

Fall Workshops!



Massachusetts Department of Housing
and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114



URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON

Citizen Planner Training Collaborative

Fall 2016 Workshops

**Please post this brochure and discuss it
at your next Board meeting!**

UMass Extension

Massachusetts Department of Housing
and Community Development

APA—Massachusetts Chapter

Massachusetts Association
of Regional Planning Agencies

Massachusetts Association
of Planning Directors

www.masscptc.org

Fall 2016 Course Descriptions

Planning with Community Support (MIIA)(AICP)

The course describes how to run a planning process—whether it is for a comprehensive plan or master plan—that will have the support of the community with the amendment and implementation process. It will explain how to work with or without consultants to make plans that result in local action.

Introduction to the Subdivision Control Law and ANR (MIIA)

Addresses the purposes of the Subdivision Control Law, important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations; review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights and zoning freezes.

The Next Chapter of 40B: Targeted Training for Zoning Board Members (MIIA)(AICP)

Topics will include the following: reviewing the initial application for compliance with 40B eligibility and submission requirements; noticing and conducting the required public hearing; scheduling a site visit; retaining Peer Review consultants; securing sufficient project information to make an informed decision; holding deliberation sessions; drafting and issuing the Comprehensive Permit decision; and managing the Comprehensive Permit. The course will be taught by past and present Zoning Board members familiar with the 40B review process through their prior direct 40B experiences. The curriculum has been prepared by a team of 40B experts led by the Citizens Housing and Planning Association's 40B Training Committee in cooperation with CPTC.

Writing Reasonable and Defensible Decisions (MIIA)

This course covers some key points that will assist boards in writing clear and defensible decisions. It describes criteria that should be contained in local zoning regulations and how these regulations relate to the types of conditions a board may impose when approving a special permit or variance application.

How to Read a Subdivision Plan

Explains how topography, roads, lot lines, wetlands, drainage, utilities, etc. are delineated on a plan. Aids boards with the decision-making and negotiating process.

Zoning for Solar (AICP)

This session will provide an overview of relevant state statutes and the model solar zoning bylaw and accompanying guidance created by the State. It will also feature a discussion on how to implement a solar bylaw, state solar incentives, and what is required to make an installation work.

Zoning Exemptions (MIIA)

Section 3 of the Zoning Act provides certain exemptions for agricultural, educational, childcare and religious uses, as well as state and federal lands and uses, from local zoning regulations. This course explains these exemptions and how they relate to the Fair Housing Act, and identifies under which circumstances municipalities can enact and impose zoning regulations.

Site Plan Review (MIIA)

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; reasons for disapproval; the appeal process and the types of information a town can require to be shown on a site plan.

New Changes to the Public Records Law

This session will prepare local officials to follow the recent changes to the Public Records Law and discuss how to implement new practices in response to these changes.

Roles and Responsibilities of Planning & Zoning Boards, Part 2 (MIIA)

This session is designed to discuss more advanced topics for new Board members or building inspectors. Part 2 will focus on the Open Meeting, Public Records, and the Conflict of Interest Laws.

Creating Master Plans (MIIA)

Local officials will learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section D. The session will identify the sections of a master/comprehensive plan and specific steps by which the plan will be carried out.

How to Hold a Perfect Public Hearing (MIIA)

This session covers legal and procedural requirements for conducting a public hearing. It also contains video clips to assist boards in avoiding constructive approvals, easing tension between parties over controversial projects and calming chaotic hearings.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2016 sessions:

Berkshire Regional Planning Commission

Cape Cod Commission

Central Massachusetts Regional Planning Commission

Franklin Regional Council of Governments

Martha's Vineyard Commission

Merrimack Valley Planning Commission

Metropolitan Area Planning Council

Montachusett Regional Planning Commission

Northern Middlesex Council of Governments

Old Colony Planning Council

Pioneer Valley Planning Commission

Southeast Regional Planning and Economic Development District

Thank you to our moderators, trainers and workshop site coordinators. Special thanks to CHAPA and DHCD for coordinating the 40B workshops.

Major sponsors of the Fall 2016 Workshops:



URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON

Save the date!

The next CPTC Annual Conference takes place on Saturday March 18, 2017 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

Workshops designated (MIIA) entitle your town to credit under the MIIA Rewards Program towards public officials liability insurance.

Workshops designated (AICP) may entitle the participant to CM credits.

Citizen Planner Training Collaborative

Fall 2016 Course Schedule

No.	Course Title	Date/Time	Trainer	Location/Sponsor
1	Planning with Community Support (AICP)	Tu. 10/11/2016 7:00–9:00 p.m.	Judi Barrett, RKG Associates	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
2	Introduction to Subdivision Control Law and ANR	Th. 10/13/2016 6:30–8:30 p.m.	Paul Bobrowski, Attorney	PVPC, 60 Congress Street, 2nd Floor, Springfield Sponsor: Pioneer Valley Planning Commission
3	The Next Chapter of 40B: Targeted Training for Zoning Board Members	Th. 10/20/2016 7:00–9:00 p.m.	Laura Shufelt, MA Housing Partnership	Harwich Town Hall, Griffin Room, 732 Main Street, Harwich Center Sponsor: Cape Cod Commission
4	Writing Reasonable and Defensible Decisions	Th. 10/20/2016 7:00–9:00 p.m.	Adam Costa, Attorney, Blatman, Bobrowski, Mead & Tallerman, LLC	Westminster Town Hall, 11 South Street, Westminster Sponsor: Montachusett Regional Planning Commission
5	How to Read a Subdivision Plan	M. 10/24/2016 7:00–9:00 p.m.	Joseph Peznola, PE, Hancock Associates	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
6	Zoning for Solar (AICP)	W. 10/26/2016 7:00–9:00 p.m.	Kurt Gaertner, AICP, Executive Office of Energy & Environmental Affairs	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
7	Zoning Exemptions	W. 10/26/2016 7:00–9:00 p.m.	Barbara Saint Andre, Attorney, KP Law P.C.	Franklin Town Hall, 355 East Central Street, Franklin Sponsor: Metropolitan Area Planning Council
8	Introduction to Subdivision Control Law and ANR	W. 10/26/2016 7:00–9:00 p.m.	Ilana Quirk, Attorney, KP Law P.C.	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
9	Introduction to Subdivision Control Law and ANR	Th. 10/27/2016 7:00–9:00 p.m.	Pamela Brown, FAICP, Attorney, Brown & Brown PC	Boxborough Town Hall, Grange Meeting Room, 2nd floor, 29 Middle Road, Boxborough Sponsor: Metropolitan Area Planning Council
10	Site Plan Review (AICP)	Th. 10/27/2016 6:30–8:30 p.m.	Adam Costa, Attorney, Blatman, Bobrowski, Mead & Tallerman, LLC	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
11	The Commonwealth's New Public Records Law: What Planning Board Members and Staff Need to Know	Th. 10/27/2016 7:00–9:00 p.m.	Bob Ritchie, Attorney	PVPC, 60 Congress Street, 2nd Floor, Springfield Sponsor: Pioneer Valley Planning Commission
12	Site Plan Review (AICP)	W. 11/2/2016 6:30–8:30 p.m.	Brian Currie, AICP, Town of Falmouth	Hanover Town Hall, 550 Hanover Street, Hanover Sponsor: Metropolitan Area Planning Council
13	Zoning Exemptions	Tu. 11/15/2016 6:00–8:00 p.m.	Donald Dubendorf, Attorney, Dubendorf Law	BRPC, 1 Fenn Street, Suite 201 Pittsfield Sponsor: Berkshire Regional Planning Agency
14	Introduction to Subdivision Control Law and ANR	Th. 11/3/2016 7:00–9:00 p.m.	Ilana Quirk, Attorney, KP Law P.C.	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
15	Site Plan Review (AICP)	M. 11/7/2016 6:30–8:30 p.m.	Kristin Kassner, AICP, Town of Burlington	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
16	Zoning Exemptions	W. 11/9/2016 6:00–8:00 p.m.	Paul Bobrowski, Attorney	FRCOG, 12 Olive Street, 1st Floor Conference Room Sponsor: Franklin Regional Council of Governments
17	Writing Reasonable and Defensible Decisions	M. 11/14/2016 7:00–9:00 p.m.	Luke Legere, Attorney, McGregor and Legere	Framingham Library McAuliffe Branch, 746 Water Street Sponsor: Metropolitan Area Planning Council
18	Roles and Responsibilities of Planning & Zoning Boards, Part 2	Tu. 11/15/2016 7:00–9:00 p.m.	Carolyn Murray, Attorney, KP Law P.C.	Orleans Town Hall, Skaket Room, 19 School Road, Orleans Sponsor: Cape Cod Commission
19	Creating Master Plans	Tu. 11/15/2016 6:00–8:00 p.m.	Wayne Feiden, FAICP, City of Northampton	FRCOG, 12 Olive Street, 1st Floor Conference Room Sponsor: Franklin Regional Council of Governments
20	How to Read a Subdivision Plan	Tu. 11/15/2016 7:00–9:00 p.m.	Joseph Peznola, PE, Hancock Associates	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
21	Introduction to the Subdivision Control Law/ANR	W. 11/16/2016 7:00–9:00 p.m.	Eric R. Smith, AICP, Town of Athol	Athol Town Hall, 584 Main Street, Athol Sponsor: Montachusett Regional Planning Commission
22	Zoning Exemptions	Th. 11/17/2016 7:00–9:00 p.m.	Brian Currie, AICP, Town of Falmouth	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
23	Creating Master Plans	M. 11/28/2016 7:00–9:00 p.m.	Judi Barrett, RKG Associates	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
24	How to Hold a Perfect Public Hearing	Th. 12/1/2016 6:00–8:00 p.m.	Carolyn Murray, Attorney, KP Law P.C.	BRPC, 1 Fenn Street, Suite 201 Pittsfield Sponsor: Berkshire Regional Planning Agency

Who Should Attend:

- Planning, zoning, building, conservation officials
- Citizens interested in land-use and development issues in their communities
- Municipal staff members who serve boards and planning departments
- Professional planners, and others who consult with municipal boards

Cost:

Each workshop is \$30 (unless otherwise noted) and includes valuable handout materials. Payment is due with registration. Town checks may be sent by separate mail and arrive after the deadline.

Time:

Workshops typically last two hours. Please arrive 10–15 minutes before the workshops.

Registration Deadline:

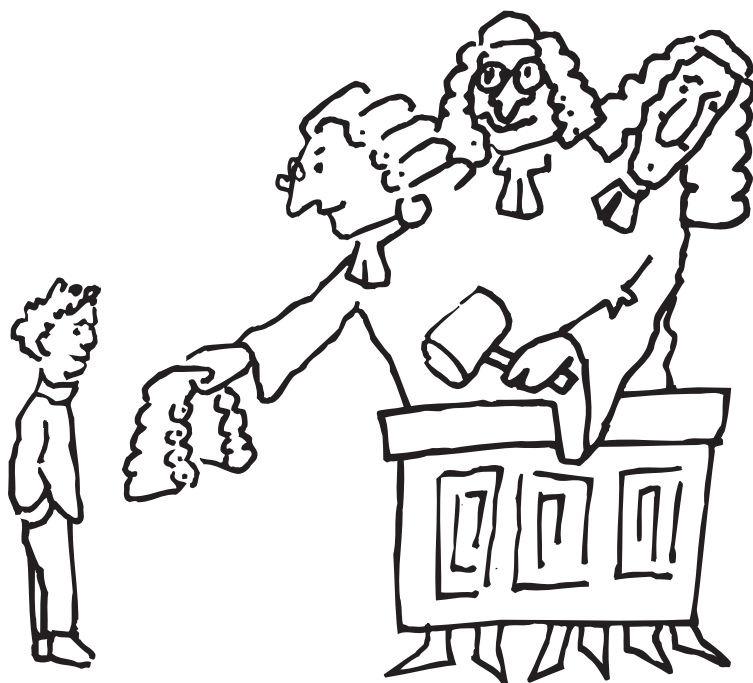
Five calendar days before the date of workshop to guarantee that there will be enough space and handouts for you. **We DO NOT confirm registration.** Please assume that you are registered once you have sent in your form or registered online.

Refund Policy:

Refunds honored if in writing before workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

Questions:

www.masscptc.org
or Elaine Wijnja, DHCD, at (617) 573-1360.



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Interested in other courses?

Contact CPTC for
"On-Demand" Training at
coordinator@masscptc.org

For a fixed fee of \$400, a cost which may be shared by several cohosting communities, we will have a trainer come to your city or town to address a specific learning topic.

Refer to our website:

www.masscptc.org

CPTC Core Curriculum

You can get credit for taking many of the CPTC courses offered throughout the year, including the annual conference. Credit applies as follows:

CPTC CERTIFICATE PROGRAM:

CPTC offers a Level One Certificate for completing three (3) courses.

Must Complete:

1. The Roles and Responsibilities of Planning and Boards of Appeals, Part 1
2. The Roles and Responsibilities of Planning and Boards of Appeals, Part 2

Complete one (1) of the following:

3. Introduction to the Subdivision Control Act
4. Introduction to the Zoning Act
5. How to Write Reasonable and Defensible Decisions

CPTC offers a Level Two Certificate for completing Level One requirements and 3 of the following courses:

1. Planning with Community Support (applies to planning board members only)
2. Non-conforming Structures, Lots, and Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances

Registration and Information

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Daytime phone: _____

City/Town served: _____

Board Affiliation: _____

Workshops attending:

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Do you need a receipt? Yes No

Check enclosed? # _____ Check being mailed? Yes No

Online registration is available at www.masscptc.org.

Email registration will not be accepted.

Please make check payable to CPTC and mail complete registration to:

CPTC • C/O Urban Harbors Institute, UMass Boston, 100 Morrissey Boulevard, Boston, MA 02125 or fax to (617) 287-5575.