



Planning Department Training Plan

The below is a training plan for the Planning Commission and Zoning Board of Appeals. The goal for each Planning Commission member is to have at least 2 hours of training per year.

The particular training topics of interest include:

- Planning and Zoning
 - Site Plan Review, Special Land Use and Rezoning
 - Appeals, Variances, and Interpretations
 - Master Plan or Zoning Ordinance Updates
- Green Infrastructure
- Safe Routes to School
- Placemaking
- Rivertowns
- Robert Rules of Order
- Open Meeting Act (FIOA)
- Redevelopment Ready Community (RRC) Training

Some of the appropriate training events would include:

- ROWE Spring Community Education Series (CES) – April
- ROWE Fall CES – October
- Michigan Association of Planning (MAP) Conference
- Michigan Municipal League (MML)
- Redevelopment Ready Community Webinars or Training Sessions
- Annual Refresh Course

When attending a training session, prior to attending the training, send an email or written correspondence to the Planning Department indicating:

- The organization hosting the training
- The date, time and location
- Hours of training time
- Cost of training

The Planning Department will then record the event in the Training Tracker Sheet. At the following meeting from the training date, the member(s) that attended the training shall report out or discuss what they learned at the training. The Planning Department will keep an updated record of each training the members attended and include it as part of the Planning Commission's annual report.