

## Dates, locations and driving directions

### May 19: Treetops Resort Conference Center

3962 Wilkinson Rd., Gaylord (866) 348-5249

*From I-75:* Take Exit 282 and follow M-32 east through Gaylord to Wilkinson Rd. Turn left onto Wilkinson Rd. and travel east to the resort which will be on your left. Turn right just past the tennis courts; the meeting will be held in the Conference Center.

### May 25: Fetzer Center at Western Michigan University

2350 Business Ct., Kalamazoo (269) 387-3232

*From I-94:* Take Exit 74 (U.S. 131) and head north. Use Exit 36A and follow Stadium Dr. east to Howard St. and turn left. Take Howard St. to W. Michigan Ave. and turn right. Follow the traffic circle and merge onto Rankin Ave. Turn right onto Business Ct. and left into Lot 72F. Parking is free for those attending this MTA event.

### May 31: Bavarian Inn Lodge & Conference Center

One Covered Bridge Ln., Frankenmuth (989) 652-7200

*Joining us online:* Watch your email for login instructions the week of May 23. Sign in at 5 p.m. on May 31 to watch live and get your questions answered in real time OR watch the recorded version anytime at your convenience from June until September 1.

*Joining us in person:* Meet us on level two in the Conference Center. Driving directions appear below:

*From I-75 (northbound):* Take Exit 136 and head east on M-54 to M-83. Turn left onto M-83 and travel into Frankenmuth. Turn right at the second stoplight and continue over the covered bridge.

*From I-75 (southbound):* Take Exit 144 and turn left onto Dixie Hwy. Turn left onto Junction Rd., travel approx. five miles and turn right onto S. Main St. Turn left onto Covered Bridge Ln, and continue over the covered bridge.

**Do you have special dietary needs or need special accommodation?** Email [kristin@michigantownships.org](mailto:kristin@michigantownships.org) or call (517) 321-6467, ext. 230 at least a week in advance.

## Cancellations, substitution and switching policy

Written cancellation requests received at the MTA office by May 5 will receive a full refund. In-person event “no shows” or those who cancel after May 5 will be converted to online access. No refunds will be issued after May 5 without extenuating circumstances. If space allows, you may switch locations at no charge if you notify MTA of the change at least one week prior to class; otherwise, a \$25/person fee will be assessed. You may substitute another individual from your township without incurring a charge; please notify MTA of the change.

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512 Westshire Drive  
P.O. Box 80078  
Lansing, MI 48908-0078

Get the fundamentals  
of planning & zoning  
at this evening class!



# Introduction to Planning & Zoning

An evening workshop held  
from 5 to 8 p.m.  
Both in-person and online options!

## Gain a better understanding of township planning and zoning

Whether you're a member of the township board, planning commission or zoning board of appeals, your knowledge of the planning and zoning process is vital to your community. As new developments and projects approach your township, it's important to be prepared to make tough decisions.

MTA can help! Join us at this evening workshop for an overview of the basic elements of an effective planning and zoning program.

We'll review the sources of township planning and zoning authority, the structure and function of the planning commission and zoning board of appeals, and the role of the township board. In addition, we'll discuss the "ins and outs" of master plans and zoning ordinances, along with key strategies for effective decision-making.

Presented by MTA Legal Counsel Catherine Kaufman, who brings her unique experience as both a planner and an attorney with the firm Bauckham, Sparks, Thall, Seeber & Kaufman PC, this workshop offers real-life, practical application.

## Continue the learning

Participants can pre-purchase MTA's Planning & Zoning Book Package, which includes *The Township Guide to Planning & Zoning* and *Planning & Zoning Decision-making*, for the discounted rate of \$72. The *Township Guide to Planning & Zoning* provides a detailed look at the planning process and outlines elements of a successful planning program. *Planning & Zoning Decision-making* aims to help planning and zoning officials reach defensible, effective decisions and build a strong community based on sound planning principles and procedures. Books will be distributed onsite at check-in or shipped to online registrants. (Those joining us online should add \$5 shipping and handling).

## Event Details

**4 p.m.**

Registration check-in begins and dinner is served

**5 to 8 p.m.**

Class in session breaks will be provided

## When & Where

May 19:

Treetops Resort Conference Center, Gaylord

May 25:

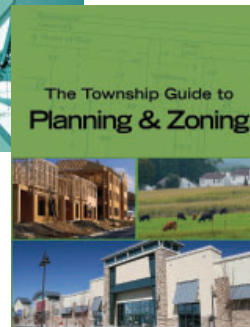
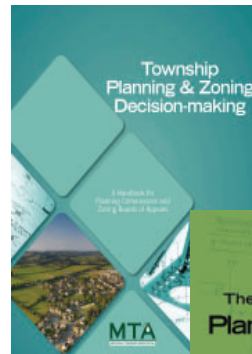
Fetzer Center at WMU, Kalamazoo

May 31:

Bavarian Inn Lodge, Frankenmuth

*Can't make the date? Prefer to join online?*

Watch live from the computer nearest you on May 31 OR review a recorded version (available in June) anytime at your convenience until September 1.



## Intro to Planning & Zoning

To register send completed form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078. Payment via credit card may be faxed to (517) 321-8908. Or register online at [www.michigantownships.org](http://www.michigantownships.org).

Township \_\_\_\_\_ County \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Joining:  In person  Online Add P&Z Books:  Yes  No

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Joining:  In person  Online Add P&Z Books:  Yes  No

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Joining:  In person  Online Add P&Z Books:  Yes  No

### When will you join us:

- May 19:** Gaylord  
 **May 25:** Kalamazoo  
 **May 31:** Frankenmuth OR  Online Only

**Early-bird Rate\*:** Expires May 5

\$103/person (*Premium subscribers pay \$82/person\*\**)

**Regular Rate\*:** After May 5

\$123/person (*Premium subscribers pay \$98/person\*\**)

\_\_\_\_\_ (# registered) x \$\_\_\_\_\_ (rate\*) = \$\_\_\_\_\_

\_\_\_\_\_ (# of book packages) x (\$72/each\*) = \$\_\_\_\_\_

Online only add \$5/shipping for books = \$\_\_\_\_\_

AMOUNT ENCLOSED = \$\_\_\_\_\_

\*Rates applies to MTA members. Non-members, call for rates.

\*\**Premium subscribers are townships that have purchased an online learning subscription to MTA Online at the premium level. Find out if your township is a premium subscriber at [www.michigantownships.org/mtaonline.asp](http://www.michigantownships.org/mtaonline.asp).*

**NOTE: Payment must accompany form in order to be processed.**

<input type="checkbox"/> Check enclosed (payable to MTA)		
<input type="checkbox"/> Charge to: (check one)	MasterCard	VISA
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Card #	Expires	
Card Holder's Name	CSV 3-digit	Zip code