



## Citizen Planner Training Collaborative

# Advanced Tools and Techniques for Planning and Zoning

## Tenth Annual Conference

**Saturday, March 19, 2011**

**Hogan Conference Center**

**Holy Cross College, Worcester, MA**

## 2011 Conference Schedule

8:00–8:45	Registration and continental breakfast					
	Timely Topics			Nuts and Bolts for Effective and Efficient Boards		
9:00–10:30	1. The Lifecycle of Water: What Is It? Why Should We Care? <i>Jane Peirce</i>	2. Siting and Permitting of Renewable Energy Facilities <i>Patrick Farah Kurt Gaertner</i>	3. Overview of 40B Fundamentals <i>Connie Kruger Edward Marchant</i>	4. Roles and Responsibilities Part 1 <i>Bob Mitchell Robert Ritchie</i>	5. Zoning Exemptions <i>Barbara Saint André</i>	6. Introduction to Subdivision Control Law/ANR <i>Nathaniel Stevens</i>
10:30–10:50	Break					
11:00–12:30	7. Stormwater Management and How It Impacts the Lifecycle of Water <i>Neal Price</i>	8. Everything You Should Have Told Town Counsel in the First Place <i>Judi Barrett Barbara Saint André</i>	9. Regional Service Solutions to Address Local Affordable Housing Issues <i>Jennifer Raitt Beth Rust</i>	10. Roles and Responsibilities Part 2 <i>Robert Ritchie James B. Lampke</i>	11. Planning with Community Support <i>Larry Koff</i>	12. Introduction to the Zoning Act and CLURPA <i>Jeffrey R. Lacy Patricia Cantor</i>
12:30–1:15	Lunch					
1:30–3:00	13. The Life of Stormwater Management: What's Next? MS4 Permitting and Beyond <i>Craig Lizotte</i>	14. Introduction to Economic Development for Cities and Towns <i>Kathleen McCabe</i>	15. Saving Land and Money: Protecting Your Community's Natural Assets and Fiscal Stability through Planning and Zoning <i>E. Heidi Ricci Elisabeth M. Hamin Jeffrey R. Lacy</i>	16. Site Plan Review: Make Sure Your Community Gets What It Wants <i>Michael Perrault</i>	17. Vested Rights & Nonconforming Uses and Structures <i>Pam Brown</i>	18. Traffic 101: How to Understand Traffic Reports <i>Joseph Wanat</i>

The conference will take place unless the State or city of Worcester is declared CLOSED as part of an official snow emergency: Tune to WCVB Channel 5, Worcester TV Channel 3, or WSR5 Radio 96.1 or call for a taped message at (413) 545-2188.

Also refer to the CPTC Web site for cancellation information:

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

# CPTC Conference Program!



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

**UMass  
Extension**

CENTER FOR AGRICULTURE



## Citizen Planner Training Collaborative

Tenth Annual Conference

# Advanced Tools and Techniques for Planning and Zoning

**Saturday, March 19, 2011**  
Hogan Conference Center  
Holy Cross College  
Worcester, MA

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

### Our Sponsors:



Massachusetts Association of  
Regional Planning Agencies



**McGREGOR & ASSOCIATES**  
ATTORNEYS AT LAW, P.C.



Massachusetts Association of  
Planning Directors, Inc.



American Planning Association  
**Massachusetts Chapter**  
*Making Great Communities Happen*

# Get Credit for Taking CPTC Courses

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 3 of the following courses:

1. The Roles and Responsibilities of Planning and Boards of Appeals
2. Introduction to the Subdivision Control Act
3. Introduction to the Zoning Act
4. 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

## AICP Continuing Education Credit

Workshops designated "AICP" entitle the participant to one hour of credit under the AICP Certification Maintenance (CM) program.

Workshops designated with an asterisk (\*) have been submitted to AICP for CM credit. If approved, these sessions will also entitle the participant to credit. Additional information will be provided in February on our website, and at the conference.

## Massachusetts Interlocal Insurance Association (MIIA) Rewards Program

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

## Commonwealth Capital Program

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.

# Registration Form

**Absolute Deadline for receiving registrations is: FRIDAY, MARCH 11, 2011!**

*We cannot accept last-minute registrations. You can fax your form until the deadline.*

*Town checks may be sent by separate mail and arrive later than the deadline if necessary.*

Name: \_\_\_\_\_ Board affiliation (planning, zoning, etc.): \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/town served (you must fill this in to get course credit): \_\_\_\_\_

## I want to attend the following sessions:

Mark one conference session per time slot (✓). Please keep a copy of this page for your records—we do not confirm registrations.

### 9:00 a.m.–10:30 a.m.

- 1. Lifecycle of Water
- 2. Renewable Energy Facilities
- 3. Overview of 40B
- 4. Roles and Responsibilities 1
- 5. Zoning Exemptions
- 6. Subdivision Control Law/ANR

### 11:00 a.m.–12:30 p.m.

- 7. Stormwater Management
- 8. Should've Told Town Counsel
- 9. Regional Service Solutions
- 10. Roles and Responsibilities 2
- 11. Planning with Community
- 12. Zoning Act and CLURPA

### 1:30 p.m.–3:00 p.m.

- 13. Stormwater MS4 Permitting
- 14. Intro to Economic Dev.
- 15. Saving Land and Money
- 16. Site Plan Review
- 17. Nonconforming Structures
- 18. Traffic 101

**Registration fee: \$50/per person. (Receipts will be provided at registration. We do not confirm registrations.)**

**Please make check payable to CPTC and mail or fax this form by Friday, March 11, 2011 to:**

CPTC, P.O. Box 912, Greenfield, MA 01302 or Fax to (413) 625-2099.

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

**QUESTIONS? Please contact Michael DiPasquale (413) 545-2188, [www.umass.edu/masscptc](http://www.umass.edu/masscptc)**

**Directions to Holy Cross College:** From Route 290 in Worcester, take Exit 11 (College Square). Immediately cross over to the far right lane and take the first right before the traffic light onto College Street. Go up the hill and turn left into the last gate (number 7). The Hogan Center is the second building on the left.

# Program

## 8:00–8:45 a.m.

Registration and continental breakfast

## 9:00–10:30 a.m. Early Morning Sessions

### 1. The Lifecycle of Water: What Is It? Why Should We Care? (AICP)\*

In order for all the talk about water conservation and stormwater management to make sense, we need to understand the basics. Where does the rain go? Does it matter whether it is absorbed into the ground or captured in catch basins? Reviewing the fundamental pieces of the puzzle will enable us to develop a better understanding of how stormwater management practices affect our ground, our drinking water and even our economy.

**Speaker:** Jane Peirce, 319 Program Coordinator, MA-DEP

**Moderator:** Trish Settles, Principal Planner, Central Massachusetts Regional Planning Commission

### 2. Siting and Permitting of Renewable Energy Facilities (AICP)\*

More and more communities in Massachusetts are faced with issues pertaining to locating alternative energy facilities such as wind and solar energy. Learn how your community can address the issues that these developments raise, the application/permitting process and ways to make sure these facilities are compatible with the goals of your city or town.

**Speakers:** Patrick Farah, Planning Technician, Town of Plymouth Planning Department, Kurt Gaertner, AICP, Massachusetts Executive Office of Energy and Environmental Affairs

**Moderator:** Bruce Hughes MPA, EDP, Economic Development/Community Planner, Old Colony Planning Council

### 3. Overview of 40B Fundamentals (AICP)\*(MIIA)

Hear the latest regarding the status of 40B and the new regulation revisions. Learn how to review a 40B application and understand the key issues that frequently arise during the hearing process.

**Speakers:** Connie Kruger, AICP; Edward H. Marchant, EHM/Real Estate Advisor

**Moderator:** Phil DeMartino, Technical Assistance Program Coordinator, Massachusetts DHCD

### 4. Roles and Responsibilities Part 1 (MIIA)

Join us if you are a new Planning Board or ZBA member. This program will launch you into your role as a local official and introduce you to the functions of the two boards and the main tools of planning and zoning. This session is presented in two parts in order to be able to present the large amount of information and to provide time for questions and answers. We encourage you to sign up for both Parts 1 and 2.

**Speakers:** Bob Mitchell FAICP, Special Assistant for Planning Initiatives, Massachusetts Executive Office of Housing & Economic Development; Robert Ritchie, General Counsel, Massachusetts Department of Agricultural Resources

### 5. Zoning Exemptions (MIIA)

The Zoning Act provides certain exemptions for agricultural, educational, childcare and religious uses. Certain state and federal land and uses are also exempted from local zoning regulations. This session explains these exemptions, how they relate to the Fair Housing Act and the circumstances under which municipalities can enact and impose regulations.

**Speaker:** Barbara Saint André, Attorney, Petrini & Associates, P.C.

**Moderator:** Megan T. DiPrete, AICP, Manager, Community Development and Planning, Central Massachusetts Regional Planning Commission

### 6. Introduction to Subdivision Control Law/ANR (MIIA)

Learn about subdivision control, important procedural requirements and your responsibilities reviewing subdivision and Approval Not Required (ANR) plans. Topics include adoption of subdivision regulations; endorsing ANR plans; zoning freezes; modifying, amending and rescinding definitive plans; waiving subdivision frontage and regulations and grandfathered plans and lots.

**Speaker:** Nathaniel Stevens, Attorney, McGregor & Associates

**Moderator:** Alan Pease, Town of Ashby, Planning Board

## 10:30–10:50 Break

## 11:00–12:30 Late Morning Sessions

### 7. Stormwater Management and How It Impacts the Lifecycle of Water (AICP)\*

Planning Board and Conservation Commission regulations have become pretty good at trying to protect drinking water sources, and stormwater management is pretty commonly required for subdivision applications and most commercial site plans. But, what does it all mean? Learn what Low Impact Developments (LIDs) are and how these fundamental conservation techniques reduce stormwater impacts and protect our drinking water supplies.

**Speaker:** Neal Price, Senior Hydrogeologist/Senior Project Manager, Horsley Whitten Group

**Moderator:** Megan T. DiPrete, AICP, Manager, Community Development and Planning, Central Massachusetts Regional Planning Commission

### 8. Everything You Should Have Told Town Counsel in the First Place (AICP)\*(MIIA)

Ever wanted to deny an application—even against the advice of your peer review consultants—that met all of your town's zoning requirements? Ever had your vote influenced more by angry abutters than the decision criteria in your community's zoning bylaw? Ever written a decision about a controversial case without checking with town counsel about its legal defensibility? View a case study disguised as a funny one-act play on the benefits of getting qualified professional help early in the permitting process and keeping your town counsel or city solicitor in the loop. Includes Q&A.

**Speakers (Cast):** Judi Barrett, Director of Planning, Community Opportunities Group, Inc.; Barbara St. André, Attorney, Petrini & Associates, P.C.

**Moderator:** Michael DiPasquale, Director, CPTC

# Program

## 9. Regional Service Solutions to Address Local Affordable Housing Issues (AICP)\*

This workshop will discuss regional affordable housing issues and ways in which communities can work together to resolve them. A case study will be provided of six MetroWest communities working together to ultimately form a Regional Housing Services Office and supporting Regional Housing Services Office Fund to address issues relative to the administration of affordable housing in their local communities. Learn about the process used to research affordable housing needs and service gaps and gain an understanding of the service model being used.

**Speakers:** *Jennifer Raitt, Chief Housing Planner, Metropolitan Area Planning Council; Beth Rust, Community Housing Specialist, Town of Sudbury*

**Moderator:** *Ralph R. Willmer, FAICP, Senior Planner/Project Manager, VHB—Vanasse Hangen Brustlin, Inc.*

## 10. Roles and Responsibilities Part 2 (MIIA)

Part 2 of this important and popular topic will focus on the Open Meeting, Public Records, and Conflicts of Interest laws.

**Speakers:** *Robert Ritchie, General Counsel, Massachusetts Department of Agricultural Resources; James B. Lampke, Esq., Executive Director City Solicitors and Town Counsel Association, Town Counsel City of Hull and Principal, Lampke and Lampke*

## 11. Planning with Community Support (Sponsored by Massachusetts Association of Consulting Planners) (AICP)\*

Learn how to design and run a planning process with good community input—whether for a comprehensive plan, community plan or sustainable development plan. Learn how to make plans that really result in action and develop a better understanding of why many plans never get off the shelf. The skills learned in this session—e.g. designing an effective community participation process, linking vision to action, how and when to obtain technical/expert assistance—will be useful in a broad range of planning and regulatory implementation contexts.

**Speaker:** *Larry Koff, AICP, Larry Koff & Associates*

**Moderator:** *Sarah LaValley, Conservation, Preservation and Land Use Planner, City of Northampton*

## 12. Introduction to the Zoning Act and CLURPA (MIIA)

This is one of our core courses (for newer board members) with a new twist: hear about “CLURPA” the current effort to revise Massachusetts zoning law. Learn about the history of Massachusetts zoning law, the purpose of zoning, adoption of zoning bylaws, variances and special permits, public hearings and voting requirements. Also, hear the latest news about the status of CLURPA, and what we can expect to happen in 2011.

**Speakers:** *Jeffrey R. Lacy, AICP, Regional Planner, MA Department of Conservation and Recreation; Patricia Cantor, Attorney, Kopelman and Paige, PC*

**Moderator:** *Catherine Ratté, Principal Planner, Environment and Land Use, Pioneer Valley Planning Commission*

## 12:30–1:15 p.m. Lunch

## 1:30–3:00 p.m. Afternoon Sessions

### 13. The Life of Stormwater Management: What’s Next? MS4 Permitting and Beyond (AICP)\*

The EPA’s MS4 regulations (short for Municipal Separate Storm Sewer System) are intended to bolster our groundwater protection. The issues and mitigation techniques being promoted through these regulations will be pertinent, even if your community isn’t a regulated one. The common objectives include healthy drinking water, effective stormwater management techniques, property protection and efficient municipal operations. This workshop will help draw connections between the water cycle, successful stormwater management and drinking water protection.

**Speaker:** *Craig Lizotte, Manager of Land Development Services, VHB—Vanasse Hangen Brustlin, Inc.*

**Moderator:** *Vera Koliás, Principal Planner, Central Massachusetts Regional Planning Commission*

### 14. Introduction to Economic Development for Cities and Towns (Sponsored by Massachusetts Economic Development Council) (AICP)\*

Learn about economic development and what you and your community can do to engage in it. Get an introduction to economic development planning on the local level. Topics to be discussed: what economic development is, understanding the local and regional economy, the economic base study, business location considerations, economic development and business retention strategies, economic impacts and multipliers, business clustering and the role of incentives.

**Speaker:** *Kathleen McCabe, AICP, EDP, Principal, McCabe Enterprises, President Massachusetts Economic Development Council (MEDC)*

**Moderator:** *Bruce Hughes MPA, EDP, Economic Development/Community Planner, Old Colony Planning Council*

### 15. Saving Land and Money: Protecting Your Community’s Natural Assets and Fiscal Stability through Planning and Zoning (AICP)\*

Sustainable planning and development practices can reduce municipal operating and maintenance costs while protecting natural resources, community character and quality of life. This session will illustrate how to improve a municipality’s bottom line while preserving vital “green” infrastructure at little or no cost.

**Introduction:** *E. Heidi Ricci, Senior Policy Analyst, Mass Audubon*  
**Green Infrastructure:** *Elisabeth M. Hamin, Ph.D., Associate Professor of Regional Planning, UMass, Amherst,*

**Natural Resource Protection Zoning:** *Jeffrey R. Lacy, AICP, Regional Planner, Massachusetts Department of Conservation and Recreation*

**Moderator:** *E. Heidi Ricci, Senior Policy Analyst, Mass Audubon*

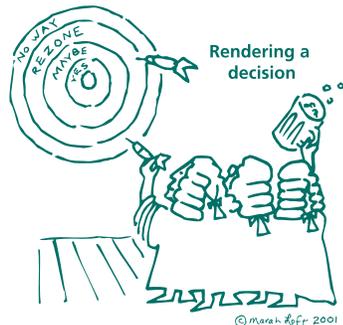
# Program

## 16. Site Plan Review: Make Sure Your Community Gets What It Wants

Site Plan Review is an effective tool for a board to review the details and esthetics of a project. The Zoning Act does not include any provisions for the review of a site plan. Learn the difference between site plan approval and site plan review. Learn how a site plan is reviewed, the types of conditions that a review board can impose, the reasons a site plan can be disapproved, the appeal process and the type of information that communities can require to be shown on a site plan.

**Speaker:** *Michael Perrault, P.E., Principal P.M.P. Associates, East Bridgewater, MA*

**Moderator:** *Carol Wolfe, Manager, Office of Sustainable Communities, DHCD*



## 17. Vested Rights and Nonconforming Uses & Structures

What is the difference between a nonconforming structure, lot or use? Learn the difference between a nonconforming structure and a protected one. Become familiar with types of alterations to a nonconforming structure or use. Learn about separate and common protection as well as grandfathering protections for subdivision plans.

**Speaker:** *Pam Brown, AICP, Attorney, Brown and Brown, PC*

## 18. Traffic 101: How to Understand Traffic Reports (AICP)\*

Learn the basics of, and assumptions behind, traffic analyses and parking studies and what questions to ask when you receive a 2-inch-thick report. Learn about innovative and non-conventional ways of dealing with transportation challenges and traffic calming.

**Speaker:** *Joseph Wanat, PE, PTOE, VHB—Vanasse Hangen Brustlin, Inc.*

**Moderator:** *Ralph R. Willmer, FAICP, Senior Planner/Project Manager, VHB—Vanasse Hangen Brustlin, Inc.*

## 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:** Conference attendance costs \$50 and includes buffet lunch. (Attendees will also receive valuable handout materials produced by CPTC). Payment is due with registration (see form), except Town checks may be sent separately and may arrive after the deadline.

## Questions? [umass.edu/masscptc](http://umass.edu/masscptc) or Michael DiPasquale, (413) 545-2188

**The Citizen Planner Training Collaborative** is a cooperative program of UMass Extension, the Massachusetts Department of Housing and Community Development, the Massachusetts Chapter of the American Planning Association, the Massachusetts Association of Regional Planning Agencies and the Massachusetts Association of Planning Directors.

**UMass Extension** is an equal opportunity provider and employer, United States Department of Agriculture cooperating. Contact your local Extension office for information on disability accommodations.

**Contact the State Extension Director's Office** if you have concerns related to discrimination, (413) 545-4800 or see [www.umassextension.org/civilrights](http://www.umassextension.org/civilrights).

*Celebrating Our 10th Annual Conference!*

