

Selected Reading List for the MSUE Citizen Planner Program – General Overview

What should be read by every member of a Planning Commission, Zoning Board of Appeals – or at least at each member’s fingertips

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 Sessions. General overview materials

- Michigan Planning Enabling Act (being P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.*)
<http://lu.msue.msu.edu/pamphlet/Blaw/StatuteMichiganPlanningEnablingAct.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]
- Michigan Zoning Enabling Act (being P.A. 110 of 2006, as amended, M.C.L. 125.3101 *et seq.*)
<http://lu.msue.msu.edu/pamphlet/Blaw/StatuteMichiganZoningEnablingAct.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]
- The master plan for your municipality
- The zoning ordinance for your municipality
- Other germane ordinances your municipality has adopted
- The bylaws for your planning commission (or the rules of procedure for your zoning board of appeals)
- Code of conduct for the planning commission and zoning board of appeals, if any
- Ardizzone, Katherine A. and Wyckoff, Mark. *Filling the Gaps: Environmental Protection Options for Local Governments*, Michigan Department of Environmental Quality, 2003, 90 pages, paperback.
- Michigan Association of Planning (formerly Michigan Society of Planning. Planning); *Commission Guidelines: By-laws, Public Hearings, and Conflict of Interest*, MAP, 12 pages, paperback. <http://www.planningmi.org/>
- Michigan Township Association. *The Township Guide to Planning and Zoning*, 1998, 230 pages, paperback.
- Planning & Zoning News*. Planning and Zoning Center, Inc., Lansing, Michigan, published monthly, www.pzcenter.com
- Planning Commissioners Journal*, Champlain Planning Press, Burlington, Vermont, www.plannersweb.com.
- Public Sector Consultants. *Michigan’s Land, Michigan’s Future: The Final Report of the Michigan Land Use Leadership Council*, August 2003, 100 pages. www.michiganlanduse.org.
- Smith, Herbert. *The Citizen’s Guide to Planning*, APA Planners Press, 1993, 267 pages, paperback.
- Smith, Herbert. *The Citizen’s Guide to Zoning*, APA Planners Press, 1983, 242 pages, paperback.
- Smyth, Paul. *Patterns on the Land: Our Choices, Our Future*, MSP, 1995, 76 pages, paperback.
- Solnit, Albert. *The Job of the Planning Commissioner*, APA Planners Press, 1987, 198 pages, paperback.

- Wyckoff, Mark A.; *Michigan Planning Guidebook: for Citizens and Local Officials*; First Edition; May 2008. (Order form: http://www.pzcenter.msu.edu/documents/GuidebooksOrderForm_003.pdf (found at web page <http://www.pzcenter.msu.edu/training.php>))
- Wyckoff, Mark A.; *Michigan Zoning Guidebook: for Citizens and Local Officials*; Second Edition; May 2008. (Order form: http://www.pzcenter.msu.edu/documents/GuidebooksOrderForm_003.pdf (found at web page <http://www.pzcenter.msu.edu/training.php>))
- Wyckoff, Mark, et al. *Site Plan Review: A Guidebook for Planning and Zoning Commissioners*, MSP, 1988, 76 pages, paperback. <http://www.planningmi.org/>

Session 1. Introduction to Planning and Zoning

- Adelaja, Soji et al.; *Chasing the Past or Investing in Our Future: Placemaking for Prosperity in the New Economy*; MSU Land Policy Institute; May 20, 2009.
http://www.landpolicy.msu.edu/modules.php?name=Documents&op=viewlive&sp_id=988 (found on web page http://www.landpolicy.msu.edu/modules.php?name=News&op=viewlive&sp_id=85).
- Citizen Planner; *Selected Reading List; For MSUE Citizen Planner Program, What should be in every Planning Commission/Zoning Board of Appeals Library*; A web site of resources found at http://msue.anr.msu.edu/program/info/michigan_citizen_planner
- International City/County Management Association. *Getting to Smart Growth*, ICMA and the Smart Growth Network, 2001, 100 pages. <http://www.smartgrowth.org/pdf/gettosg.pdf>.
- International City/County Management Association. *Getting to Smart Growth II*, ICMA and the Smart Growth Network, 2003, 122 pages. <http://www.smartgrowth.org/pdf/gettosg2.pdf>.
- Schindler, Kurt H.; *Land Use Series* "Elected Officials: Dealing the Constituent Complaints on Planning and Zoning Issues"; MSU Extension; September 29, 2008.
<http://lu.msue.msu.edu/pamphlet/Blaw/pamphlet%20Elected%20Body%20Intervention.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Boma>).
- Schindler, Kurt H.; *Michigan Local Government: New Economy Preparation Checklist*;
<http://lu.msue.msu.edu/pamphlets.htm#NewEconChecklist> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zecon>) [this item periodically changes, thus wise to periodically check for an updated copy]

Session 2. Legal Foundations of Planning and Zoning

- Down, Jack. "Freedom, Property Rights, and Zoning," *Planning and Zoning News*, July 1996, p. 8-10.
- Duerksen, Christopher and Goebel, R. Matthew. "Aesthetics, Community Character, and the Law," (PAS 489/490) *APA Planners Advisory Service*, 1999, 154 pages, paperback.
- Freyfogle, Eric. *The Land We Share: Private Property and the Common Good*, Island Press, 2003, 335 pages, hardcover.
- Galvin, Joseph F. and Kurt H. Schindler; *Land Use Series*; "A Behavioral Approach to Avoid Regulatory Takings."; (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zecon>
<http://lu.msue.msu.edu/pamphlet/Blaw/ AcrobatPamphletTakings.PDF> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zone>).

Session 3. Roles and Responsibilities, Part I: Master Plan and Planning Process

- Duany, Andres, Speck, Jeff, & Lydon, Mike; *The Smart Growth Manual*; McGraw Hill, 2010; 240 pages.
- Hoch, Charles et al.; *The Practice of Local Government Planning*, 3rd Edition; International City/County management association; 2000; 496 pages
- Kelly, Eric.; *Community Planning, An Introduction to the Comprehensive Plan*, second edition; Island Press; 2009; 478 pages
- Neumann, Brad; *Land Use Series*: “Checklist #IH; The Five Year Plan Review”; December 23, 2010.
<http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1H%20Plan5yearReview.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Pln>)
- Solomon, Dean; *Land Use Series*: “Checklist #IF; Content of a Plan”; December 23, 2010.
<http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1F%20PlanContents.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Pln>)
- Steuteville, Robert; *New Urban best Practices Guide*, 4th edition; New Urban News Publications, 2009; 448 pages.
- Sharma, Jasneet; *Land Use Series*: “Checklist #IK; Review of Infrastructure/Public Capital Expenditure”; May 1, 2008. <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1K%20Infrastructure%20Review.pdf> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Pln>)
- Wyckoff, Mark A.; *Michigan Planning Guidebook: for Citizens and Local Officials*; First Edition; May 2008. (Order form: http://www.pzcenter.msu.edu/documents/GuidebooksOrderForm_003.pdf (found at web page <http://www.pzcenter.msu.edu/training.php>))

Session 4. Roles and Responsibilities, Part II: Zoning, Site Plans and Zoning Board of Appeals Process

- FORM BASED CODE INSTITUTE. <http://www.formbasedcodes.org/>. eb. n.d.
- 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>)
- Schindler, Kurt H.; *Land Use Series*: “Organization and Codification of a Zoning Ordinance”; August 14, 2000; <http://lu.msue.msu.edu/pamphlet/Zone/AcrobatPamphletZoningCodification.PDF> (found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zone>)
- Schindler, Kurt H.; *Land Use Series*: “Restrictions on Zoning Authority”; May 16, 2002 (found at web page <http://lu.msue.msu.edu/pamphlets.htm#court>) OR can be found at www.michiganlegislature.org [this item periodically changes, thus wise to periodically check for an updated copy]
- Wyckoff, Mark A.; *Michigan Zoning Guidebook: for Citizens and Local Officials*; Second Edition; May 2008. (Order form: http://www.pzcenter.msu.edu/documents/GuidebooksOrderForm_003.pdf (found at web page <http://www.pzcenter.msu.edu/training.php>))

Session 5. Plan Implementation and Development Controls

- Land Division Act (being P.A. 288 of 1967, as amended, M.C.L. 560.101 *et seq.*);
<http://lu.msue.msu.edu/pamphlet/Blaw/StatuteLandDivisionAct.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]

Forsyth, Michael.; *Land Use Series*; “Check List #1L: For Adoption of a Subdivision Ordinance or Rules Governing the Subdivision of Land in Michigan”; May 1, 2008

<http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1L%20SubdivOrd.pdf> (found at web page <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1L%20SubdivOrd.pdf>)

Schindler, Kurt H.; *Land Use Series*: “Checklist #1J; Adopting and Updating a Capital Improvement Program”; May 1, 2008. <http://lu.msue.msu.edu/pamphlet/Bclsam/pamphlet1J%20CIP.pdf> (found at web page

<http://lu.msue.msu.edu/pamphlets.htm#Pln>)

Session 6. Best Practices for Innovative Planning and Zoning

Cortright, Rod and Arendt, Randall. *Better Designs for Development in Michigan: Putting Conservation into Local Land Use Regulations*, Michigan State University Extension, 2003, 11 pages.

<http://lu.msue.msu.edu/pamphlet/Econ/BetterDesignsBrochure.pdf> (Found at web page <http://lu.msue.msu.edu/pamphlets.htm#Zecon>)

Chasing the Past or Investing in Our Future, Placemaking for Prosperity in the New Economy LPR-2009-NE-02.

http://www.landpolicy.msu.edu/modules.php?name=Documents&op=viewlive&sp_id=944

FORM BASED CODE INSTITUTE. <http://www.formbasedcodes.org/>. Web. n.d.

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

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]

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>).

The bylaws for your planning commission (or the rules of procedure for your zoning board of appeals).

Code of conduct for the planning commission and zoning board of appeals, if any.

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