

Planning & Zoning Center
Land Policy Institute
Michigan State University
Human Ecology Building
552 West Circle Drive, Room 112
East Lansing, MI 48824

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

**WINTER
2016**

Muskegon, Tuesday–Thursday: February 23–25, 2016

Survey Results from Past Programs

- When 2015 participants were asked to describe their personal opinion of their knowledge of zoning administration prior to the certificate program, 46% described their knowledge as “*satisfactory*” and 29% marked “*unsatisfactory*.” Following program completion, 90% of participants described their knowledge of zoning administration as “*good*” or “*excellent*” (as opposed to only 25% before the class). This is typical.
- 100% of 2015 participants would recommend all Zoning Administrators attend the program and 96% recommend it for consultants providing zoning services.
- *ALL* of the participants that have taken the Zoning Administrator Certificate program have rated the overall program “*excellent*” or “*good*,” with most rating it “*excellent*.”

MICHIGAN STATE
UNIVERSITY

Planning & Zoning Center

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. One judgment in federal court was for \$800,000 against a Township and its Zoning Administrator!
- 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.

Comments from past program participants:

"This program will protect your community, will protect you, and will greatly improve customer service to ALL customers."

"I was presented with many practical ideas that I should be able to implement immediately."

"Knowledgeable instructors, excellent material!"

"This is the best class I've taken in years. It has given me more confidence to do my job correctly and pointed out areas to work on."

"The most experienced, open, honest and knowledgeable instructors."

"This should be a state mandated program."

"You can learn about the pitfalls to avoid legal issues."

"You have to go. The information is terrific!"

Who Should Come?

All Zoning Administrators should attend this program at some point in their career. The sooner one takes the classes after becoming a Zoning Administrator, the better able s/he will be to do their job well. Private consultants and county planners who consult with local Zoning Administrators will 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 PowerPoint slides,
- A copy of all special handouts, such as:
 - Sample job description,
 - Sample zoning forms,
 - Sample ethics materials,
 - Sample checklists and
 - All class exercises.
- A publication from the Planning & Zoning Center at MSU 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 Planning & Zoning Center at MSU 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 seven sessions/modules in the *classroom-based* and/or *online-based* Michigan Citizen Planner Program (http://msue.anr.msu.edu/programs/michigan_citizen_planner; (269) 657-8213). 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 MSU Michigan Citizen Planner Program—in order to give you time to complete the program.
- The only exemptions from the prerequisite for completion of the Michigan 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 materials submitted by the planner.

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 Michigan Zoning Enabling Act (MZEA), PA 110 of 2006 as amended, and the Michigan Enabling Act (MPEA), 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.

2017 dates and locations will be established in Fall 2016.

If you are interested but cannot attend in Winter 2016, please send back the Registration Form with "YES, I want to be notified about 2017" circled.

Scholarship Information

The Michigan Municipal Risk Management Authority (MMRMA) is offering grant funding (up to \$500) to its members for the Zoning Administrator Program! For details and to apply for the grant, please contact MMRMA directly at www.mmrma.org/.

Nickel & Saph, Inc. Insurance Agency is offering a \$500 scholarship to its municipal clients for the Zoning Administrator Certificate Program! For details, please contact Stephen Saph, Jr. at (800) 657-7373 or stephenjr@nickelsaph.com.

Scholarships are also available from the Michigan Townships Participating Plan to members insured through the Michigan Township Participating Plan for the [Michigan Citizen Planner Program](#) or Zoning Administrator Program. For more details, contact Rita Evans at (248) 371-3657.

List of Training Modules

There are eight training modules in the Zoning Administrator Program, 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.

INSTRUCTORS

Two MSU Extension (MSUE) Land Use Educators will be the trainers at this program:

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. Wyckoff is Editor of *Planning & Zoning News* and has conducted hundreds of training programs for more than an estimated 30,000 local government officials over the past nearly 40 years.

Kurt H. Schindler, AICP. The MSUE Regional Land Use Educator for the western and northern parts of the Lower Peninsula. Schindler (KS) is well-known to crowds attending Citizen Planner, MAP, MSUE and NWMCOG training programs. He also has more than 25 years of local planning experience in Michigan as a County Planning Director, consultant and County Extension Director.

To learn more about organizing your own Zoning Administrator Certificate Training Program within your county or multi-county area, please call (517) 432-2222. We will need 10 participants to conduct these special sessions.

Don't Delay . . . Register Today!

Space is limited
(maximum of 30 people)

Registrations are first come, first served—except, existing Zoning Administrators will be given priority for seats (up to 10 days prior).

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 Persons

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.

TRAINING LOCATION

Trainers	Three Days in a Row
Mark Wyckoff	Muskegon , Shoreline Inn & Conference Center, 730 Terrace Point Dr., Muskegon, MI 49440. Accommodations are available at the Shoreline Inn, for more information and to make reservations call (231) 727-8483. Indicate you are with the MSU Zoning Administrator class to get the group rate. Tuesday, February 23, 2016, starting at 8:30 a.m. to Thursday, February 25, ending at 4:00 p.m.
Kurt Schindler	

PROGRAM AGENDA

Three Days in a Row Program (Muskegon: Feb. 23–25)

8:30 a.m. – 9:00 a.m. Registration (refreshments provided)
9:00 a.m. – 12:00 p.m. First Module
12:00 p.m. – 1:00 p.m. Lunch (provided)
1:00 p.m. – 4:00 p.m. Second Module
4:00 p.m. – 5:00 p.m. Break
5:00 p.m. – 6:00 p.m. Dinner (provided)
6:00 p.m. – 9:00 p.m. Third Module

Second day same as the first.

Third day same, except ends at 4:00 p.m. 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.

You may pay online at

https://commerce.cashnet.com/msu_3378

(Click link on right, "2016 Zoning Administrator Certificate Program")

If you do, you must still fax/email/mail this completed form to Planning & Zoning Center (see contact info lower right).

☐ Check this box if you paid online

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).

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 forms and checks to the address below, or fax to (517) 432-8108. If you require an accessible form to register, contact Holly Madill at (517) 432-2222.

Name: _____

Title: _____

Community Name or Agency: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Fax: _____

Email: _____

County you are _____

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"/> Muskegon (2/23 – 2/25)			N.A.
I cannot come this Winter, but want to be notified about 2017 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 Citizen Planner Program completion certificate prior to the start of the Zoning Administrator Certificate training,
- ☐ I will have my Citizen Planner Program completion certificate within six months of completion 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, unless paid online) to: Zoning Administrator Certificate Program, Human Ecology Building, 552 W. Circle Drive, Room 101, East Lansing, MI 48824
Fax (517) 432-8108. **Must pay prior to program.**
For more information, call (517) 432-2222 or email madill@landpolicy.msu.edu.