

## Fall 2010 Course Descriptions

### Roles and Responsibilities of Planning & Zoning Boards, Part 1

For new board members or building inspectors. This program will launch you into your role as a local official, introduce you to the functions of the two boards and the main tools of planning and zoning.

### Roles and Responsibilities of Planning & Zoning Boards, Part 2

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

### Introduction to the Zoning Act

For newer board members, this course addresses the history and purposes of zoning, adoption of zoning bylaws, variances and special permits, public hearing and voting requirements and other key procedural requirements.

### Writing Reasonable and Defensible Decisions

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.

### Introduction to the Subdivision Control Law and ANR

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.

### How to Hold A Perfect Public Hearing

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.

### Reading a Subdivision Plan

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

### **NEW** Planning Locally for Affordable Housing Strategies

Many communities struggle with the issue of affordable housing. This session will highlight various zoning initiatives and planning mechanisms designed to increase the local supply of affordable housing. Topics will include how to create a housing plan, implementation strategies, and innovative zoning tools designed to increase housing affordability for area residents.

**AICP credit!** This workshop has been submitted for AICP credit. Credit pending AICP confirmation.

### Site Plan Review

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.

### Vested Rights and Nonconforming Structures and Uses

Clarifies the difference between a nonconforming structure, lot and use. Explains the difference between a nonconforming and a noncompliant structure; familiarizes board members with issues regarding alterations to nonconforming structures or uses. Describes separate and common protection, as well as vested rights for subdivision and ANR plans.

### Creating Master Plans

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 for carrying out the plan.

## Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations hosting the Fall 2010 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  
Southeastern Regional Planning and Economic Development District

Thank you to our moderators, trainers and workshop site coordinators.

Major sponsors of the 2010 Fall Workshops:



UMass  
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### Save the date!

The next CPTC Spring Conference takes place on Saturday March 12, 2011 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

[www.umass.edu/masscptc](http://www.umass.edu/masscptc)

## Fall Workshops!



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

UMass  
Extension

CENTER FOR AGRICULTURE

## Citizen Planner Training Collaborative



# Fall 2010 Workshops

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

[www.umass.edu/masscptc](http://www.umass.edu/masscptc)

UMass Extension  
Massachusetts Department of Housing and Community Development  
APA—Massachusetts Chapter  
Massachusetts Association of Regional Planning Agencies  
Massachusetts Association of Planning Directors

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# Citizen Planner Training Collaborative

## Fall 2010 Course Schedule

No.	Course Title	Date	Trainer	Location/Sponsor
1	Planning Locally for Affordable Housing Strategies (AICP credit*)	Wednesday, October 13 7 p.m.	Miryam Bobadilla, Technical Assistance Program Coordinator, DHCD	Martha's Vineyard Commission, 33 New York Avenue, Oak Bluffs
2	Intro to the Zoning Act (including update on proposed changes; MIIA credit)	Thursday, October 14 7 p.m.	Joel Russell, Attorney	Pioneer Valley Planning Commission, 60 Congress Street, 2nd floor, Springfield
3	Writing Reasonable and Defensible Decisions	Tuesday, October 19 7 p.m.	Luke Legere, Attorney, McGregor & Associates	Wayland Town Building, 41 Cochituate Road Sponsor: Metropolitan Area Planning Council
4	Planning Locally for Affordable Housing Strategies (AICP credit*)	Tuesday, October 19 7 p.m.	Miryam Bobadilla and Phil DeMartino, DHCD	Old Colony Planning Council, 70 School St., Brockton
5	Creating Master Plans	Wednesday, October 20 7 p.m.	Judi Barrett, Community Opportunities Group	Montachusett Regional Planning Commission, R1427 Water St. (MART Bldg), Fitchburg
6	Introduction to Subdivision Control and ANR	Wednesday, October 20 7 p.m.	Joel Bard, Attorney, Kopelman and Paige, PC	Brookline Town Hall, Room 103, 333 Washington Street, Brookline Sponsor: Metropolitan Area Planning Council
7	Reading a Subdivision Plan	Wednesday, October 20 7 p.m.	Joseph Peznola, PE, Hancock Associates	Central MA Regional Planning Commission, Union Station, Second Floor, Worcester
8	Special Permits and Variances	Thursday, October 21 7 p.m.	Brian Currie, AICP Town Planner, Falmouth	Eastham Town Hall, 2500 State Highway, Earle Mountain Room Sponsor: Cape Cod Commission
9	Roles and Responsibilities: Part 2	Thursday, October 21 7 p.m.	Wayne Feiden, FAICP, Director of Planning, City of Northampton	Berkshire Regional Planning Commission, 1 Fenn St., Suite 201, Pittsfield
10	Introduction to Subdivision Control and ANR	Tuesday, October 26 7 p.m.	Marlene McCollem, Assistant Town Planner, Falmouth	Howes House, 1042 State Road, West Tisbury Sponsor: Martha's Vineyard Commission
11	Roles & Responsibilities, Part 2	Tuesday, October 26 7 p.m.	Alan Seewald, Attorney, Seewald, Jankowski & Spencer	Franklin Regional Council of Governments, 1st Floor Conf. Rm., 278 Main St., Greenfield
12	Planning Locally for Affordable Housing Strategies (AICP credit*)	Thursday, October 28 7 p.m.	Miryam Bobadilla and Phil DeMartino, DHCD	Central MA Regional Planning Commission, Union Station, Second Floor, Worcester
13	Reading A Subdivision Plan	Thursday, October 28 7 p.m.	Joseph Peznola, PE, Hancock Associates	Bolton Library, 738 Main St. (Rte. 117), Bolton Sponsor: Metropolitan Area Planning Council
14	How to Hold a Perfect Public Hearing (MIIA credit)	Wednesday, November 3 7 p.m.	Wayne Feiden, FAICP, Director of Planning, City of Northampton	Franklin Regional Council of Governments, 3rd Floor Conf. Rm. 278 Main St., Greenfield
15	Roles & Responsibilities: Part 2	Wednesday, November 3 7 p.m.	Mike O'Neil, Attorney, McGregor & Associates	Old Colony Planning Council, 70 School St., Brockton
16	Vested Rights and Non-Conforming Uses	Thursday, November 4 7 p.m.	Donald Dubendorf, Attorney	Berkshire Regional Planning Commission, 1 Fenn St., Suite 201, Pittsfield
17	Planning Locally for Affordable Housing Strategies (AICP credit*)	Thursday, November 4 3 p.m.	Miryam Bobadilla and Phil DeMartino, DHCD	Pioneer Valley Planning Commission, 60 Congress Street, 2nd floor, Springfield
18	Site Plan Review	Tuesday, November 9 7 p.m.	Brian Currie, AICP Town Planner, Falmouth	Orleans Town Hall, 19 School Road, Orleans Sponsor: Cape Cod Commission
19	Special Permits and Variances	Tuesday, November 9 7 p.m.	Patricia Cantor, Attorney, Kopelman and Paige, PC	Northern Essex Community College, Technology Center Conference Room 103A, 100 Elliott St., Haverhill Sponsor: Merrimack Valley Planning Commission
20	Reading a Subdivision Plan	Wednesday, November 17 7 p.m.	Robert A. Levite, Attorney, UMass Extension Educator	Montachusett Regional Planning Commission, R1427 Water St. (MART Bldg), Fitchburg
21	Planning Locally for Affordable Housing Strategies (AICP credit*)	Thursday, November 18 7 p.m.	Miryam Bobadilla and Phil DeMartino, DHCD	Franklin Regional Council of Governments, 1st Floor Conf. Rm. 278 Main St., Greenfield
22	Vested Rights and Non-Conforming Uses	Wednesday, December 8 7 p.m.	Pam Brown, Attorney, AICP, Brown & Brown	Northern Essex Community College, Technology Center Conference Room 103B, 100 Elliott St., Haverhill Sponsor: Merrimack Valley Planning Commission

\*The "Planning Locally for Affordable Housing Strategies" workshops have been submitted for AICP CM credit. Credit pending AICP confirmation.

[www.umass.edu/masscptc](http://www.umass.edu/masscptc)

### 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.

### 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.umass.edu/masscptc](http://www.umass.edu/masscptc) or Elaine Wijnja, DHCD, at (617) 573-1360 or Michael DiPasquale, CPTC at (413) 545-2188

### Interested in other courses?

Contact CPTC for "On-Demand" training. We will have a trainer come to your city or town to address a specific learning topic. Refer to our Web site: [www.umass.edu/masscptc](http://www.umass.edu/masscptc)

### CPTC Core Curriculum

CPTC offers two certificates to participants who have completed the following workshops:

#### LEVEL 1 CERTIFICATE (complete 3 of the following):

- 1) The Roles and Responsibilities of Planning and Boards of Appeals
- 2) Introduction to the Subdivision Control Law (incl. Approval-Not-Required Lots)
- 3) Introduction to the Zoning Act
- 4) How to Write Resasonable and Defensible Decisions

#### LEVEL 2 CERTIFICATE (complete 3 of the Following):

- 1) Planning with Community Support (for planning boards only)
- 2) Non-conforming Structures, Lots and Uses, and Vested Rights
- 3) Zoning Exemptions
- 4) Special Permits & Variances

**SPECIAL NOTE:** Attendance at CPTC training sessions by city and town board members is an eligible activity under the state's **Commonwealth Capital** program. Communities can receive additional points in their Commonwealth Capital application by sending board members to CPTC sessions.

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

Core curriculum as of 8/15/08; CPTC reserves the right to make minor revisions.

# Special Saturday Workshop

## Workshop No. 23: Innovative Zoning Strategies

This half-day workshop will present innovative land-use zoning strategies that could advance affordable housing production to meet the needs of your community. You will learn about Form-Based Codes, Transfer of Development Rights, Transit-Oriented Development, Open Space Residential Development and Adaptive Reuse, and Zoning for Green Development.

**Date:** Saturday, October 23, 2010

**Time:** 9:00 a.m.–12:00 p.m.

**Location:** Central Mass. Regional Planning Commission, Union Station 2 Washington Square, 2nd Floor Worcester, MA 01604

**Cost:** \$30 (includes refreshments and handout materials)

**Sponsored by:** CPTC, DHCD, APA-MA and CMRPC

(Note: as with the other workshops included in this brochure, you can register for this workshop using the registration form below. Fill it out and mail it in.)

# 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

You may also register by email—please include ALL of the above information and email to: [cptc-registration@comcast.net](mailto:cptc-registration@comcast.net)

**Please make check payable to CPTC and mail complete registration to:**  
CPTC • P.O. Box 912 • Greenfield, MA 01302 or fax to (413) 625-2099