



# **City of Plymouth, Michigan**

# **Development Training Strategy**

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## General Information

### Introduction

The City of Plymouth encourages ongoing training for staff, elected official, and appointed officials charged with making development related decisions for the community. This guide aims to identify goals and expectations for training opportunities, identify ongoing funding sources for those opportunities, and identify how training is encouraged.

### Importance of Training

Members of Plymouth's development related boards and commissions make important decisions for the community which can reach far into the future. As such, it is important to prioritize continued education and onboarding training for appointed and elected board members and staff. Ongoing training is an important form of risk management that will help the City avoid potential planning and zoning lawsuits. Training also helps align the Strategic Plan goals and objectives with the City's planned projects and utilization of resources.

### Staff Contact

Each Board and Commission member is encouraged to reach out to their staff liaison with suggestions and requests for training.

John Buzuvis, Community Development Director – [jbuzuvis@plymouthmi.gov](mailto:jbuzuvis@plymouthmi.gov)

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### Types of Training

#### Webinars

Many training partners offer online videos and presentations on relevant development and land use topics.

#### On-Site Training Workshops

This allows for training topics to be brought in-person to City Hall. Typically provided by industry professionals or other experts in the field.

#### Off-Site Conferences and Workshops

These trainings are available across Michigan and across the country. They cover a wide variety of topics and allow for networking in addition to educational benefit.

#### Article Discussions

Staff may present articles of interest and relevance which may facilitate general group education and discussion.

## Training Resources

The following organizations offer relevant trainings, workshops, and conferences which may be available to Plymouth's development related elected and appointed officials and staff members.

- Michigan Municipal League (MML)
- Michigan Association of Planning (MAP)
- American Planning Association (APA)
- Michigan State University Extension (MSU-E)
- Michigan Economic Development Corporation (MEDC)
- Community Economic Development Association of Michigan (CEDAM)
- Southeast Michigan Council of Governments (SEMCOG)
- Michigan Downtown Association (MDA)
- State Historic Preservation Office (SHPO)
- Michigan State Housing Development Authority (MSDHA)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan Department of Natural Resources (DNR)
- National Parks Service (NPS)
- National League of Cities
- Urban Land Institute
- AARP Livable Communities
- Smart Growth America
- Planetizen Courses
- 880 Cities
- Congress for New Urbanism (CNU)
- City Lab
- Governing
- Form Based Code Institute (FBCI)
- International City Managers Association (ICMA)
- International Downtown Association
- International Economic Development Council
- National Development Council
- National Main Street Program
- Recast City
- StrongTowns
- US Economic Development Administration
- LinkedIn Learning (through Plymouth District Library)

## Policies and Procedures

### Training Goals and Expectations

Each board and commission member shall attend a minimum of four hours of consultant-presented training during each term. Additionally, each board and commission member shall attend a minimum of four hours of City-presented training during each term. Every member shall attend or watch the recording of the City Attorney training (Bob's Soup Talk) within the month that it is presented and upon initial appointment.

### Training Assessment and Tracking

Upon appointment to any development related board or commission, the staff liaison will conduct an initial assessment which aims to identify areas of expertise and opportunities for education. The staff liaison will keep an up-to-date document which includes the member's name, years of service, and all development related training or experience relevant to their service to the community. Any training that the member completes will be tracked and the board will review training progress annually. Based on the training progress, the board will update their goals and objectives for continuing education.

### Training Reminders

Staff will include upcoming training opportunities in the monthly project status report or during "Reports and Correspondence" on the agenda.

### Post-Training Communication

Upon completion of training, staff and board members are asked to share their lessons learned. This can be done via email or verbally at the following meeting of the board or commission. City staff will remind board and commission members who attend trainings of this requirement.

### Funding

The Community Development Department has a budget line item dedicated to conferences and trainings. The City Commission has a budget line item dedicated to conferences and meetings and another for training. Utilization of city funding for training is subject to availability and approval from the Community Development Director, City Manager, and/or the Finance Director.

### Training Priorities and Timelines

Each Board and Commission will pick one to four training topics at the beginning of the calendar year. The Board will adopt those priorities as part of their annual goals. The board and administration will select one date per quarter (may be the typical meeting date) to discuss the agreed upon training topic(s). Staff liaisons are responsible for preparing materials/coordinating sign ups/distributing training information to the board ahead of the designated meeting date.

## Training Strategies 2021-2022

### City Commission

The Plymouth City Commission plays a crucial role in the development process as they have final say and authority over the master plan, zoning ordinance, annual budget, and most utilization of economic development incentives.

Priority Topic	Identified Via	Resources	Schedule
Zoning/Form-Based Codes	City Strategic Plan	MAP, APA, MSU-E, MEDC, FBCI, CNU, Smart Growth America, Strong Towns, City Lab	Joint meeting with PC in January/February
Placemaking	City Strategic Plan	MAP, APA, MML, SEMCOG, MSU-E, MEDC, MDA, FBCI, CNU, Smart Growth America, Strong Towns, City Lab, AARP	Joint meeting with PC in January/February
Complete Streets/Multi-Modal Transportation	City Strategic Plan	MAP, APA, SEMCOG, MSU-E, MEDC, Governing, City Lab, Smart Growth America, Strong Towns, AARP	Initiated with Master Plan discussion with PC in January/February
Financial Stability	City Strategic Plan	MML, MSU-E, MEDC, CEDAM, SEMCOG, MDA, City Lab, Governing	Budget meetings in February/March
Redevelopment	City Strategic Plan	MAP, APA, SEMCOG, MSU-E, MEDC, MDA, SHPO, EGLE, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Master Plan discussion
Brownfield/TIF/Economic Development	City Strategic Plan	MAP, APA, MML, SEMCOG, MSU-E, MEDC, MDA, SHPO, EGLE, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, MI Dept. of Treasury	Master Plan discussion
Utilities/Infrastructure	City Strategic Plan	SEMCOG, EGLE, Wayne County, Strong Towns, City Lab, Governing	In conjunction with Harvey Street project
Parking	City Strategic Plan	MAP, APA, SEMCOG, MEDC, MDA, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Q1/Q2 meeting with staff parking committee (put on hold due to COVID)
Trees	Master Plan Implementation Matrix	SEMCOG, EGLE, DNR, AARP, Governing, City Lab	Discussion with annual report presented in December

## Planning Commission

The Planning Commission reviews all amendments to the zoning ordinance and zoning map, special land uses, site plan approvals, and planned unit developments.

Priority Topic	Identified Via	Resources	Schedule
Form-Based Codes	City Strategic Plan and Planning Commission Goals	MAP, APA, MSU-E, MEDC, FBCI, CNU, Smart Growth America, Strong Towns, City Lab	Joint meeting with CC in January/February
Zoning Audit/Site Design Standards	Primary Function and Master Plan Implementation Matrix	MSU-E, MAP, APA, MEDC, Smart Growth America, Strong Towns, City Lab, FBCI	Initiated with Master Plan discussion with PC in January/February
Complete Streets/Multi-Modal Transportation	City Strategic Plan and Master Plan Implementation Matrix	MAP, APA, SEMCOG, MSU-E, MEDC, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Master Plan discussion
Housing	Master Plan Implementation Matrix	MAP, APA, MSHDA, Smart Growth America, City Lab, Governing, Strong Towns	Master Plan discussion
Redevelopment	City Strategic Plan	MAP, APA, SEMCOG, MSU-E, MEDC, MDA, SHPO, EGLE, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Master Plan discussion
Parking	City Strategic Plan	MAP, APA, SEMCOG, MEDC, MDA, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Q1/Q2 meeting with staff parking committee (put on hold due to COVID)
Trees	Master Plan Implementation Matrix	SEMCOG, EGLE, DNR, AARP, Governing, City Lab	Discussion with annual report presented to CC in December
Robert's Rules of Order/Making Good Motions	Planning Commission Discussion	CDD, City Attorney	Q1/Q2 special training session

## Zoning Board of Appeals

The Zoning Board of Appeals may grant an appeal to modify the zoning ordinance based on practical difficulties or hardships in carrying out the regulations of the ordinance.

Priority Topic	Identified Via	Resources	Schedule
Zoning Administration	Primary Function of ZBA	MAP, APA, MSU-E, MEDC, FBCI, CNU, Smart Growth America, Strong Towns, City Lab	Joint meeting with PC in Q1
Site Plan Review	Primary Function of ZBA	MAP, APA, SEMCOG, MSU-E, MEDC, MDA, SHPO, EGLE, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Joint meeting with PC in Q2/Q3

## Historic District Commission

The Historic District Commission reviews exterior development within the Kellogg Park Historic District.

Priority Topic	Identified Via	Resources	Schedule
Historic Preservation	Primary Function of HDC	MAP, APA, SHPO, NPS, Strong Towns, Smart Growth America, City Lab, Governing	Annual training session in Q2
Zoning	Historic District Commission Discussion	MAP, APA, MSU-E, MEDC, FBCI, CNU, Smart Growth America, Strong Towns, City Lab	Joint meeting with PC in Q1
Code Enforcement	Historic District Commission Discussion	MAP, MSU-E, MEDC, Governing, City Lab, Strong Towns	CDD presentation in Q3/Q4



## Downtown Development Authority

The Downtown Development Authority facilitates economic development in the downtown district.

Priority Topic	Identified Via	Resources	Schedule
Capital Improvement Projects	DDA Strategic Plan	MAP, APA, MSU-E, MEDC, Strong Towns, City Lab, Governing	Joint meeting with CC
TIF/Financing	Primary Function and DDA Strategic Plan	MEDC, MI Dept. of Treasury, MML, City Lab, Governing	Budget meetings in February/March
Complete Streets/Multi-Modal Transportation	City Strategic Plan, Master Plan Implementation Matrix, and DDA Strategic Plan	MAP, APA, SEMCOG, MSU-E, MEDC, Governing, City Lab, Smart Growth America, Strong Towns, AARP	Joint meeting with CC
Economic Development/Support Businesses	Primary Function and DDA Strategic Plan	MAP, APA, MML, SEMCOG, MSU-E, MEDC, MDA, SHPO, EGLE, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP	Master Plan discussion
Parking	City Strategic Plan and DDA Strategic Plan	MAP, APA, SEMCOG, MEDC, MDA, CEDAM, FBCI, CNU, Governing, City Lab, Smart Growth America, Strong Towns, AARP, National League of Cities	Q1/Q2 meeting with staff parking committee (put on hold due to COVID)
Trees	DDA Strategic Plan	SEMCOG, EGLE, DNR, AARP, Governing, City Lab	Discussion with annual report presented to CC in December
Historic Preservation	HDC	MAP, APA, SHPO, NPS, Strong Towns, Smart Growth America, City Lab, Governing	Invitation to HDC annual training session in Q2