

P&Z Team Retreat Registration Form

Oct. 27-28, 2021

Proof of COVID-19 vaccination required for in-person participants.

Please attach a copy of your vaccination card when mailing this to MTA or send via fax (517) 321-8908 or email secure@michigantownships.org. Online registrants will be given instructions for uploading an image.

Township County

Name Title

Email Address

Name Title

Email Address

Do you have special dietary or accessibility needs? Let us know by calling (517) 321-6467 Ext. 230 OR email kristin@michigantownships.org at least a week in advance.

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

- Check enclosed (payable to MTA)
- Charge to: (circle one) MasterCard VISA

_____-_____-_____-_____/_____
Card # Expires

Print Card Holder's Name Signature

Retreat rates: Includes all sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

- Regular rate \$362/person
\$412/person within two weeks of event
- Premium subscribers \$290/person
\$330/person within two weeks of event

BONUS: I saved \$60 on a second full-retreat registration!

Virtual rates: Get access to live streams of select sessions PLUS recorded versions of all sessions following the event for three months. Must register at least one week prior to retreat to join live stream. **MTA Online Premium** subscribers receive 20% off regular rates.

- Regular rate \$290/person
- Premium subscribers \$232/person

BONUS: I saved \$60 on a second full-retreat registration!

Single-day rates: Includes that day's sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

Check the day you wish to attend: Day 1 OR Day 2

- Regular rate \$229/person
\$249 within two weeks of event
- Premium subscribers \$183/person
\$199 within two weeks of event

TOTAL ENCLOSED: \$ _____

Above rates are for MTA members; non-members, call MTA for rates.

Save time, register online at <https://bit.ly/MTAretreats>. Or send your completed registration form with payment and a copy of your vaccination card to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Questions? Call (517) 321-6467 or email education@michigantownships.org.



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

Prsrt Std.
US Postage
Paid
Lansing, MI
Permit #765

**Exclusive event
for your township
planning & zoning team!**



Township Planning & Zoning Team Retreat

Oct. 27-28, 2021
Bavarian Inn Lodge, Frankenmuth





Whether you're a zoning administrator, member of the 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. Join your peers from around the state along with expert planners and legal counsel for MTA's **Planning & Zoning Team Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth Oct. 27-28, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

Bring Your Whole Team Together to Win the Zoning Game
Zoning and planning involve complex rules, much like chess, where each team member has unique powers and make different moves to achieve the township's goals. Gain a better understanding of the roles and responsibilities of the planning commission, zoning administrator, zoning board of appeals, and township board. Learn how the team can work better together to provide more effective planning strategies and reach more defensible zoning decisions.

Meeting Guidelines & Ground Rules
How can you play the game if you don't know the rules? In this game, rule number one is you must comply with the Open Meetings Act (OMA)! Gain insights into the law, tips for remembering the rules and tricks for ensuring your playbook keeps your township in compliance.

Are You in Control of Your Meeting?
Being unprepared is certain death for a meeting. Proper preparation doesn't just ensure you're ready, it allows you to be purposeful in allocating time to deliberate important topics. Get tips for meeting prep, techniques for ensuring all voices are heard and review the basic considerations of public hearings and public comment.

Dealing with Difficult Issues (and People!)
Land use changes may be viewed by residents with suspicion, fear, questions—and even anger. It can be difficult to maintain the decorum and professionalism necessary of public bodies when faced with a roomful of concerned people. This session will help you identify strategies for dealing with controversial land use changes in your community.

Managing Township Development
One of the more challenging situations a planning commissioner faces is holding fast to the master plan when a proposal is inconsistent. Temptations to cave when “something is better than nothing” or “just this once won't affect our vision” will certainly disrupt what you spent so much time planning for. Learn techniques to help your township be proactive in holding out and avoid a reactionary selling out.

MTA switches to 'Plan B' for in-person events
Our members' health and safety are our top concern. Plan A for our return to in-person learning was asking participants to mask regardless of vaccination status or whether the event location required it. That didn't work out. Plan B is that people fully vaccinated from COVID-19 are welcome to participate in person and all others are welcome at our virtual events. Proof of full vaccination by submitting a picture of your COVID-19 vaccination card is now part of our registration process. Once the transmission rates decline again, we will re-evaluate our options. We all look forward to less risky conditions in the future.

Why is this MTA's approach?
This policy is undertaken to protect the health and well-being of our attendees, staff, presenters, facility partners, their families, and our communities. In-person participants must also complete an acknowledgment of personal responsibility form. The wearing of masks is still **strongly** encouraged for all attendees, except when seated during meals. For those who are unvaccinated, have compromised health, or are just not ready to gather in large groups, please consider our virtual retreat. Requirements for in-person participation are subject to change, pending state, local or facility requirements or changes in public health conditions. Any changes will be communicated to registrants prior to the event. We appreciate your understanding as we work to provide safe MTA events.

Held at the Bavarian Inn Lodge Conference Center
Located at One Covered Bridge Lane in Frankenmuth (989) 652-7200
Housing is not included in retreat registration rates. You must first register for the retreat before booking your hotel room. Upon registration, you'll receive a confirmation email that includes a special group code for MTA's room block and discounted rates.

Cancellations & Substitutions: Written cancellation requests received at the MTA office two weeks prior to the event will receive a half refund; no refunds will be issued thereafter. Registered attendees who are unable to attend in person will be given access to the virtual version in MTA's Online Learning Center. Or you may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.



Agenda*

Wednesday, Oct. 27

9 a.m.
Registration check-in

9:30 a.m.
Welcome

10 a.m.
Bring Your Whole Team Together to Win the Zoning Game

11:15 a.m.
Break

11:30 a.m.
Meeting Guidelines & Ground Rules

12:30 p.m.
Lunch

1:30 p.m.
Are You in Control of Your Meeting?

3 p.m.
Break

3:15 p.m.
Dealing With Difficult Issues (and People!)

4:30 p.m.
Break

5 p.m.
Riverboat cruise

6:30 p.m.
Dinner

Thursday, Oct. 28

7:30 a.m.
Breakfast

8 a.m.
Managing Township Development

9:15 a.m.
Break

9:30 a.m.
Understanding & Reviewing Site Plans and Variances

10:45 a.m.
Break

11:15 a.m.
Adopting and Amending Ordinances

12:30 p.m.
Lunch

1:30 p.m.
Renewable Energy Ordinances

2:45 p.m.
Break

3 p.m.
Master Plan Must Haves

4:15 p.m.
Adjourn

*subject to change