

Selected Reading List for the MSUE Citizen Planner Program – #7

What should be in every Planning Commission/Zoning Board of Appeals Library

The primary purpose of this reading list is to provide citizen planners with references to the kind of background material they need to do the best possible job as a planning commissioner.

This reading list is neither exhaustive of materials available on the subjects listed, nor does it represent an endorsement of the accuracy or efficacy of any material presented. Many materials are listed from a wide variety of perspectives in order to ensure a representative sampling of materials from different points of view.

A secondary purpose of this reading list is to provide planning directors and consultants with references to materials that could bolster the local planning library. Last, this reading list is also provided as a source for reporters, citizens, students, developers, realtors and others interested in helping shape the future of Michigan's communities.

If a publication is available online, the web address is listed at the end of the citation. All listings have been classified as basic, intermediate or advanced based on content. The classifications are defined and abbreviated as follows:

- Basic. Material that is easy to read, relatively short, and does not require much prior knowledge, but does not go into much depth on a subject.
- Intermediate. Material that is easy to read or written for a more sophisticated reader; material may be of any length and may or may not require some prior knowledge and goes into some depth on a subject.
- Advanced. Material of various reading levels that is generally longer and goes into greater depth, and requires some prior knowledge on a subject.

Session 7. The Art of Community Planning: Participation, Effective Meetings and Managing Conflict

- Ames, Steven, editor. *Guide to Community Visioning*, APA Planners Press, 2001, 41 pages, spiral bound. [Basic]
Bylaws for your planning commission (or the rules of procedure for your zoning board of appeals).
- Campoli, Julie; Humstone, Elizabeth; and Maclean, Alex. *Above and Beyond: Visioning Change in Small Towns and Rural Areas*, APA Planners Press, 2002, 210 pages, paperback. [Intermediate]
Code of conduct for your planning commission and zoning board of appeals, if any.
- Cogan, Elaine. *Successful Public Meetings*, APA Planners Press. 2000, 134 pages, paperback. [Basic]
- Corwin, Charles D. and Kurt H. Schindler; *Land Use Series*: "How to take Minutes For Administrative Decisions"; May 4, 2006; <http://lu.msue.msu.edu/pamphlet/Zone/AcrobatPamphletMinutes.PDF> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zone>)
- Jenkins, Marlia. "Managing Meeting Madness," *Michigan Planner*, Fall 1990, p. 8-12. [Basic]
- Martin, R. Thomas. "Enhancing Cooperation," *Michigan Planner*, Winter 1994, p. 3-4. [Basic]
- Michigan Open Meetings Act, (being P.A. 267 of 1976, as amended, M.C.L. 15.261 et seq.)
<http://lu.msue.msu.edu/pamphlet/Blaw/StatuteOpenMeetingAct.PDF> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#statutes>) OR can be found at www.michiganlegislature.org [this item periodically changes, thus wise to periodically check for an updated copy]
- Moore, Christopher W.; *The Mediation Process: Practical Strategies for Resolving Conflict*; 2003; Jossey-Bass. (Moore, 2003). (Advanced)
- Nelessen, Anton. *Visions for A New American Dream: Process, Principles, and an Ordinance to Plan and Design Small Communities*, APA Planners Press, 1994, 374 pages, paperback.* [Intermediate]

- North Carolina State University Cooperative Extension. "Local Watershed Planning: Getting Citizens Involved." 2004. Available at <http://www.ces.ncsu.edu/depts/agecon/WECO/publication/LWPguidebook.pdf> (Basic)
- Pike, Bob and Arch, Dave. *Dealing With Difficult Participants*, Jossey-Bass, 1997, 114 pages, paperback. [Intermediate]
- Sanoff, Henry. *Community Participation Methods in Design and Planning*, John Wiley & Sons, 2000, 306 pages, hardcover. [Advanced]
- Schindler, Kurt H.; Land Use Series: "Sample #1E: Bylaws for a Planning Commission"; May 19, 2008. <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1E%20PlanComm%20ByLaws.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#BSample>).
- Schindler, Kurt H.; Land Use Series: "Sample #7: Zoning Board of Appeals Rules of Procedure" May 19, 2008. <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet7ZBA-Rules.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#BSample>).
- Schindler, Kurt H.; Land Use Series: "Sample #8: Planning Commission and Zoning Board of Appeals Code of Conduct"; May 1, 2008. <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet8PlnCommZBA%20CodeOfConduct.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#BSample>).

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