

Michigan State University
Land Policy Institute
Planning & 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

**Tustin, Sept. 14–16, 2010 and
East Lansing Wed.: Sept. 22 – Oct. 13, 2010**

- 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.
- Eighty-Seven percent of participants rated the program “*excellent*,” the remaining 13% rated the program “*good*.”

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Michigan Citizen Planner

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 eight 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 and
 - all class exercises.
- A new publication from the Planning & Zoning Center (PZC) 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 eight modules will receive a framed certificate from the PZC 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 Michigan Citizen Planner program, before they may receive a certificate of completion. There are two ways to meet this requirement:

- Successfully complete all modules in the *classroom-based* or *online-based* Citizen Planner program (www.citizenplanner.msu.edu; (517) 432-7600). We strongly urge you to complete Michigan Citizen Planner 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—in order to allow 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.

Spring 2011 dates and locations will be established in Fall 2010.

If you are interested in the program, but cannot attend this Fall, please send back the Registration Form with "YES I want to be notified about Spring 2011" circled.

Please Notice the Format is Different

This Fall, the program in East Lansing will be conducted on Wednesdays, four weeks in a row beginning September 22, 2010. The program in Tustin will be conducted over three consecutive days from September 14–16, 2010.

Then next Spring, the schedule is likely to reverse with a three-day intensive class in the Southern Lower Peninsula and four day-long programs in the Northern 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.

Scholarship Information

The Michigan Municipal Risk Management Authority (MMRMA) is offering scholarships to its members of up to \$500 for the Zoning Administrator Certificate Program! For details, and to apply for the scholarship, please contact MMRMA directly at <http://www.mmrma.org/>.

Scholarships are also available from MMRMA and the Michigan Townships Participating Plan for the Michigan Citizen Planner program. Again, please contact these organizations directly for more information.

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).

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

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).**

INSTRUCTORS

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 30 years.

Kurt H. Schindler. The MSU Extension Regional Land Policy Educator in the Northwest portion of the Lower Peninsula. Schindler (KS) is well known to crowds attending Michigan 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 MSUE Southeast Michigan Regional Land Policy Educator. He has been a trainer for the Michigan Citizen Planner program for about six years, and has been an Extension Educator and MAP trainer for at least six more years.



Register Today for September and October Training Programs!

TRAINING LOCATIONS

Trainer	Three Days in a Row
GP, KS, MW	Tustin , Kettunen Center, 14901 4-H Drive, Tustin, MI 49688. Accommodations are available at the Kettunen Center, for information and to make reservations call (231) 829-3421. Tuesday, September 14, 2010, starting at 8:30 AM to Thursday, September 16, 2010, ending at 4:00 PM.
	Four Days, One Week Apart
GP, KS, MW	East Lansing , Room 105 Manly Miles Building, 1405 S. Harrison, East Lansing, MI 48823. All of the following Wednesdays in 2010: September 22 and 29, October 6 and 13. The program will start at 8:30 AM and end at 4:00 PM each day.

MW= Mark Wyckoff; KS= Kurt Schindler; GP= Glenn Pape

You can register by fax or mail.

PROGRAM AGENDA

Three Days in a Row Program (Tustin – Sept. 14–16)

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

Second day same as the first

Third 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 Program (East Lansing – Wed.: Sept. 22 and 29, Oct. 6 and 13)

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 applies to 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.

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 the completed form(s) and check to the 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 eight modules.	\$800	\$850	N.A.
Indicate which location you will attend: <input type="checkbox"/> Tustin (9/14– 9/16) <input type="checkbox"/> East Lansing (9/22 – 10/13)			N.A.
I <u>cannot come this Fall</u> but want to be notified about Spring 2011 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 seven days before training will be less \$150 processing fee.

Program Prerequisite (check only one box below)

- I already have my Michigan Citizen Planner program completion certificate.
- I will have my Michigan 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 & 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: Michigan State University reserves the right to cancel a workshop unless adequate registrations are received by the early registration deadline (10 days prior to the event).