

Michigan State University
Land Policy Institute
Planning and Zoning Center at MSU
318 Manly Miles Building
1405 S. Harrison Road
East Lansing, MI 48823-5245

If you receive more than one brochure, please pass one to another zoning administrator—we don't have all their addresses!

First Time Ever Offered by MSU

ZONING ADMINISTRATOR CERTIFICATION PROGRAM

**Four Michigan Locations from
March 30th through May 27th**

Brought to you by the following entities at Michigan State University:



First-Ever MSU Certification 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 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 insurance companies defending communities from lawsuits or paying damages. Some of these costs were created by incorrect decisions by local zoning administrators.
- Zoning administrators are enforcing local law but are not lawyers. However, courts expect them to know the rudiments of law as it relates to zoning administration. Most have had no formal training. They learned on the job and may not have uniform skills.
- Zoning administrators are the Rodney Dangerfield of local officials *"They don't get no respect."* Unlike building inspectors who must pass various state exams in order to practice and who must take courses to remain as building inspectors, there is no law requiring zoning administrators to be certified. Professional planners have both a state and national certification program (PCP and AICP) available to them. But zoning administrators make decisions every day that affect the rights of property owners and have implications on the integrity of the local unit of government. They deserve tremendous respect.
- One way to demonstrate competence is to enroll and pass a certification program. About a half dozen states offer certification for zoning administrators, but, those programs are geared to the laws of each state. This program is specifically for Michigan Zoning Administrators.
- This is a rigorous program (24 hours of instruction) that requires a substantial time commitment. We believe that even veteran zoning administrators will learn new information and techniques for doing their job better and reducing legal risks to their community.

Framed Certificates

Applicants who meet all the prerequisites and successfully pass the test at the end of each of the 8 modules will receive a framed certificate from the Planning & Zoning Center at MSU indicating successful completion of the training program.

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 certification program.

What is Included in the Fee

Since this is the first time this program is being offered, and considering the state of the economy, the fee for this program is reduced for this Spring 2009 series only. Registrants will receive the following:

- A thick three ring binder with materials associated with each of the 8 modules in the program. 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 handout,
 - sample checklists,
 - all class exercises.
- A new publication from the Planning & Zoning Center at MSU that is a summary of about 300 of the most relevant Michigan Appellate Court Cases to day-to-day zoning administration.
- 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.

Prerequisites

To establish a common starting point in local planning and zoning knowledge, we require all registrants to have completed the MSU Citizen Planner Program, before they may receive a certificate of completion.

- There are two ways to meet this requirement. Successfully complete all seven modules in the *classroom based* Citizen Planner Program, or all seven modules in the *online* Citizen Planner Program (www.citizenplanner.msu.edu; 517-432-7600). We strongly urge you to complete the Citizen Planner Program 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 Program—in order to give you 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 ethics code.

When will the Next Zoning Administrator Training Programs be Offered AFTER this Series?

Assuming there are adequate registrations for the Spring programs (registration on next page), the Zoning Administrator Certification series will be offered again in the Fall of 2009. Mark the following tentative dates on your calendar if you cannot come now. Please note that registration rates this Fall are expected to be at least \$150 - \$200 more than the same program this Spring.

- Sept. 22-24, Detroit Metro Area
- October 6-8, East Lansing to Grand Rapids area
- Oct. 21, 28, Nov. 4 and Nov. 11, Traverse City
- Oct. 22, 29, Nov. 5, and Nov. 12 in Alpena – St. Ignace area

Please Notice the Format is Different

This Spring, the first two programs in the UP and Northern part of the Lower Peninsula include training of the 8 modules over three days (which includes 2 evening classes and 6 day-time classes). The first two Southern Lower Peninsula programs are four days on subsequent weeks with two modules a day.

Then this Fall, the schedule is likely to reverse with two 3-day intensive classes in the Southern Lower Peninsula and 4 day-long programs in the Northern Portion of the Lower Peninsula and Eastern UP.

If you are interested in attending, but for any reason cannot come this Spring, please check the box on the registration form to be notified about the Fall series and send it in.

Come & Learn About:

Roles & Responsibilities of Zoning Administrators, and the Laws, Best Practices and Court Cases associated with the practice of local zoning administration.

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 and an exam). The eight modules (and the initials of the instructor who prepared them) are:

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

INSTRUCTORS

Three veteran Land Use Educators and one “back up” educator will be the trainers at these programs:

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 27 years.

Mary Ann Heidemann, AICP, PCP, PhD. Heidemann (MAH) is the MSUE Regional Land Use Educator for 18 counties in the Northeast portion of the Lower Peninsula. She is a well known educator at Citizen Planner, MAP, MSUE, NEMCOG and other local training programs. She is a former consultant, county extension director and county economic development director with 25 years of community planning experience in Michigan.

Kurt H. Schindler. The MSUE Regional Land Use Educator for 18 counties in the Northwest portion of the Lower Peninsula. Schindler (KS) is well known to crowds attending 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 new MSUE Southeast Michigan Regional Land Use Educator working out of Lapeer. He has been a trainer for the Citizen Planner Program for about five years, and has been an Extension Educator and MAP trainer for at least five more years. Glenn will serve as our “back up” educator.

Don't Delay.....Register Today!

**Space is limited in all locations
(maximum of 45 persons)**

Registrations are first come, first served—except, existing zoning administrators will be given priority for seats (up to 14 days before).

TRAINING LOCATIONS

Trainer	Three Days in a Row
MAH, KS, MW	Escanaba , Bay de Noc Community College, 2001 N. Lincoln Road, Student Center, Rm. 525.1, Monday, March 30 starting at 9:00 AM to Wed. April 1 st at 4:00 PM. [Accommodations can be secured at: http://www.deltami.org/cmembd/lodging.asp?category=Lodging%2FCamping]
MAH, KS, MW	Grayling , Ramada Inn, 2650 I-75 Business Loop, Monday, April 6 th starting at 9:00 AM to Wednesday, April 8 th at 4:00 PM. Special overnight room rates available at the Ramada (former Holiday Inn) by calling 989-348-7611; or http://www.michweb.com/grayling/higrayling/ .
Four Days, One Week Apart	
KS MW	Kalamazoo Community College, M-Tec Center, 7107 Elm Valley Drive, Kalamazoo. All of the following Mondays: April 13, 20, May 4, 11.
MAH MW	Pontiac , Ex. Office Building, 2100 Pontiac Lake Road, East Conference Room. All of the following Wednesdays: May 6, 13, 20, 27

MAH= Mary Ann Heidemann; MW = Mark Wyckoff; KS = Kurt Schindler; GP = Glenn Pape, who will be the back-up trainer. MSU reserves the right to substitute trainers as need be.

You can register by fax or mail.

PROGRAM AGENDA

Three Days in a Row Programs (Escanaba and Grayling)

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

2nd Day same as the first

3^d 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 Programs (Kalamazoo and Pontiac)

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 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 to 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 8 modules	\$650	\$700	N.A.
Indicate which location you will attend: <input type="checkbox"/> Escanaba (3/30 – 4/1) <input type="checkbox"/> Grayling (4/6 – 4/8) <input type="checkbox"/> Kalamazoo (4/13 – 5/11) <input type="checkbox"/> Pontiac (5/6 – 5/27)			N.A.
I <u>cannot come this Spring</u> , but want to be notified about Fall programs once the location and price is set. [Circle YES, in box to right.]	Fee not yet set	Fee not yet set	YES
<i>Note: Rates in Fall 2009 will be at least \$150 - \$200 more per registrant.</i>	N.A.	N.A.	N.A.

* Early Fee applies to all registrations received more than 14 days before the program. Refunds for cancellations less than 7 days before training will be less \$150 processing fee.

Program Prerequisite (check only one box below)

- I already have my Citizen Planner Program completion certificate,
- I will have my Citizen Planner Program completion certificate prior to the start of the Zoning Administrator Certification 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 and Zoning Center at MSU, 318 Manly Miles, 1405 S. Harrison Rd., East Lansing, MI 48823-5245; Fax (517) 432-3222.

For more information, call (517) 432-2222.

Workshop Cancellation: MSU reserves the right to cancel a workshop unless adequate registrations are received by the early registration deadline (14 days prior to the event).