prepare and adopt a Capital Improvement Program including: who should be involved; the budgetary requirements of a CIP; how to tie the program into your infrastructure capacity; and how to handle controversial topics. Softbound book included.

Community Engagement – 3 hours

This interactive session offers best practices for engaging with community members and stakeholders in a more meaningful way. Softbound book included.

DDAs and TIFs – 30 minutes

During this presentation, you will learn: the different kinds of authorities available to government under state law; how tax increment financing works; and what types of projects are eligible.

Environmental Planning – 60 minutes

From brownfields, to rain gardens, to complete streets, and beyond; this deep dive covers the relationship between land use and the natural environment, the importance of environmental planning and current trends.

Form Based Codes – 30 minutes

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

Getting the Development You Want

1.5 hours

In this workshop, participants will learn how the master plan and zoning ordinance inform the development review process, how a community can balance the needs of all actors and have a productive review process.

Housing – 60 minutes

Housing is a hot button issue in many communities. This presentation covers how a community should assess its housing needs as well as strategies for ensuring those needs are met. State and federal housing laws are also addressed in this comprehensive workshop. Next steps for implementation are also included.

Housing Supply, Choice, and Affordability

2.5 hours

A fast-paced program that reviews master planning for housing, community engagement around the issue of housing, zoning reforms that your community can do, including a deep dive into one missing middle type--(ADUs). We'll tackle the approval processes and meetings that can stop the development a community has planned for. Softbound book and exercise materials included.

The Master Planning Process – 3 hours

Learn step-by-step more about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a comprehensive or master plan. Includes community-specific demographics discussion and brief overview of community engagement principles. Softbound book included.

Planning for Coastal Resiliency – 3 hours

This interactive program introduces specific planning techniques and case studies for shoreline protection, urban waterfront redevelopment, and environmental policy and regulation at the local level, where the positive impact can be significant.

Planning for Housing – 2 hours

This workshop reveals what data must be considered and how to get your community on board from the beginning of the planning process, so that there is buy-in at the end for policies that embrace an appropriate mix of housing now and into the future. Softbound book included.

Nonconformities – 1.5 hour

Nonconformities can be vexing, the way planners have approached them has changed over time. This is a deep dive into all types of nonconformities. The latest case law on the subject is also covered.

Parking – 30 minutes

Parking can easily become the tail wagging the dog of downtown redevelopment. 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 Michigan cities.

Planned Unit Development – 30 minutes

This workshop explains what exactly a PUD or Planned Unit Development is and how communities can leverage this powerful planning tool.

Planning and Zoning Essentials (Basic Training) – 4 hours

This program is perfect for new planning commissioners and zoning board of appeals members, but it's also a great refresher course for more experienced officials or elected officials looking to learn more about these boards. Roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, planned unit developments, and standards for decision-making are all on the agenda. Softbound book included.

Planning Commissioner Toolkit – 2.5 hours

Learn all of the planning commission duties from the master plan to site plan review and everything in between. Softbound book included.

Risk Management – 2 hours

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. Softbound book included.

Site Plan Review – 3 hours

This program demonstrates the site plan review and approval process and provides practical tools and techniques on how to read a site plan. This hands-on workshop is great for commissioners or staff—anyone who is performing development review. Softbound book and exercise materials included.

Stand By Your Plan – 2 hours

This workshop provides step by step guidance to anyone responsible for project approval for navigating the “hot seat” of public input. It includes research on public participation in development review, and presents strategies for laying the groundwork for future successful projects. Softbound book included.

Staying in Your Lane and Building Bridges **1 hour**

This workshop reviews roles and responsibilities of various boards and positions, different levels of participation, the value of collaborating, and how different elected and appointed officials can be helpful in their roles.

Utility Basics – 30 minutes

Utilities are vital, but they are often mysterious and misunderstood. This presentation is a great primer for officials and non-engineering staff. It 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 with new development.

Zoning Administration – 4 hours

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. Softbound book included.

Zoning Administration 2.0 – 2.5 hours

MAP's 2.0 workshop is a fast paced, interactive session. The following topics are reviewed: roles, laws other than zoning that affect land use, enforcement, court cases, and trends in zoning. Experience in zoning administration and enforcement a plus. Softbound book included.

Zoning Board of Appeals – 2.5 hour

This workshop goes in depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. Softbound book included.

Zoning Ordinance: A to Z – 2.5 hours

This workshop 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, zoning approval processes, and enforcement are all on the agenda. Softbound book and exercise materials included.

Zoning Reform for Housing – 2 hours

MAP's Zoning Reform Toolkit for Housing Supply and Choice, completed in June 2022, was created to provide local regulatory solutions that can be implemented now, without changes to the State Zoning Enabling Act. This session provides background on the national housing shortage and its effects in our State, an overview of the 15 tools included in the Toolkit, insight about selecting the tools that match your housing market, and talking points to get you past common obstacles to implementing successful housing solutions. Softbound book included.

SUGGESTED WORKSHOPS

BY ROLE AND TOPIC

ROLES

Planning Commission

- Planning and Zoning Essentials (Basic Training)
- Planning Commissioner Toolkit
- Site Plan Review

Zoning Board of Appeals

- Planning and Zoning Essentials (Basic Training)
- Zoning Board of Appeals
- Advanced ZBA: Beyond the Fundamentals

Elected Officials

- Planning and Zoning Essentials (Basic Training)
- Getting the Development You Want
- Staying in Your Lane and Building Bridges
- Risk Management

Planning/Zoning/Development Staff

- Zoning Administration
- Site Plan Review
- Zoning Administration 2.0
- Utility Basics

TOPIC OF INTEREST

Comprehensive Planning

- The Master Planning Process
- Planning for Coastal Resiliency
- Planning for Housing
- Environmental Planning

Development/Planning Process

- Getting the Development You Want
- The Master Planning Process
- Capital Improvements Programs
- Zoning Ordinance: A to Z
- Site Plan Review

Meeting How To and Engagement

- Staying in Your Lane and Building Bridges
- Risk Management
- Community Engagement
- Making Good Decisions Together
- Stand By Your Plan

Housing

- Housing
- Housing Supply, Choice, and Affordability
- Planning for Housing
- Zoning Reform for Housing
- Stand By Your Plan
- Accessory Dwelling Units

Infrastructure

- Capital Improvements Programs
- Asset Management
- Utility Basics

Ordinance Deep Dive

- Zoning Ordinance: A to Z
- Zoning Reform for Housing
- Form Based Codes
- Parking
- Accessory Dwelling Units
- Planned Unit Development
- Nonconformities

Downtown Development

- DDAs and TIFs
- Form Based Codes
- Parking
- Planned Unit Development