

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: January 2, 2025  
RE: \*Professional & Education Training Opportunities

For the Agenda of January 8, 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 January 8, 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

# Education & Events

Jump to...



## League Calendar

[Sign up to receive the Leading Edge Newsletter](#)

DATE	EVENT	LOCATION
<b>2024</b>		
Dec 23	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
<b>2025</b>		
Jan 8	LEAGUE EVENT: <a href="#">Why Storefronts Are Your Best Local Economic Development Strategy</a>	Virtual
Jan 13	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jan 23	LEAGUE EVENT: <a href="#">Newly Elected Officials Training</a>	Farmington Hills
Jan 27	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jan 28-31	<a href="#">MME Winter Institute</a>	Bay City
Feb 8	LEAGUE EVENT: <a href="#">Newly Elected Officials Training</a>	Virtual

Feb 21-22	LEAGUE EVENT: <a href="#">Elected Officials Academy Winter Advanced Summit</a>	Virtual
Feb 24	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Mar 10	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Mar 18	MAMA Advanced Institute	Lansing
Mar 18-19	LEAGUE EVENT: <a href="#">CapCon</a>	Lansing
Mar 24	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Apr 14	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Apr 28	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
May 12	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
May 16-17	LEAGUE EVENT: <a href="#">Elected Officials Academy Spring Core Summit</a>	Bay City
May 16-17	LEAGUE EVENT: <a href="#">Elected Officials Academy Spring Advanced Summit</a>	Bay City
May 26	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jun 9	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jun 23	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jun 27-28	MAMA/GLS Joint Education Event	Traverse City
Jul 14	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Jul 24-27	MME Summer Workshop	Mt. Pleasant
Jul 28	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Aug 6-8	MAM Summer Workshop	Portage
Aug 11	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Aug 25	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual
Sep 8	LEAGUE EVENT: <a href="#">Live with the League</a>	Virtual

Oct 10	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Oct 27	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 10	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 13-14	MAM Mayors and Presidents Institute	Midland
Nov 24	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Dec 8	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Dec 22	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual

For **Human Resources-related trainings and seminars**, League members can attend programs hosted by the American Society of Employers (ASE) at the ASE member rate. Visit [www.aseonline.org](http://www.aseonline.org) for a calendar of their events.

## Contact

info@mml.org

734.662.3246

## Locations

Headquarters

1675 Green Road,  
Ann Arbor MI 48105

Capitol Office

208 N. Capitol Ave.,

# MAP'S 2025 OFFICIALS' TRAINING

**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 planners, zoning administrators, and elected and appointed officials to better understand their roles and responsibilities, and learn about 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. All workshops include a softbound reference book. Group discounts available, contact MAP for details.*

## Planning and Zoning Essentials

*The most requested training product we offer.*

**March 18 | 11:30 AM - 4:30 PM**  
**Bavarian Inn Lodge in Frankenmuth**  
*Instructor: Adam Young, AICP*

**March 19 and 20 | 6 PM - 8 PM each night**  
**Via Zoom**  
*Instructor: Kathleen Duffy, AICP*

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more! 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.

## Site Plan Review +

**March 11 | 12:30 PM to 4:30 PM**  
**Washtenaw Community College**  
*Instructor: Jill Bahm, AICP*

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template and a sample site plan to evaluate.

## Community Engagement \* +

**March 11 | 5:30 PM to 8:30 PM**  
**Washtenaw Community College**  
*Instructor: Leah DuMouchel, AICP*

Knowing which public engagement technique to use for which audience, and managing the public participation process so that all voices can be heard, all the while ensuring that the input is meaningful and relevant is one of a planner's greatest challenges. A process that can be rife with politics, on one hand, and rewarding and beneficial on the other, is part and parcel of the effort. This interactive session explains best practices on how to engage with community members and stakeholders in a more meaningful way.

## Blight: Be Gone! \* +

**NEW!**

**March 12 | 3 PM to 4:30 PM**  
**Via Zoom**  
*Instructors: Catherine Kaufman JD, AICP and Michael Bila, JD*

Many different people are involved with planning and development in a community: elected and appointed officials, inspectors, zoning administrators, planners, and other staff, developers and citizens. While no one ever plans for blight or nuisances, they are a part of a community, too. Learn the difference between blight and nuisances and the legal strategies available to combat them. No matter what your role is, this presentation will provide tools and programs you can use to help eliminate blight.

\* AICP CM Credits  
 + Master Citizen Planner CE Credits

## Managing Risk \* +

**March 12 | 6 PM to 8:30 PM**  
**Via Zoom**  
*Instructor: Emily Palacios, JD*

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members. 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.

## Getting the Development You Want +

**March 18 | 5:30 PM to 7:30 PM**  
**Bavarian Inn Lodge in Frankenmuth**  
*Instructor: Wendy Rampson, AICP*

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. 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 best practices for a productive development review process.

### WATCH ON DEMAND SHORT COURSES

MAP Members \$10 | Non-members \$15

Register for your preferred sessions on the attached registration form.

## 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 \$75 and receive the member discount. As a bonus, you will receive membership through June 2026.

MEMBER RATES	NON-MEMBER RATES	*\$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$135 <input type="checkbox"/> \$95	<input type="checkbox"/> \$165 <input type="checkbox"/> \$125	<b>Planning and Zoning Essentials</b> Mar. 18   Frankenmuth Mar. 19 & 20   Virtual
<input type="checkbox"/> \$135	<input type="checkbox"/> \$165	<b>Site Plan Review</b> Mar. 11   Ann Arbor
<input type="checkbox"/> \$135	<input type="checkbox"/> \$165	<b>Community Engagement</b> Mar. 11   Ann Arbor
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Managing Risk</b>   Mar. 12   Virtual
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Blight: Be Gone!</b>   Mar. 12   Virtual
<input type="checkbox"/> \$135	<input type="checkbox"/> \$165	<b>Getting the Development You Want</b> Mar. 18   Frankenmuth
<input type="checkbox"/> \$10	<input type="checkbox"/> \$15	<input type="checkbox"/> Asset Management <input type="checkbox"/> DDAs and TIFs <input type="checkbox"/> Environmental Planning <input type="checkbox"/> Form Based Codes <input type="checkbox"/> Parking <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Utility Basics
<input type="checkbox"/> \$30 in person <input type="checkbox"/> \$15 virtual		<b>Student Member Rate</b> Workshop & Date: _____

### PAYMENT INFORMATION: TOTAL:

Check  Invoice Me  Visa  Master Card  AMEX  
 (Make checks payable to: Michigan Association of Planning)

CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARD HOLDER'S NAME \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

## 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 [planningmi.org/workshops](http://planningmi.org/workshops)

For more information, or to schedule an on-site workshop, please contact Amy Vansen at (734)913-2000 or [avansen@planningmi.org](mailto: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](mailto:rgoldstein@planningmi.org).

## MAIL OR EMAIL FORMS TO:

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

**February 8**  
**MAP Student Conference**  
Wayne State University

**February 12-13**  
**Transportation Bonanza 16 \* +**  
Virtual

**March 11**  
**Site Plan Review +**  
**Community Engagement \* +**  
Washtenaw Community College

**March 12**  
**Blight: Be Gone! \* +**  
**Managing Risk \* +**  
Virtual

**March 18**  
**Planning and Zoning Essentials**  
**Getting the Development You Want +**  
Bavarian Inn Lodge, Frankenmuth

**March 19 & 20**  
**Planning and Zoning Essentials**  
Virtual

**May 20**  
**Spring Institute \* +**  
East Lansing

**October 22 - 24**  
**Planning Michigan Conference \* +**  
Kalamazoo

\* 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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# 2025 PLANNING & ZONING

Training Workshops  
for Elected and  
Appointed Officials



Michigan Association of Planning  
A Chapter of the American  
Planning Association