

Citizen Planner Training Collaborative

Advanced Tools and Techniques for Planning and Zoning

Twelfth Annual Conference

Saturday, March 16, 2013

Hogan Conference Center

Holy Cross College, Worcester, MA

2013 Conference Schedule

8:00-8:45	Registration and continental breakfast					
	Timely Topics				Nuts and Bolts for Effective and Efficient Boards	
Early-Morning Sessions 9:00-10:30	1. New Framework for Water Management and Your Community's Water <i>Bethany A. Card</i> <i>Todd Richards</i>	2. Planning & Zoning For Medical Marijuana <i>Katharine Doyle</i> <i>D. Anthony Fields</i>	3. Zoning for Solar & Update on Solar Industry <i>Kurt Gaertner</i> <i>Carolyn Britt</i> <i>James Dunn</i>	4. Creative Approaches to Achieve Your Affordable Housing Goals Using CPA <i>Rita Farrell</i> <i>Jennifer Goldson</i>	5. Special Permits & Variances <i>Pam Brown</i>	6. Roles & Responsibilities Part 1 <i>Bob Mitchell</i> <i>Bob Ritchie</i>
10:30-10:50	Break					
Late-Morning Sessions 11:00-12:30	7. Water Infrastructure Finance <i>Sen. Jamie Eldridge</i> <i>Martin Pillsbury</i>	8. Water Conservation: It's Everybody's Business <i>Nell Angus</i> <i>Kate Day</i> <i>Matthew Mostoller</i>	9. Unloved Infrastructure and How to Pay For it When it Breaks—USDA <i>Len Schuzdak</i> <i>Steven Bonavita</i>	10. Town-wide Planning Retreats: A framework for Master Plan Implementation <i>Angus Jennings</i> <i>Karen Cullen</i>	11. Zoning Exemptions <i>Judi Barrett</i> <i>Barbara Saint André</i>	12. Roles & Responsibilities Part 2 <i>Bob Mitchell</i> <i>Bob Ritchie</i>
12:30-1:30	Lunch with speaker Aaron Gornstein, Undersecretary, Department of Housing and Community Development					
Afternoon Sessions 1:30-3:00	13. Hazard Mitigation and Adaptation to Climate Change <i>Paul Halkiotis</i> <i>Elisabeth Hamin</i> <i>Toni Marie Pignatelli</i> <i>Sally Miller</i> <i>Heidi Ricci</i>	14. GreenDOT: Sustainability & Livability Statewide <i>Catherine Cagle</i>	15. Public/Private Infrastructure Financing <i>Angus Jennings</i> <i>Rebecca Sullivan</i>	16. Housing that Works: Housing In MA Competitiveness <i>Arthur Jemson</i>	17. Intro. to Subdivision Control Law/ANR <i>Nathaniel Stevens</i>	18. Writing Reasonable and Defensible Decisions <i>Bob Ritchie</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 WSRS 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

Program

8:00–8:45 a.m.

Registration and continental breakfast

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

1. New Framework for Water Management: Sustainability and Your Community's Water (AICP)*

The state's Sustainable Water Management initiative (SWMI) is updating the rules for water withdrawal permits. Begun in 2010, SWMI addresses sometimes competing needs for water, including public water supplies and the health of rivers and streams to support fish and other aquatic life. One of the first goals of SWMI was to describe the current condition of stream and river resources statewide. SWMI applies new scientific analysis on the effects of groundwater withdrawals and impervious surfaces to describe this current condition (referred to as Biological Category) for each of 1400 subbasins. MassDEP's Water Management Act (WMA) Program (MGL 21G) will use these categories to assign applications to Permit Review Tiers to protect waterways through flow alteration goals and associated requirements to minimize and mitigate impacts. SWMI also includes a revised Safe Yield methodology limiting the amount of water that can be withdrawn in the 27 major watersheds. This workshop will explain the final SWMI Framework, highlight municipal pilot projects conducted to "test" its application, and outline next steps.

Speakers: *Bethany A. Card, Assistant Commissioner, Bureau of Resource Protection, MassDEP; Todd Richards, Fisheries Biologist, Massachusetts Division of Fisheries & Wildlife*

2. Planning and Zoning for Medical Marijuana: Is Your Community Ready? (AICP)*

Massachusetts became the 18th state to legalize medical marijuana, officially enacted as Chapter 369 of the Acts of 2012. The Medical Marijuana Act went into effect on January 1, 2013. This session will provide an overview of the legislation and we will discuss the merits of adopting a local bylaw to regulate where a medical marijuana treatment center may be sited; the merits of enacting a zoning moratorium that would temporarily prohibit issuance of building and occupancy permits; and what is the current status of rules and guidelines for the registration of dispensaries and use of marijuana from the Massachusetts Department of Public Health.

Speakers: *Katharine I. Doyle, Esq., Kopelman and Paige, P.C.; D. Anthony Fields, AICP, Director of Planning, Billerica MA*

Moderator: *Kathy Joubert, Town Planner, Northborough*

3. Zoning for Solar and Update on Solar Industry (AICP)*

This session will provide an overview on the model bylaws created by the State for large-scale ground-mounted solar photovoltaic installations and small scale solar photovoltaic systems; implementing a solar bylaw and what is required to make an installation work; an update on the current solar photovoltaic arena; tradeoffs and issues with grid systems vs. off-grid systems; and the New Low cost Bi-modal Solar PV systems, and Low cost 100% Solar powered Zero-Energy home. Speakers include the author of the model bylaws; a planning consultant who has assisted Ipswich in adopting a solar bylaw and recently installed solar at her home; and an energy technology consultant well versed in the areas of solar electric, wind turbine, hybrid vehicle, biofuels, energy storage, hydrogen, and fuel cell fields.

Speakers: *James P. Dunn, President, Energy Technology Consultants and CEO, Future Solar Systems, LLC; Carolyn Britt, AICP, Community Investment Associates; Kurt Gaertner, AICP, Massachusetts Executive Office of Energy and Environmental Affairs*

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

4. Creative Approaches to Achieve Your Affordable Housing Goals Using the Community Preservation Act (AICP)*

Many cities and towns face difficulties in achieving their affordable housing goals due to limited resources and staff capabilities. This session will explore some examples of how municipalities have addressed this challenge through the use of Community Preservation Act funds as a catalyst to hire staff as well as undertake affordable housing preservation and production. The lessons learned here will be useful regardless of whether your community has adopted CPA or is looking for reasons to do so in the future.

Speakers: *Jennifer Goldson, AICP, JM Goldson; Rita Farrell, Senior Advisor, MA Housing Partnership*

Moderator: *Ralph Willmer, FAICP, Senior Planner, Vanasse Hangen Brustlin*

5. Special Permits and Variances (MIIA)

Are you clear about the difference in purpose and process between Special Permits and Variances? Learn about the key issues and complex criteria for making sound decisions. The session discusses important procedural requirements necessary to avoid constructive approval and the importance of meeting timelines.

Speaker: *Pam Brown, Attorney, AICP, Brown & Brown, P.C.*

Moderator: *Michael Di Pasquale, CPTC Director*

6. Roles & Responsibilities Part 1 (MIIA)

Join us if you are a new Planning Board or ZBA member or building inspector. This program will launch you into your role as a local official, introduce you to the functions of the 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 Part 1 and Part 2.

Speakers: *Bob Mitchell, FAICP, Robert P. Mitchell & Associates; Bob Ritchie, Attorney*

10:30–10:50 Break

11:00–12:30 Late Morning Sessions

7. Water Infrastructure Finance: Filling the Gap in Funding Water Supply and Wastewater Systems (AICP)*

Massachusetts has over 20,000 miles of sewage and 21,000 miles of water piping, most of which was installed over 50 years ago. Our water infrastructure needs increased investment to continue to deliver reliable clean water and keep wastes and toxic chemicals out of our environment without service interruptions. At the same time, sources of revenue for these needed investments are declining at the federal, state and municipal level. The result is a large and growing gap—estimated at \$21.4 billion over the next 20 years—between current funding for the state's water infrastructure and wastewater systems and the amount of funding actually needed. The Water Infrastructure Finance Commission was created by the Massachusetts Legislature in 2009 to analyze the needs and develop recommendations for financing going forward. This workshop will review the findings of the Commission and next steps toward addressing the finance gap.

Speakers: *State Senator Jamie Eldridge, Chairman, Water Infrastructure Finance Commission; Martin Pillsbury, Environmental Planning Director, Metropolitan Area Planning Council and Commission member*

Moderator: *Lawrence Adams, Executive Director, Central Mass Regional Planning Commission*

Program

8. Water Conservation: It's Everybody's Business (AICP)*

Water conservation and efficiency are often viewed as the Water Department's concern. Yet decisions other town and city officials and board members make about development and redevelopment projects can have a profound impact on whether there will be enough water available to meet both human needs and the needs of the environment. Learn what tools other communities are using to reduce water demand both directly (through water-efficiency requirements indoors and outdoors) and indirectly (through land-use requirements that reduce water demand and allow opportunities for infiltration).

Speakers: Neil Angus, AICP CEP, LEED AP, Environmental Planner, Devens Enterprise Commission; Matthew Mostoller, Environmental Manager, Water Supply District of Acton; Kate Day, AICP, Senior Planner, Town of Danvers

Moderator: Marilyn McCrory, AICP, Office of Water Resources, MA Dept. of Conservation & Recreation

9. Unloved Infrastructure and How to Pay for It When It Breaks—USDA Rural Development Can Help (AICP)*

Are you a non-profit or small community of less than 20,000 people thinking of building or upgrading your infrastructure? If so, USDA-Rural Development would like to talk to you. This Federal Agency has provided hundreds of millions of dollars in flexible loans, loan guarantees, and limited grants to communities throughout Massachusetts during the past decade. Join us as we discuss our programs and how they have made infrastructure projects affordable for dozens municipalities throughout the Commonwealth.

Speakers: Len Schuzdak, Rural Development Coordinator, Rural Development U.S. Department of Agriculture; Steven Bonavita, Area Specialist, Rural Development U.S. Department of Agriculture

10. Town-wide Planning Retreats as a Framework for Master Plan Implementation (AICP)*

Town-wide comprehensive planning can be very effective at setting out a shared community vision, but municipalities have varying levels of success on identifying specific action/implementation items and building them into a work plan. The Town of Westford was recognized with a 2012 MA-APA award for an innovative approach to Master Plan implementation centered on coordinated inter-departmental project management, and town-wide Strategic Planning Retreats in 2011 and 2012. This innovative, practical approach has led to major progress on master plan implementation, and effective public communication of the status of implementation. This session will describe this model and how it can be applied in other communities.

Speakers: Angus Jennings, AICP, Director of Land Use Management, Town of Westford; Karen Cullen, AICP, Director of Planning & Community Development, Town of Ware

Moderator: Angus Jennings, AICP, Director of Land Use Management, Town of Westford

11. 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.

Speakers: Judi Barrett, Director of Planning, Community Opportunities Group, Inc., Barbara Saint André, Attorney, Petrini & Associates, P.C.

12. Roles & Responsibilities Part 2 (MIIA)

Part 2 of this important and popular topic will focus on the Open Meeting and Public Records Laws and a discussion of Conflicts of Interest Law.

Speakers: Bob Mitchell FAICP, Robert P. Mitchell & Associates; Bob Ritchie, Attorney

12:30–1:30 p.m. Lunch

1:30–3:00 p.m. Afternoon Sessions

13. Hazard Mitigation and Adaptation to Climate Change (AICP)*

Recent extreme storms including Tropical Storm Irene and Superstorm Sandy have highlighted the need for communities to prepare for increasing intensities of storms and sea level rise. Both inland and coastal communities can apply Green Infrastructure approaches to increase resiliency and reduce the potential impact of flooding events on infrastructure and properties. These techniques also have other benefits for protection of water resources and the environment. The Town of Marshfield is facing difficult choices about how to manage their coastline now and into the future. The Town enlisted UMass Amherst's Masters of Regional Planning program to draft a chapter on Climate Change Adaptation for their new Master Plan. This presentation describes the report findings, including three key recommendations and a matrix of options to address the range of issues the changing climate brings to all town functions.

Speakers: Paul Halkiotis, Town Planner, Marshfield; Elisabeth M. Hamin, Ph.D., Associate Professor of Regional Planning and Department Head, UMass Amherst Department of Landscape Architecture and Regional Planning (LARP); LARP graduate students: Toni Marie Pignatelli and Sally Miller

Moderator and Intro: E. Heidi Ricci, Mass Audubon, Shaping the Future of Your Community Program

14. GreenDOT—Advancing Sustainability and Livability Statewide (AICP)*

This session will provide an overview of MassDOT's sustainability and livability policies including GreenDOT, the Healthy Transportation Compact and the Global Warming Solutions Act. Through the full range of our activities, from strategic planning to construction and system operations, MassDOT seeks to promote sustainable economic development, protect the natural environment, and enhance the quality of life for all of the Commonwealth's residents and visitors. This will enable MassDOT to use resources in a manner that serves its existing customers while preserving our resources for future generations.

Speaker: Catherine Cagle, LEED AP, AICP, RLA Manager of Sustainable Transportation MassDOT.

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

Program

15. Public/Private Infrastructure Financing: New Options Available (AICP)*

The Economic Development Bill enacted in August 2012 authorized the creation of Local Infrastructure Development Zones. This flexible new financing mechanism can be enacted through municipal action in cooperation with affected landowners, and offers opportunities for partnership with Mass-Development. The legislation also streamlined the District Improvement Financing (DIF) program, and expanded potential use of the "I-Cubed" (Infrastructure Investment Incentive) program. These new and amended programs offer a broader array of infrastructure financing options than has ever previously existed in Massachusetts. This session will offer practical advice on determining what approach may work, and how to get started.

Speakers: *Rebecca Sullivan, First Vice President, Massachusetts Development Finance Agency; Angus Jennings, AICP, Director of Land Use Management, Town of Westford*

Moderator: *Angus Jennings, AICP, Director of Land Use Management, Town of Westford*

16. Housing that Works: The Importance of Housing in Massachusetts' Competitiveness (AICP)*

The Patrick administration, aware that the cost and location of housing affects companies' ability to attract and retain talented employees, has been working with cities and towns to plan ahead. This workshop will focus on strategies for developing housing that is reasonably dense, as well as reasonably located and reasonably priced. New initiatives will be highlighted.

Speaker: *Arthur Jemison, Deputy Undersecretary, Dept. of Housing & Community Development*

Moderator: *William Reyelt, Principal Planner—Smart Growth Programs, Dept. of Housing & Community Development*

17. Introduction to the Subdivision Control Law/ANR (MIIA)

Learn about the purpose of subdivision control, important procedural requirements and your responsibilities when reviewing subdivision and ANR plans. Topics to be covered include: adoption of Subdivision Regulations; endorsing Approval Not Required (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, P.C.*

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

18. Writing Reasonable and Defensible Decisions (MIIA)

This session 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.

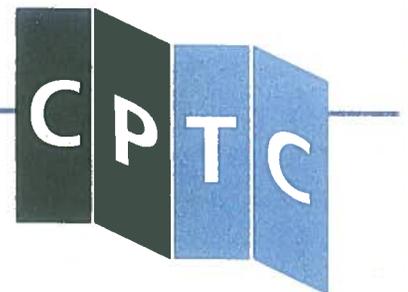
Speaker: *Bob Ritchie, Attorney*



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 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.

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)* have been submitted to AICP for credit. If approved, these sessions will entitle the participant to 1.5 hours of 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.



Registration Form

Absolute Deadline for receiving registrations is: FRIDAY, MARCH 8, 2013!

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. Water Management
- 2. Zoning for Medical Marijuana
- 3. Zoning for Solar
- 4. Affordable Housing Goals—CPA
- 5. Special Permits and Variances
- 6. Roles and Responsibilities 1

11:00 a.m.–12:30 p.m.

- 7. Water Infrastructure
- 8. Water Conservation
- 9. Unloved Infrastructure—USDA
- 10. Town-wide Planning Retreats
- 11. Zoning Exemptions
- 12. Roles and Responsibilities 2

1:30 p.m.–3:00 p.m.

- 13. Hazard Mitigation
- 14. GreenDOT
- 15. Infrastructure Financing
- 16. Housing that Works
- 17. Subdivision Control Law
- 18. Defensible Decisions

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 8, 2013 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

QUESTIONS? Please contact Michael DiPasquale (413) 545-2188, 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.

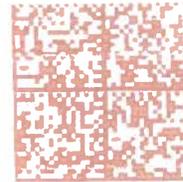
CPTC Conference Program!



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

**UMass
Extension**

CENTER FOR AGRICULTURE



Hasler

016H26523135
\$00.460
02/05/2013
Mailed From 02108
US POSTAGE

Planning Board
Town Hall
471 Main Street
Acton, MA

01720



Citizen Planner Training Collaborative

Twelfth Annual Conference

Advanced Tools and Techniques for Planning and Zoning

Saturday, March 16, 2013
Hogan Conference Center
Holy Cross College
Worcester, MA

www.umass.edu/masscptc

Our Sponsors:



McGREGOR & ASSOCIATES
ATTORNEYS AT LAW, P.C.



Massachusetts Association of
Planning Directors, Inc.



American Planning Association
Massachusetts Chapter
Making Great Communities Happen