

*Oakland County Planning and Economic Development Services is sponsoring this program to provide a convenient time and location for community officials to learn the basics of planning.*

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*This training is essential for orienting newly appointed officials to their positions as well as updating the skills and knowledge of more experienced planning commissioners and zoning board of appeals members.*

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*Workshop program, materials, and instructor are being provided by the Michigan Association of Planning, a Chapter of the American Planning Association.*



## **Planning Basics**

**Training for Community Officials**

*A program for:  
Planning Commissioners,  
Zoning Board of Appeals,  
And Elected Officials*

**March 8, 2008**

**Oakland County Planning and  
Economic Development Services**

**2100 Pontiac Lake Road  
Department 412  
Waterford, MI 48328  
248.858.0720**

**L. Brooks Patterson, County Executive**

## Program

### Introduction to Planning & Zoning

Why we plan and zone, the basic tools, and the roles and responsibilities of the planning team. State planning and zoning enabling legislation is also discussed. Updates on new planning law will be given.

### The Zoning Process

Procedures for making quality zoning decisions from start to finish.

### Risk Management

Land use decisions are the largest risk for monetary damages to a community. Learn to manage that risk and reduce exposure to your community.

### Planning Commission

Learn the specific duties of and the tools available to planning commissioners. How to administer site plans, master plans, zoning ordinances, and planned unit developments.

### Zoning Board of Appeals

Learn the specific roles and responsibilities of the board of appeals member. The standards for decision making on appeals plus voting requirements are covered in detail.

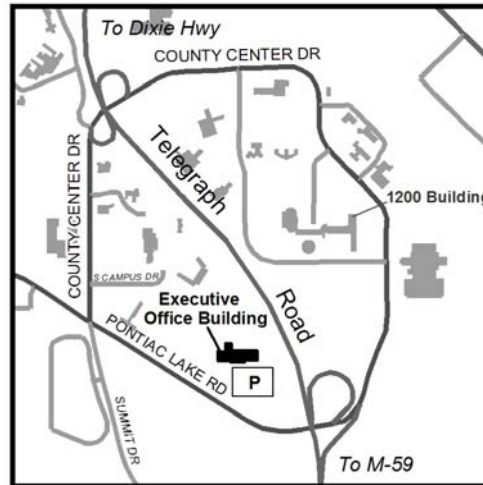
### Citizen Planner Training Program

The Citizen Planner Program, offered through Michigan State University Extension, consists of seven core classes in combination with community oriented service in land use, leading to a certificate of competency from MSU Extension. This Planning Basics workshop satisfies the requirements for two classes of the Citizen Planner Program wherever it is offered within one year. Depending on the level of interest, Oakland County may offer the Citizen Planner program in the fall of 2008.

## Logistics

### Where:

New Oakland County Executive Office  
Building Conference Center  
2100 Pontiac Lake Road Building 41 West  
See map below.



### When:

Saturday, March 8, 2008

### Time:

Registration – 8:00 – 8:30 a.m.  
Program – 8:30 – 1:30 p.m.

### Payment:

Make checks payable to **Oakland County** in the amount of **\$55.00**. Sorry, no refunds will be made unless the event is cancelled.

### Cancellation:

Oakland County reserves the right to cancel this workshop due to inadequate registration and to limit registration on a first-come basis. Registered attendees will be notified of a cancellation by Friday, February 29.

## Planning Basics Registration Form

Name

Organization

Title

Address

City, State, ZIP

( ) ( )

Daytime Phone

Fax Number

Email

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*Registration includes a workbook, instruction, and refreshments.*

### Return to:

Attn: Dick Wiser  
O.C. Planning & Economic Development Services  
2100 Pontiac Lake Road, Dept. 412  
Waterford, MI 48328-0412

### Deadline:

Registration and payment must be received no later than Wednesday, February 27.

### Invite Others:

We would appreciate your efforts to invite others who may be interested and may not have received this information. This form may be duplicated.

### Questions:

For questions, contact Dick Wiser at 248.858.0483 or [wiserd@oakgov.com](mailto:wiserd@oakgov.com).