

MEMORANDUM



TO: MEMBERS OF THE PLANNING COMMISSION
THRU: BARBARA MCBETH, AICP, CITY PLANNER
FROM: HEATHER ZEIGLER, PLANNER
SUBJECT: APA-MI TRAINING
DATE: MAY 8, 2024

On April 29, 2024, Planning Commission Member Becker and I attended the American Planning Association of Michigan's Planning and Zoning Essentials workshop in Waterford. The workshop ran from 3pm-8:30pm and covered information that may be useful to the Planning Commission and the Zoning Board of Appeals on a broad range of topics, such as Master Plans, the Zoning Ordinance, Public Hearings, and much more.

Attendees were provided with a book, a copy of the presentations, and a schedule of future workshops. It was a comprehensive workshop and provided a great deal of information relevant to the work of the Planning Commission as well as the Planning staff.

At the May 8 Planning Commission meeting, I will share a short power-point presentation showcasing a few of the topics presented at the workshop that may be of interest to the Planning Commission, such as reminders of the Planning Commission's authority under State law, tips for creating a successful Master Plan, suggestions for effective deliberation during meetings, and important items to include in motion making.

Please feel free to contact me at 248-347-0579 or hzeigler@cityofnovi.org if you need further information.