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TRAINING STRATEGIES

THE CITY OF WYANDOTTE, MICHIGAN

## **INTRODUCTION**

The Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program includes best practices and benchmarks related to recruitment and training for the community's development related boards/commissions. Wyandotte's development-related decision-making boards and commissions include the following:

**City Council**  
**Downtown Development Authority**  
**Planning Commission**  
**TIFA/EDC/Brownfield Redevelopment Authority**  
**Zoning Board of Appeals**

The City of Wyandotte encourages ongoing education and training for staff and board members charged with making development related decisions for the community. The Development Training Strategy aims to identify resources available to these individuals in order to foster a more productive, collaborative and informed decision-making process. This guide is not meant to be an all-inclusive list of trainings available, but to be used to encourage continuing education and explore potential educational opportunities. The city has an annual training budget for all boards and commissions which supports this initiative.

### **Importance of Training**

Members of Wyandotte's development related boards and commissions make important decisions for the community. As such, it is important that the city prioritize continued education and onboarding training for appointed boards and commissions members and staff. Ongoing training is an important form of risk management that will help the city avoid potential lawsuits in planning and zoning issues and will help the city obtain its development goals.

### **Strategy**

This strategy was established by determining each board or commission's need for the familiarity with development related topics related to their decision-making capacity. This strategy is updated on an ongoing basis.

### **Staff Contact**

Although this guide provides a recommendation, it is important that boards and commission members communicate to city staff if they are interested in pursuing specialized training opportunities, both individually or as a group. Commission and board members wanting specific training are required to reach out their board chair or department head.

## TRAINING OPTIONS

### **Webinars and Online Training**

Many of our training partners and organizations offer online resources and presentations on relevant development and land-use topics. Webinars and online training save time and money, avoiding the need to travel, which also provides an added element of convenience and flexibility. In speaking with board and commission members, the most common constraint for training was conflicts with work schedules, therefore we have identified these as the most flexible training options available.

### **On-Site Training Workshops**

On-Site workshops allow for training opportunities to be brought to City offices. It is more convenient and more cost effective for large groups rather than traveling to an off-site conference.

### **Off-Site Conference and Workshops**

Conferences provide an excellent networking opportunity for educational benefit.

### **Articles & Discussions**

Staff may present articles of interest and relevance to boards and commission members which may facilitate group education and discussion.

### **Training Resources**

The following organizations offer development relevant trainings, workshops and conferences which may be available to Wyandotte's development related commission members and staff.

[Michigan Association of Planning](#)

[American Planning Association](#)

[Michigan State University Extension](#)

[Michigan Municipal Risk Management Authority](#)

[Michigan Economic Developers Association](#)

[Michigan Economic Development Association](#)

[Community Economic Development Association of Michigan](#)

[Roberts Rules of Order](#)

[Southeast Michigan Council of Governments](#)

[US Economic Development Administration](#)

[National League of Cities](#)

[Urban Land Institute](#)

[AARP Livable Communities](#)

[SEMCA](#)

### **Training assessment & tracking**

The City Clerk’s office is responsible for tracking completed education. Upon appointment to any development related board or commission, the staff liaison will conduct an initial assessment which aims to identify areas of an education opportunity.

### **Post Training Communication**

Upon completion of training, City Staff and boards and commission members are asked to share training outcomes and information with the rest of the members of the board or commission.

### **Funding**

Boards, Commission and City Staff have a yearly budget dedicated to conferences, seminars and training.

## **RECOMMENDED TRAINING STRATEGIES**

Below is a list of development-related topics and potential resources for training within a specific board or commission. This list is not all-inclusive and members are encouraged to seek out individual training opportunities as necessary.

### **City Council**

The Wyandotte City Council consists of seven members including the Mayor and the Mayor Pro tempore. City Council is responsible for final approval of several aspects of the development process. Council generally meets twice a month.

<b>Priority Topic</b>	<b>Potential Resources</b>
Financial Sustainability	<a href="#">Michigan Department of Treasury, Fiscally Ready Communities</a> MML
Public Engagement Strategies	Metroquest Webinar: Power of public engagement
Parliamentary Procedure	<a href="#">Parliamentary Procedure</a> MML
Ethics Training	<a href="#">Ethics manual &amp; training</a> MML
Fundamentals of leadership, financial management, and planning & zoning	<a href="#">Elected Officials Academy</a> MML
Zoning/Reviewing local ordinances	<a href="#">Zoning Ordinance A to Z, Zoning Administration, American Planning Association</a>
Redevelopment	<a href="#">Redevelopment Training</a> , MEDC

### Downtown Development Authority

The DDA meets monthly and is charged with implementing the DDA strategic plan & development plans. The DDA meets monthly.

Priority Topic	Potential Resources
Downtown Development	<a href="#">Michigan Downtown Association</a>
Parliamentary Procedure	<a href="#">MML Parliamentary Procedure</a>
Business Retention	<a href="#">MEDC</a>
Redevelopment	<a href="#">Redevelopment Training, MEDC</a>
Small Business Resources	<a href="#">Michigan Small Business Association</a>
Tax Increment Financing	MEDC: <a href="#">Brownfield/TIF webinar series</a>
Public Engagement	<a href="#">Metroquest Webinar</a> : Power of public engagement
Zoning	<a href="#">Planning and Zoning Essentials, American Planning Association</a>

### Planning Commission

The Planning Commission is tasked with developing and implementing the Master Plan & Economic Development Strategy, developing and maintaining the Zoning Ordinance, reviewing site plans and various other development-related tasks. The Planning Commission meets monthly.

Priority Topic	Potential Resources
Missing Middle Housing	<a href="#">Michigan Municipal League</a>
Annual plan progress reviews	Annual report: Engineering & Building Department
Parliamentary Procedure	<a href="#">MML Parliamentary Procedure</a>
Small Business Resources	<a href="#">Michigan Small Business Association</a>
Redevelopment	MEDC : <a href="#">Redevelopment Training</a>
Site Plan Review	<a href="#">Site Plan Review, American Planning Association</a>
Planned Unit Development	<a href="#">American Planning Association</a> : PUD Workshop

### TIFA/EDC/Brownfield Redevelopment Authority

The Tax Increment Financing Authority/Economic Development Corporation/Brownfield Redevelopment Authority was created to prevent urban deterioration and encourage economic development, neighborhood revitalization, and historic preservation. The board meets monthly.

Priority Topic	Potential Resources
Parliamentary Procedure	<a href="#">MML Parliamentary Procedure</a>
Tax Increment Financing	MEDC: <a href="#">Brownfield/TIF webinar series</a>
Zoning/Reviewing local ordinances	<a href="#">Zoning Ordinance A to Z, Zoning Administration, American Planning Association</a>

Redevelopment	MEDC: <a href="#">Redevelopment Training</a> ,
Public Engagement	<a href="#">Metroquest Webinar: Power of public engagement</a>
Brownfield Development	<a href="#">EGLE Brownfield training</a>

**Zoning Board of Appeals (ZBA)**

The ZBA is charged with reviewing variance requests and appeals. The ZBA meets monthly.

<b>Priority Topic</b>	<b>Potential Resources</b>
New zoning ordinance navigation	In-house new ordinance navigation and training
Parliamentary Procedure	<a href="#">MML Parliamentary Procedure</a>
Site Plan Review	<a href="#">Site Plan Review, American Planning Association</a>
Zoning Administration	<a href="#">Zoning Administration, American Planning Association</a>