# **Zoning Board of Appeals Orientation Checklist**

#### Michigan Public Acts

- General Law Village Act (1895 PA 3) | MML Handbook for GLV Officials (2017)
- Open Meetings Act (1976 PA 276) | MML Factsheet (2016)
- □ Freedom of Information Act (1976 PA 422) | MML Factsheet (2016)
- □ State Ethics Act (1973 PA 196)
- □ Prohibitions on Public Contracts (1968 PA 317) | MML Factsheet (2016)
- □ <u>Michigan Planning Enabling Act (2008 PA 33)</u> | <u>MAP/MEDC Factsheet (2020)</u>

## **Online VOCC Documents**

- □ Zoning Board of Appeals Rules of Procedure | <u>Parliamentary Motions Guide</u>
- □ <u>VOCC Master Plan 2019 2024 (2019)</u>
- □ <u>VOCC Zoning Ordinance</u>

## VOCC Zip Drive Files

- □ VOCC Asset Management Plans
- □ VOCC Capital Improvement Plan
- □ VOCC Employee Personnel Policies
- □ VOCC Marketing Strategy
- □ VOCC Public Participation Plan
- □ VOCC Training Strategy
- Planning Commission Annual Report
- □ Cass City History
- □ Recent Board Minutes: Council | DDA/EDC| Planning Commission | ZBA
- □ Recent Board Packets
- □ Recently Passed Ordinances

#### Additional Resources

- □ <u>MEDC's Redevelopment Ready Communities</u>
- Michigan Municipal League
- Michigan Association of Planning
- MML's Planning Commissioners Handbook
- Rawson Memorial Library
   (Training Materials Available)
- □ Intergovernmental Cooperation: <u>Elkland Township</u> | <u>Tuscola County</u> | <u>State of Michigan</u>
- □ <u>Cass City Chamber of Commerce</u>