

**An essential program for orientating new commissioners and updating the skills and knowledge of more experienced commissioners.**

**Instructor:**  
**Jay Kilpatrick, AICP, PCP**  
American Institute of Certified Planners  
Professional Community Planner

**Williams & Works**  
**Grand Rapids, MI**

**\$70.00 registration fee**

**Registration Deadline**  
**June 20, 2007**

Directions to the Southwest Michigan Research and Extension Center

From I-94: Take I-94 to Exit 30 (Napier Avenue). Travel east on Napier for approximately 2 1/2 miles, to the intersection of Hillandale and Napier. Turn south on Hillandale, travel 1/2 mile, then turn left into the driveway of the Research Center. Go straight then turn right into the parking lot.

From US 31 North: At the stop light, turn right onto Napier Avenue, and travel approximately 1/2 mile to the intersection of Hillandale and Napier. Turn south on Hillandale, travel 1/2 mile, then turn left into the driveway of the Research Center. Go straight then turn right into the parking lot.

For more information, contact the  
Berrien County MSU Extension Office  
at 269-944-4126.

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# Basic Planning & Zoning Workshop

**Thursday, June 28, 2007**  
**11:45 a.m.—5:00 p.m.**

**Southwest Michigan Research and Extension Center**  
**Conference Center**  
**1791 Hillandale Road**  
**Benton Harbor, Michigan**

**Sponsored by:**

*Michigan State University Extension of Berrien, Cass, and Van Buren Counties*

*Berrien County Community Development*

*Cass County Planning Commission*

*Southwest Michigan Planning Commission*

*In cooperation with*  
*Michigan Association of Planning*

## WORKSHOP

This workshop is designed to introduce commissioners to statutory requirements and practical techniques for effectively serving on city, village, township or county planning commissions. Learn about the authority for planning and zoning, procedures and practices, planning principles and land development issues.

*An interactive workshop to help new community planning officials better understand their roles & responsibilities.*

The Michigan Association of Planning (MAP) promotes quality community planning through education, information and advocacy, state-wide. MAP presents a number of land-use planning education programs throughout the state.

*An ideal workshop for reacquainting seasoned officials with current planning tools & techniques.*

### Instructor:

**JAY KILPATRICK, AICP, PCP**  
Williams & Works  
Grand Rapids, MI

## PROGRAM AGENDA

11:45 p.m.

*Registration & Buffet Lunch*

12:30—2:00 p.m.

**Basis & Authority**

*Planning Commission Session  
Roles and Responsibilities, Master Plan,  
Zoning Ordinance, Zoning Approvals, Land  
Divisions*

2:00—2:15

**Break**

2:15-3:30 p.m.

**Making Effective Decisions**

*Pre-application Procedures, Public  
Hearings, Making and Documenting  
Zoning Decisions.*

3:30-3:45 p.m.

**Break**

3:45—5:00 p.m.

**The Zoning Board of Appeals**

*Roles and Responsibilities, Duties and  
Powers, Use of Review Standards for  
Decisions*

5:00 p.m.

**Adjourn**

## REGISTRATION

### Basic Planning & Zoning Workshop June 28, 2007

#### Participant Info:

Name(s): \_\_\_\_\_

Unit of Government: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Registration Fee:** \$70.00

Make check payable to:

Berrien County Extension

#### Mail To:

Berrien County MSU Extension  
1737 Hillendale Road  
Benton Harbor, MI 49022

**Phone:** 269-944-4126

**Fax:** 269-982-8666

**REGISTRATION DEADLINE**

**June 20, 2007**