

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: February 15, 2024
RE: *Professional & Education Training Opportunities

For the Agenda of February 19, 2024.

***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 February 19, 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

2024

Feb 23-24	LEAGUE EVENT: Virtual Core Winter Summit	Virtual
Feb 23-24	LEAGUE EVENT: Virtual Advanced 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
Mar 25	LEAGUE EVENT: Live with the League	Virtual
Apr 6	LEAGUE EVENT: Newly Elected Official Training	Virtual
Apr 8	LEAGUE EVENT: Live with the League	Virtual

May 17-18	LEAGUE EVENT: Elected Officials Academy Spring Summit	Mid. Michigan
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 20 **MINORITY Bar Law Program** Lansing

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



American Planning Association
Michigan Chapter

Creating Great Communities for All

Upcoming Events

February 2024

Transportation Bonanza 15

Thu
15
2024

February 15, 2024
8:30AM - 5:00PM

Eagle Eye Golf and Banquet Center 15500 Chandler Rd #3 Bath Township, Michigan 48808 (517) 641-4570

[view event details](#) ▶

Learning from Community Engagement Case Studies

Thu
22
2024

February 22, 2024
1:00PM - 2:30PM

[view event details](#) ▶

March 2024

Planning and Zoning Essentials Workshop

Tue
5
2024

March 5, 2024
11:30AM - 4:30PM

Kirtland Community College 4800 W 4 Mile Rd Grayling, MI 49738

[view event details](#) 

Getting the Development You Want

Tue
5
2024

March 5, 2024
5:30PM - 8:30PM

Kirtland Community College 4800 W 4 Mile Rd Grayling, MI 49738

[view event details](#) 

Zoning Administration Part One

Wed
6
2024

March 6, 2024
2:00PM - 4:00PM

Via Zoom

[view event details](#) 

Zoning Board of Appeals

Wed
6
2024

March 6, 2024
6:00PM - 8:30PM

Via Zoom

[view event details](#) 

Zoning Administration Part Two

Thu
7
2024

March 7, 2024
2:00PM - 4:00PM

Via Zoom

[view event details](#) 

Nonconformities Workshop

Thu
14
2024

March 14, 2024
6:00PM - 8:00PM

Via Zoom

[view event details](#) 

Zoning Ordinance: A to Z

Tue
19
2024

March 19, 2024
12:30PM - 4:00PM

Kalamazoo Valley Community College - Main Texas Township Campus 6767 West "O" Avenue
Kalamazoo, Michigan 49009

[view event details](#) 

Advanced ZBA: Beyond the Fundamentals

Tue
19
2024

March 19, 2024
5:00PM - 8:30PM

Kalamazoo Valley Community College - Main Texas Township Campus 6767 West "O" Avenue
Kalamazoo, Michigan 49009

[view event details](#) 

Planning and Zoning Essentials Workshop

Thu
21
2024

March 21, 2024
11:30AM - 4:30PM

Bavarian Inn Lodge 1 Covered Bridge Lane Frankenmuth, MI 48734 (989) 652-7200

[view event details](#) 

Housing Supply, Choice & Affordability

Thu
21
2024

March 21, 2024
5:30PM - 8:00PM

Bavarian Inn Lodge 1 Covered Bridge Lane Frankenmuth, MI 48734 (989) 652-7200

[view event details](#) 

Planning and Zoning Essentials Workshop Part One

Tue
26
2024

March 26, 2024
6:00PM - 8:00PM

Via Zoom

[view event details](#) 

Planning and Zoning Essentials Workshop Part Two

Wed
27
2024

March 27, 2024
6:00PM - 8:00PM

Via Zoom

[view event details](#) 

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1919 West Stadium Boulevard, Suite 4
Ann Arbor, MI 48103
Tel: 734.913.2000 | Fax: 734.913.2061 | Email: info@planningmi.org



American Planning Association
Michigan Chapter

Creating Great Communities for All

Workshops for Officials

In March 2024, we will offer mix of in person and virtual workshops that provide participants with the skills to make better land use decisions.

[Register Now!](#)

Or, [click here to download a pdf form](#). Complete it and email it back to us at rgoldstein@planningmi.org.

Workshop Topic

Dates and Places

Planning and Zoning Essentials

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. *Softbound reference book included.* This program counts toward one session of the MSU Extension Citizen Planner Program.

March 5

Kirtland Community College, Grayling area

11:30 AM - 4:30 PM, light lunch included

MAP Member Price: \$130

Non Member Price: \$160

March 21

Bavarian Inn Lodge, Frankenmuth

11:30 AM - 4:30 PM, light lunch included

MAP Member Price: \$130

Non Member Price: \$160

March 26 and 27

Via Zoom

6 PM - 8 PM

MAP Member Price: \$90

Non Member Price: \$120

Getting the Development You Want

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.

March 5

Kirtland Community College, Grayling area

5:30 PM - 8:00 PM, light dinner included

MAP Member Price: \$115

Non Member Price: \$145

2 Master Citizen Planner Credits

Zoning Administration

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. *Softbound reference book included.*

March 6 and 7

Via Zoom

2 PM - 4 PM

MAP Member Price: \$100

Non Member Price: \$130

3.5 Master Citizen Planner Credits | 3.5 AICP CM Credits

Zoning Board of Appeals

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. *Softbound reference book included.*

March 6

Via Zoom

6 PM - 8:30 PM

MAP Member Price: \$90

Non Member Price: \$120

2.5 Master Citizen Planner Credits

Nonconformities

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.

March 14

Via Zoom

6 PM - 8:30 PM

MAP Member Price: \$85

1.5 Master Citizen Planner Credits

Non Member Price: \$115

1 AICP Law Credit + .5 CM Credit

Zoning Ordinance: A to Z

March 19

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. *Softbound reference book included.*

Kalamazoo Valley Community College, Texas Township

12:30 PM - 4:30 PM, light lunch included

MAP Member Price: \$125

Non Member Price: \$155

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

Deadline to register: March 3, 2024

Advanced ZBA: Beyond The Fundamentals

March 19

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. *Softbound reference book included.*

Kalamazoo Valley Community College, Texas Township

5:30 PM - 8:00 PM, light dinner included

MAP Member Price: \$125

Non Member Price: \$155

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

Deadline to register: March 3, 2024

Housing Supply, Choice & Affordability

March 21

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. *Softbound reference book included.*

Bavarian Inn Lodge, Frankenmuth

5:30 PM - 8:30 PM, light dinner included

MAP Member Price: \$130

Non Member Price: \$160

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

[Register Now!](#)

Check out our [Event calendar](#) for other great learning opportunities. The calendar is updated regularly with new events.

In addition, [MAP's onsite workshops can be scheduled in your community](#).

Interested in hosting a watch party in your community or want to brush up on a particular topic on your own? MAP offers a number of recorded webinars from signs to clean energy to utility basics and asset management and more. Check out our [Build Your Own workshop offerings](#) (these are shorter sessions) or [Planning Law Webinars](#),

Can't find exactly what you are looking for? Please contact [Amy Vansen, MAP's Director of Information and Programs](#) with questions.

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1919 West Stadium Boulevard, Suite 4

Ann Arbor, MI 48103

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