

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: December 28, 2023
RE: *Professional & Education Training Opportunities

For the Agenda of January 3, 2024.

***Note: This is a Consent Agenda item and is considered 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 January 3, 2024.**

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

DATE	EVENT	LOCATION
2023		
Dec 13	LEAGUE EVENT: Newly Elected Official Training	Virtual
2024		
Jan 8	LEAGUE EVENT: Live with the League	Virtual
Jan 22	LEAGUE EVENT: Live with the League	Virtual
Jan 25	LEAGUE EVENT: Newly Elected Official Training	Sterling Heights
Jan 29-Feb 1	MME Winter Institute	Lansing
Feb 10	LEAGUE EVENT: Newly Elected Official Training	Virtual
Feb 12	LEAGUE EVENT: Live with the League	Virtual
Feb 23-24	LEAGUE EVENT: Elected Officials Academy Winter Summit	Virtual
Feb 26	LEAGUE EVENT: Live with the League	Virtual
Mar 11	LEAGUE EVENT: Live with the League	Virtual
Mar 12	MAMA Advanced Institute	Lansing
Mar 12-13	LEAGUE EVENT: CapCon	Lansing

Apr 8	LEAGUE EVENT: Live with the League	Virtual
Apr 22	LEAGUE EVENT: Live with the League	Virtual
May 13	LEAGUE EVENT: Live with the League	Virtual
May 17-18	LEAGUE EVENT: Elected Officials Academy Spring Summit	Mt. Pleasant
Jun 10	LEAGUE EVENT: Live with the League	Virtual
Jun 21-22	MAMA-GLS Joint Meeting	Mackinac Island
Jun 24	LEAGUE EVENT: Live with the League	Virtual
Jul 8	LEAGUE EVENT: Live with the League	Virtual
Jul 16-19	MME Summer Workshop	Marquette
Jul 22	LEAGUE EVENT: Live with the League	Virtual
Aug 7-9	MAM Summer Workshop	Big Rapids
Aug 12	LEAGUE EVENT: Live with the League	Virtual
Aug 26	LEAGUE EVENT: Live with the League	Virtual
Sep 9	LEAGUE EVENT: Live with the League	Virtual
Sep 11-13	LEAGUE EVENT: Convention	Mackinac Island

Oct 7	LEAGUE EVENT: Live with the League	Virtual
Oct 21	LEAGUE EVENT: Live with the League	Virtual
Nov 11	LEAGUE EVENT: Live with the League	Virtual
Nov 25	LEAGUE EVENT: Live with the League	Virtual
Nov 30	LEAGUE EVENT: Newly Elected Officials Academy	Lansing
Dec 9	LEAGUE EVENT: Live with the League	Virtual
Dec 13	LEAGUE EVENT: Newly Elected Officials Academy	Virtual
2025		
Mar 18-19	LEAGUE EVENT: CapCon	Lansing
Sep 17-19	LEAGUE EVENT: Convention	Grand Rapids

Contact

info@mml.org

734.662.3246

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

For more information, or to schedule an on-site workshop, please contact Amy Vansen at (734)913-2000 or 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.

MAIL OR EMAIL FORMS TO:

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

CALENDAR OF EVENTS

January 23

How to Interview Prospective Planning Consultants: A Primer*◆
Virtual

February 10

MAP Student Conference
University of Michigan

February 15

Transportation Bonanza 15*◆
Lansing

March 5

**Planning and Zoning Essentials
Getting the Development you Want**◆
Kirtland Community College, Grayling

March 6 & 7

Zoning Administration*◆
Virtual

March 6

Zoning Board of Appeals◆
Virtual

March 14

Nonconformities*◆
Virtual

March 19

Zoning Ordinance*◆
Advanced ZBA: Beyond the Fundamentals*◆
Kalamazoo Valley Community College, Texas Township

March 21

**Planning and Zoning Essentials
Housing Supply, Choice & Affordability***◆
Bavarian Inn Lodge, Frankenmuth

March 26 & 27

Planning and Zoning Essentials
Virtual

May 8

Spring Institute*◆
Lansing

September 25-27

Planning Michigan Conference*◆
Grand Rapids

***AICP CM Credits**

◆Master Citizen Planner CE Credits

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



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DIANE LYON
CLARE
202 W. FIFTH ST.
CLARE MI 48617-1490

0001312

Planning & Zoning

Training Workshops for
Elected and Appointed Officials

Workshop Registration & Information

APA MI

Michigan Association of Planning
A Chapter of the American Planning Association

Officials Training

2024

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 newly 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.

Getting the Development You Want

March 5 | 5:30 - 8 PM

Kirtland Community College, Grayling

Instructor: Wendy Rampson, AICP, Michigan Association of Planning

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. Learn how the master plan and zoning ordinance inform the development review process, how to balance the needs of everyone, and best practices for a productive process. Light meal included.

Zoning Board of Appeals

March 6 | 6 - 8 PM

Virtual

Instructor: Leslie Sickterman, AICP, City of Traverse City

This interactive, case study based workshop goes into greater 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. Reference book included.

Advanced ZBA: Beyond The Fundamentals

March 19 | 5 - 8:30 PM

Kalamazoo Valley Community College, Texas Township

Instructor: Julie Johnston, AICP, J. Johnston Consulting

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. Reference book included.

Planning and Zoning Essentials

The most requested training product we offer.

March 5 | 11:30 AM - 4:30 PM

Kirtland Community College, Grayling

Instructor: Sara Kopriva, AICP, Beckett & Raeder, Inc.

March 21 | 11:30 AM - 4:30 PM

Bavarian Inn Lodge, Frankenmuth

Instructor: Jason Ball, AICP, Rowe Professional Services

March 26 & 27 | 6 - 8 PM

Virtual

Instructors: Laura Haw, AICP, and Vidya Krishnan, McKenna

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. Reference book included.

Nonconformities

NEW!

March 14 | 6 - 8:30 PM

Virtual | AICP CM Law Credit!

Instructors: Michael Bila and Catherine Kaufman, JD, AICP, Bauckham, Thall, Seeber, Kaufman & Koches PC

Nonconformities can be vexing and how planners have approached them has changed over time. Join MAP for a deep dive into all types of nonconformities. The latest case law on the subject will also be covered.

Housing Supply, Choice & Affordability

March 21 | 5:30 - 8:30 PM

Bavarian Inn Lodge, Frankenmuth

Instructor: Leah DuMouchel, AICP, Michigan Association of Planning

A fast paced, 2.5 hour program that reviews master planning for housing, community engagement, zoning reforms, including a deep dive into one missing middle type--ADUs, plus how to tackle the approval processes and meetings that can stop the development a community has planned for. Reference book included.

Zoning Administration

March 6 & 7 | 2 - 4 PM

Virtual

Instructor: Jacob Kain, AICP, City of Midland

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 from legal basis to record keeping to enforcement. Reference book included.

Zoning Ordinance: A to Z

March 19 | 12:30 - 4 PM

Kalamazoo Valley Community College, Texas Township

Instructor: Jill Bahm, AICP, Ciffels Webster

Learn everything you need to know about this important regulatory tool. A 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. Reference book included.

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 2025.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$130	<input type="checkbox"/> \$160	Planning and Zoning Essentials Mar. 5 Grayling
<input type="checkbox"/> \$130	<input type="checkbox"/> \$160	Mar. 21 Frankenmuth
<input type="checkbox"/> \$90	<input type="checkbox"/> \$120	Mar. 26 & 27 Virtual
<input type="checkbox"/> \$115	<input type="checkbox"/> \$145	Getting the Development you Want Mar. 5 Grayling
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	Zoning Administration Mar. 6 & 7 Virtual
<input type="checkbox"/> \$90	<input type="checkbox"/> \$120	Zoning Board of Appeals Mar. 6 Virtual
<input type="checkbox"/> \$85	<input type="checkbox"/> \$115	Nonconformities Mar. 14 Virtual
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Zoning Ordinance Mar. 19 Texas Township
<input type="checkbox"/> \$125	<input type="checkbox"/> \$155	Advanced ZBA: Beyond the Fundamentals Mar. 19 Texas Township
<input type="checkbox"/> \$130	<input type="checkbox"/> \$160	Housing Supply, Choice & Affordability Mar. 21 Frankenmuth
<input type="checkbox"/> \$25 in person		Student (full time) Member Rate
<input type="checkbox"/> \$10 virtual		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 _____

Event Calendar

- APA Events
- MAP Events
- Emerging Planning Professional
- MAP Network & Learn
- On Site Workshops
- Other Events
- Partner Events

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10 ● Changes Ahead for Renewable En ...	11	12 ● Infrastructure Asset Managemen ...	13
14	15	16 ● Planning and Zoning Essentials ... ● Site Plan Review Workshop	17	18 ● Integrating Resilience Plans a ...	19	20
21	22	23 ● How to Interview Prospective P...	24	25	26	27
28	29	30	31	1	2	3

Quick Links

- [Thank you Corporate Members](#)
- [Donate to MAP](#)
- [Contact MAP Staff](#)

Upcoming Events

- Thu Dec 14, 2023

[Engaging the Community through Charrettes](#)

Category: MAP Events
- Thu Dec 14, 2023

[Holiday Gathering](#)

Category: MAP Network & Learn
- Wed Jan 10, 2024

[Changes Ahead for Renewable Energy Permitting in Michigan](#)

Category: Partner Events
- Fri Jan 12, 2024

[Infrastructure Asset Management Training Program](#)

Category: Other Events
- Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

[View Full Calendar](#)

Changes Ahead for Renewable Energy Permitting in Michigan

Wednesday, January 10, 2024

12:30 PM - 1:45 PM EST

Category: Partner Events

Public Act 233 of 2023, signed by Governor Whitmer on November 28, 2023, significantly restricts local government from determining the location and permit requirements for utility-scale renewable energy facilities, including solar, wind, and battery storage. The Act creates an option to apply for certification from the Michigan Public Service Commission (MSPC) or a local unit of government to construct a utility-scale renewable energy facility. However, the law compels a local unit of government to adopt a compatible renewable energy ordinance which can be no more restrictive than the provisions outlined in the Act.

The Act details thresholds for "utility scale", setbacks, sound standards, site plan requirements, decommissioning, and other elements common to zoning. Parts of the law give rise to questions that cannot be easily answered. Over the next 11 months, Michigan communities have a decision to make: adopt a compatible renewable energy ordinance or allow for the certification of utility scale renewable energy facilities through the MPSC. The law will take effect November 28, 2024.

This is an introductory one hour webinar followed by 15 minutes for Q and A. Look to your municipal attorney, consulting planner, and trusted professional organizations for additional support. This webinar will be recorded and sent to registrants.

Look for a part two webinar in spring 2024!

This webinar is intended for local government elected and appointed officials; local government staff, consulting planners, and attorneys.

Master Citizen Planners (MCP) may earn up to 1.5 hours of continuing education.

Presenters: Sarah Mills, University of Michigan | Madeline Krol, University of Michigan | Mary Reilly, AICP, Michigan State University Extension | Catherine Kaufman, JD, AICP, Bauckham, Sparks, Thal,

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Category: On Site Workshops

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Site Plan Review Workshop

Tuesday, January 16, 2024
3:00 PM - 5:30 PM EST
Category: On Site Workshops

The Charter Township of Oscoda is hosting MAP's Site Plan Review workshop and has generously opened it up to others.

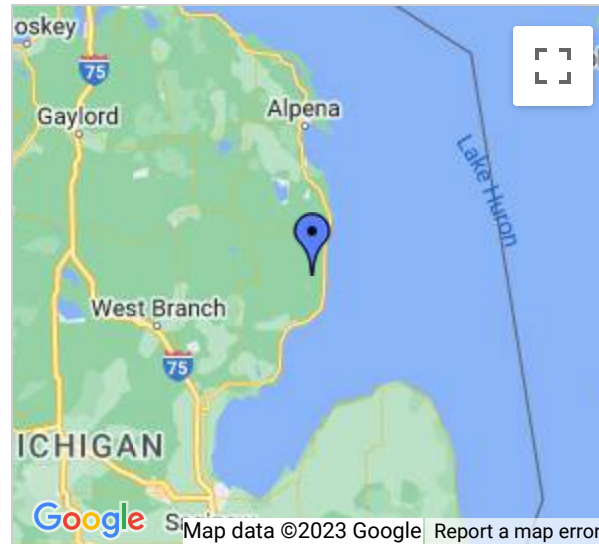
The Site Plan Review Workshop focuses on and demonstrates the site plan review process.

Please contact Tammy Kline, Oscoda Township's Superintendent for details and to register.

Contact: Tammy Kline at
superintendent@oscodatownshipmi.gov

[Download as iCal file](#)

Warrior Pavilion at Ratliff Park
6330 County Road F41
Oscoda Township, MI 48750



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[Infrastructure Asset Management Training Program](#)

Category: Other Events

Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

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Planning and Zoning Essentials Workshop

Tuesday, January 16, 2024
10:00 AM - 2:30 PM EST
Category: On Site Workshops

Warrior Pavilion at Ratliff Park
6330 County Road F41
Oscoda Township, MI 48750

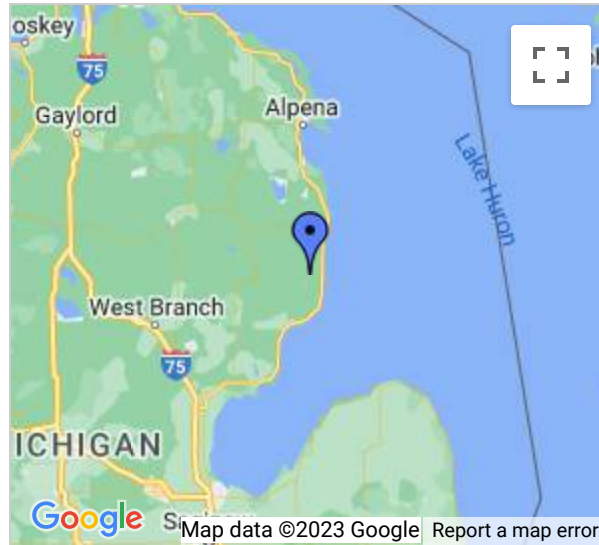
The Charter Township of Oscoda is hosting MAP's Planning and Zoning Essentials workshop and has generously opened it up to others.

This program is a robust introduction for new planning commissioners, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, and standards for effective decision-making are covered.

Please contact Tammy Kline, Oscoda Township's Superintendent for details and to register.

Contact: Tammy Kline at superintendent@oscodatownshipmi.gov

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Category: On Site Workshops

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Integrating Resilience Plans and Implementation Efforts

Thursday, January 18, 2024

1:00 PM - 2:30 PM EST

Category: MAP Events

Integrating Resilience Plans and Implementation Efforts

Thursday, January 18, 2024, 1:00-2:30 pm

Wendy Rampson, AICP, Director of Programs and Outreach at Michigan Association of Planning

Learn how your community's comprehensive plan, your county's hazard mitigation plan, your zoning ordinance, capital improvements plan and other planning initiatives can work together to guide decisions for a more resilient coastal community.

To register, go to MAP's [Coastal Resilience Webinar Series webpage](#).

[Download as iCal file](#)

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Category: Other Events

Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

[View Full Calendar](#)

How to Interview Prospective Planning Consultants: A Primer

Tuesday, January 23, 2024

4:00 PM - 5:30 PM EST

Category: MAP Events



You've written the RFP, reviewed the proposals, now it is time to interview the finalists. But in what format should the interviews be? How long? What questions should you ask? What about using a scoring rubric?

This webinar, developed by MAP's Planners in Private Practice, will focus on what to do after the RFPs or RFQs are received. Join us via ZOOM on Tuesday, January 23 at 4 PM when we will discuss preparation for the interviews, interview format, selection, and follow up with the chosen consultant. MAP Members: \$15 | Non Members: \$20

[Register Today](#)

[Download as iCal file](#)

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