



# Training Strategy

Planning Commission & Zoning Board of Appeals | 2022-2023

Training is an essential activity that allows officials to stay current on emerging trends, mitigates risk to the City of Flint, and supports the city's overall goals in the Master Plan.

The City of Flint has consistently encouraged Planning Commissioners and Zoning Board of Appeals (ZBA) members to complete training that aligns with member's individual interests, city goals, and current trends or challenges facing the community.

The following training strategy has been established by the Planning Commission and Zoning Board of Appeals for the 2022 and 2023 calendar years. Progress toward achieving the goals and objectives outlined in this training strategy will be reported in the Planning Commission's annual report, which is submitted to City Council in January of each year.

## TRAINING GOALS

The following goals have been established for Planning Commission and ZBA members.

1. **Introductory Outside Training:** Each member should complete the Michigan Association of Planning Planning & Zoning Essential's training, or a similar program from another entity within one-year of appointment.
2. **Introductory Internal Training:** Upon appointment, each member will schedule one-hour session with staff to receive a copy of the zoning ordinance, master plan, and other relevant documents and ask any questions they may have about common processes and procedures.
3. **Annual Training:** Each member is expected to complete at least two hours of training annually.
4. **Joint Training Sessions:** At least every-other year, the Planning Commission and ZBA will host a joint session focused on training for members to address common issues of concern or current trends affecting development within the city.
5. **Planning Commission & ZBA Specific Training:** The city will work with outside vendors and agencies to provide training to the Planning Commission and ZBA on various topics when requested by members and/or a need is identified by staff

## TRAINING PRIORITIES

Beyond the general training goals established above, the City of Flint has identified the following training priorities as topics that the Planning Commission and ZBA will focus on during the 2022-2023 training cycle.

- Solutions to housing affordability.
- Methods to ensure greater equity in planning and development decisions
- Sustainability/sustainable development and climate resilience
- Zoning code updates and best practices
- Master plan implementation and updates

## TRAINING PROCESS

A member of the Planning Commission or ZBA may identify trainings of interest or attend training programs as a group. Planning Department staff will regularly update members on upcoming training topics available from organizations listed in the training resources section, or others as appropriate.

*Adopted September 27, 2022*

Once a topic is identified, members may request reimbursement for training costs by completing the attached training request form and returning it to the Planning Department. The training form must be completed and turned into the department at least 30 days prior to the training to ensure reimbursement or payment for the service by the City of Flint.

Following the completion of a course, workshop, program, or conference, the member attendee will prepare a short document or provide a verbal summary of the training to share the main learning objectives and important resources. This will be presented to the attendee's respective board and shared to other city boards or commissions if deemed relevant.

## TRAINING RESOURCES

Following is a list of organizations that provide relevant training for Planning Commissioners and ZBA members. This list is by no means exhaustive but should provide members with a strong starting point when considering training options.

**Michigan Association of Planning:** <https://www.planningmi.org/>

- Annual Conference (September-October)
- Spring Institute (March-April)
- Transportation Bonanza (January-February)
- Topic-specific training
  - Planning & Zoning Essentials
  - Managing Risk
  - Zoning Board of Appeals
  - Others and customized programs available as well.

**Michigan Economic Development Corporation:** <https://www.miplace.org/>

- Redevelopment Ready Communities Best Practices (Online)
- Michigan Main Street Training Series (Online)

**Michigan State University**

- Fiscally Ready Communities
- Michigan Citizen Planner
- National Charette Institute

**Michigan Municipal League**

- Capital Conference
- Annual Convention

**Other Resources**

- Strong Towns Academy: <https://www.strongtowns.org/academy>
- Community Economic Developers Association of Michigan (CEDAM): <https://cedamichigan.org/training/>
- Michigan State Housing Development Authority (MSHDA): <https://buildingmicommunities.org/>
- ROWE Professional Services Company Bi-Annual Continuing Education Series



# Training Request Form

Planning Commission & Zoning Board of Appeals

This form must be completed by planning commissioners and zoning board of appeals members to be reimbursed or to request payment by the City of Flint for training expenses. To ensure reimbursement/payment by the city, this form must be completed at least 30 days prior to the date of the training.

Member Name: \_\_\_\_\_

Select One:    Reimbursement Request                       Pre-Payment Request

Requested Training Program Title: \_\_\_\_\_

\_\_\_\_\_

Cost of Training Program: \$\_\_\_\_\_ Training Program Date(s): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments or Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_