

Fall 2012 Course Descriptions

Roles and Responsibilities of Planning & Zoning Boards, Part 1 (MIIA credit)

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 (MIIA credit)

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.

Writing Reasonable and Defensible Decisions (MIIA credit)

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 (MIIA credit)

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.

Workshops designated "MIIA credit" entitle your town to credit under the MIIA Rewards Program towards public officials liability insurance. Workshops designated (AICP) have been submitted for AICP credit. Credit is pending at time of printing.

Vested Rights and Nonconforming Structures and Uses (MIIA credit)

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.

The Next Chapter of 40B (MIIA credit)

Presented in association with DHCD and CHAPA (Citizens' Housing and Planning Association), this training will explain the most up-to-date information regarding Chapter 40B and how your community can work with the comprehensive permit process. Planning and zoning board members, public officials, municipal staff, affordable housing developers, and housing advocates interested in this important issue are encouraged to attend.

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.

Zoning Exemptions (MIIA credit)

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, and the circumstances under which municipalities can enact and impose regulations.

Special Permits and Variances (MIIA credit)

Do you know what makes Special Permits and Variances different? Learn about the key issues and the complex criteria for making decisions on Variances and Special Permits, as well as the important procedural requirements necessary to avoid constructive approval, including the importance of meeting timelines.

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.

Introduction to the Zoning Act (MIIA credit)

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.

NEW Siting 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.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2012 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
Nantucket Planning and Economic
Development 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. Special thanks to CHAPA and DHCD for coordinating the 40B workshops.

Major sponsors of the Fall 2012 Workshops:



**UMass
Extension**

CENTER FOR AGRICULTURE

Save the date!

The next CPTC Spring Conference takes place on Saturday March 16, 2013 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

Citizen Planner Training Collaborative

Fall 2012 Course Schedule

No.	Course Title	Day/Time	Trainer	Location/Sponsor
1	Zoning Exemptions (MIIA credit)	Thursday, October 4 7 p.m.	Paul Bobrowski, Attorney	Berkshire Regional Planning Commission 1 Fenn St., Suite 201, Pittsfield
2	Vested Rights & Nonconforming Uses & Structures (MIIA credit)	Thursday, October 11 7 p.m.	Paul Bobrowski, Attorney	Pioneer Valley Planning Commission, 60 Congress Street, 2nd Flr. Large Conference Room, Springfield
3	Roles & Responsibilities, Part 1 (MIIA credit)	Wednesday, October 17 6 p.m.	Joel Bard, Attorney, Kopelman and Paige, P.C.	Community Room, J.W. Olver Transit Center, 12 Olive Street, Greenfield, MA 01301 Sponsor: Franklin Regional Council of Governments
4	The Next Chapter of 40B (MIIA credit)	Wednesday, October 17 7 p.m.	Joe Peznola, Vice Chair Hudson ZBA, P.E., Hancock Associates	Old Colony Planning Council, 70 School St., Brockton
5	Creating Master Plans	Thursday, October 18 5:30 p.m.	Judi Barrett, Director of Planning, Community Opportunities Group, Inc.	Montachusett Regional Planning Commission, 1427R Water St. (MART Bldg), Fitchburg
6	Site Plan Review	Saturday, October 20 8:30 a.m.	Wayne Feiden FAICP, Director of Planning and Development, Northampton	Martha's Vineyard Commission, 33 New York Avenue, Oak Bluffs
7	Writing Reasonable & Defensible Decisions (MIIA credit)	Tuesday, October 23 7 p.m.	Barbara Saint André, Attorney, Petrini & Associates, P.C.	Norwood Community Room, Norwood Police/Fire Public Safety Building, 137 Nahatan Street Sponsor: Metropolitan Area Planning Council
8	Writing Reasonable and Defensible Decisions (MIIA credit)	Wednesday, October 24 7 p.m.	Bob Mitchell, FAICP, Planning Consultant, Boston MA	Central Mass Regional Planning Commission, Union Station, Second Floor, Worcester
9	Roles & Responsibilities Part 2 (MIIA credit)	Thursday, October 25 7 p.m.	Pam Brown, AICP, Attorney, Brown & Brown, P.C.	Merrimack Valley Planning Commission, 160 Main Street, Haverhill, MA 01830
10	Vested Rights & Nonconforming Uses & Structures (MIIA credit)	Tuesday, October 30 7 p.m.	Patricia A. Cantor, Attorney, Kopelman and Paige, P.C.	Orleans Town Hall, Skaket Room, 19 School Road, Orleans, MA
11	Roles & Responsibilities Part 1 (MIIA credit)	Wednesday, October 31 7 p.m.	Michael O'Neill, Attorney, McGregor & Associates, P.C.	Old Colony Planning Council, 70 School St., Brockton
12	Intro to Subdivision Control Law/ ANR	Thursday, November 1 7 p.m.	Donald Dubendorf, Attorney	Berkshire Regional Planning Commission, 1 Fenn St., Suite 201, Pittsfield
13	Introduction to the Zoning Act (MIIA credit)	Thursday, November 1 7 p.m.	Brian Currie, Falmouth Town Planner	Southeast Regional Planning & Economic Development District, 88 Broadway, Taunton
14	Intro to Subdivision Control Law/ ANR	Monday, November 5 7 p.m.	Elizabeth A. Lane, Attorney, Kopelman and Paige, P.C.	Yarmouth Town Hall, Lower Level Hearing Room, 1146 Route 28, South Yarmouth
15	Roles & Responsibilities, Part 2 (MIIA credit)	Thursday, November 8 6 p.m.	Joel Bard, Attorney, Kopelman and Paige, P.C.	Community Room, J.W. Olver Transit Center, 12 Olive Street, Greenfield, MA 01301 Sponsor: Franklin Regional Council of Governments
16	Siting Renewable Energy Facilities	Thursday, November 8 5:30 p.m.	Kurt Gaertner, AICP, Massachusetts Executive Office of Energy and Environmental Affairs	Montachusett Regional Planning Commission, 1427R Water St. (MART Bldg), Fitchburg
17	Writing Reasonable & Defensible Decisions (MIIA credit)	Tuesday, November 13 7 p.m.	Patricia A. Cantor, Attorney, Kopelman and Paige, P.C.	Peabody Institute Library, Gordon Room, 15 Sylvan Street, Danvers Sponsor: Metropolitan Area Planning Council
18	Site Plan Review	Wednesday, November 14 7 p.m.	Ralph Willmer, FAICP, VHB- Vanasse Hangen Brustlin, Inc.	Central Mass Regional Planning Commission, Union Station, Second Floor, Worcester
19	Special Permits & Variances (MIIA credit)	Wednesday, November 14 7 p.m.	Pam Brown, AICP, Attorney, Brown & Brown, P.C.	Merrimack Valley Planning Commission, 160 Main Street, Haverhill, MA 01830
20	Creating Master Plans	Thursday, November 15 7 p.m.	Wayne Feiden FAICP, Director of Planning and Development, Northampton	Clarion Hotel, 1 Atwood Drive, at Exit 18, Northampton Sponsor: Pioneer Valley Planning Commission
21	Creating Master Plans	Thursday, November 15 7 p.m.	Judi Barrett, Director of Planning, Community Opportunities Group, Inc.	Southeast Regional Planning & Economic Development District, 88 Broadway, Taunton
22	Writing Reasonable & Defensible Decisions (MIIA credit)	Monday, November 26 7 p.m.	Robert Ritchie, General Counsel, Massachusetts Department of Agricultural Resources	Houghton Building, 697 Main Street, Bolton Sponsor: Metropolitan Area Planning Council

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
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



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

CPTC reserves the right to make minor revisions.

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

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