

Fall 2011 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.

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

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.

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.

The Next Chapter of 40B (MIIA credit)

Presented in association with 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.

Planning with Community Support

Learn how to design and run a planning process with good community input for a comprehensive plan, community plan, or sustainable development plan. This interactive workshop will help you learn how to make a plan that really results in action and to better understand 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.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations hosting the Fall 2011 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 2011 Workshops:



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Save the date!

The next CPTC Spring Conference takes place on Saturday March 17, 2012 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

www.umass.edu/masscptc

Fall Workshops!



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

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Citizen Planner Training Collaborative



Fall 2011 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

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Citizen Planner Training Collaborative

Fall 2011 Course Schedule

No.	Course Title	Date	Trainer	Location/Sponsor
1	How to Hold a Perfect Public Hearing	Tuesday, October 11 7 p.m.	Brian Currie, Town Planner, Falmouth	Falmouth Town Hall – Selectmen’s Meeting Room Sponsor: Cape Cod Commission
2	Zoning Exemptions (MIIA credit)	Tuesday, October, 11 7 p.m.	Alan Seewald, Attorney Seewald, Jankowski & Spencer	Greenfield Community College Downtown Center 270 Main Street, Greenfield Sponsor: Franklin Regional Council of Governments
3	Special Permits & Variances (MIIA credit)	Wednesday, October 12 7 p.m.	David Doneski, Attorney, Kopelman & Paige, P.C.	Martha’s Vineyard Commission 33 New York Avenue, Oak Bluffs
4	Intro to Subdivision Control Law/ANR	Thursday, October 13 7 p.m.	Joel Bard, Attorney, Kopelman & Paige, P.C.	Pioneer Valley Planning Commission 60 Congress Street, 2nd Floor, Springfield
5	Writing Reasonable and Defensible Decisions (MIIA credit)	Wednesday, October 19 7 p.m.	Pam Brown, AICP Attorney, Brown & Brown P.C.	Northern Essex Community College, Technology Center Conference Room 103, First floor, 100 Elliott St., Haverhill Sponsor: Merrimack Valley Planning Commission
6	The Next Chapter of 40B (MIIA credit)	Wednesday, October 19 7 p.m.	Laura F. Shufelt, Hearing Officer Barnstable Zoning Board of Appeals	Old Colony Planning Council 70 School St., Brockton
7	The Next Chapter of 40B (MIIA credit)	Thursday, October 20 7 p.m.	Joseph Peznola, Vice Chair Hudson ZBA, P.E. Hancock Associates	Central Mass Regional Planning Commission Union Station, Second Floor, Worcester
8	Roles & Responsibilities, Part 1	Monday, October 24 2 p.m.	Bob Mitchell, FAICP; Robert Ritchie, Attorney	Nantucket Planning and Economic Development District 2 Fairgrounds Road, Nantucket
9	Roles & Responsibilities, Part 2	Monday, October 24 6:30 p.m.	Bob Mitchell, FAICP; Robert Ritchie, Attorney	Nantucket Planning and Economic Development District 2 Fairgrounds Road, Nantucket
10	Reading a Subdivision Plan	Tuesday, October 25 7 p.m.	Joseph Peznola, P.E. Hancock Associates	Town of Bellingham Municipal Center Arcand Meeting Room 10 Mechanic St., Bellingham Sponsor: Metropolitan Area Planning Council
11	The Next Chapter of 40B (MIIA credit)	Thursday, October 27 7 p.m.	Joseph Peznola, P.E. Hancock Associates	Montachusett Regional Planning Commission 1427R Water St. (MART Bldg), Fitchburg
12	Roles & Responsibilities, Part 2	Thursday, October 27 7 p.m.	Patricia A. Cantor, Attorney, Kopelman & Paige, P.C.	Southeast Regional Planning & Economic Development District, 88 Broadway, Taunton
13	Writing Reasonable and Defensible Decisions (MIIA credit)	Thursday, October 27 7 p.m.	Donald Dubendorf, Attorney	Berkshire Regional Planning Commission 1 Fenn St., Suite 201, Pittsfield
14	Reading a Subdivision Plan	Tuesday, November 1 7 p.m.	Wayne Feiden, FAICP, Director of Planning and Development, Northampton	Greenfield Community College Downtown Center 270 Main Street, Greenfield Sponsor: Franklin Regional Council of Governments
15	Roles & Responsibilities, Part 1	Tuesday, November 1 7 p.m.	Elizabeth A. Lane, Attorney, Kopelman & Paige, P.C.	Hingham Town Hall 210 Central Street Hingham Sponsor: Metropolitan Area Planning Council
16	Vested Rights and Nonconforming Uses & Structures	Wednesday, November 2 7 p.m.	Barbara Saint André, Attorney Petrini & Associates	Central Mass Regional Planning Commission Union Station Second Floor, Worcester
17	Writing Reasonable and Defensible Decisions (MIIA credit)	Wednesday, November 2 7 p.m.	Elizabeth A. Lane, Attorney, Kopelman & Paige, P.C.	Old Colony Planning Council 70 School St., Brockton
18	Creating Master Plans	Thursday, November 3 7 p.m.	Judi Barrett, Community Opportunities Group	Montachusett Regional Planning Commission 1427R Water St. (MART Bldg), Fitchburg
19	How to Hold a Perfect Public Hearing	Thursday, November 10 7 p.m.	Elizabeth A. Lane, Attorney, Kopelman & Paige, P.C.	Southeast Regional Planning & Economic Development District, 88 Broadway, Taunton
20	Planning with Community Support	Wednesday, November 16 7 p.m.	Brian Currie Town Planner, Falmouth	Barnstable Town Hall – Hearing Room Sponsor: Cape Cod Commission
21	The Next Chapter of 40B (MIIA credit)	Wednesday, November 16 7 p.m.	Paul Haverly, Chelmsford ZBA, Attorney, Regnante, Sterio, & Osborne LLP	Northern Essex Community College, Technology Center Conference Room 103, First floor, 100 Elliott St., Haverhill Sponsor: Merrimack Valley Planning Commission
22	The Next Chapter of 40B (MIIA credit)	Wednesday, November 16 7 p.m.	Judi Barrett, Chair, Town of Duxbury ZBA	Clarion Hotel, 1 Atwood Drive at Exit 18, Northampton Sponsor: Pioneer Valley Planning Commission
23	Special Permits and Variances (MIIA credit)	Thursday, December 1 7 p.m.	Paul Bobrowski, Attorney	Berkshire Regional Planning Commission 1 Fenn St., Suite 201, Pittsfield

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:

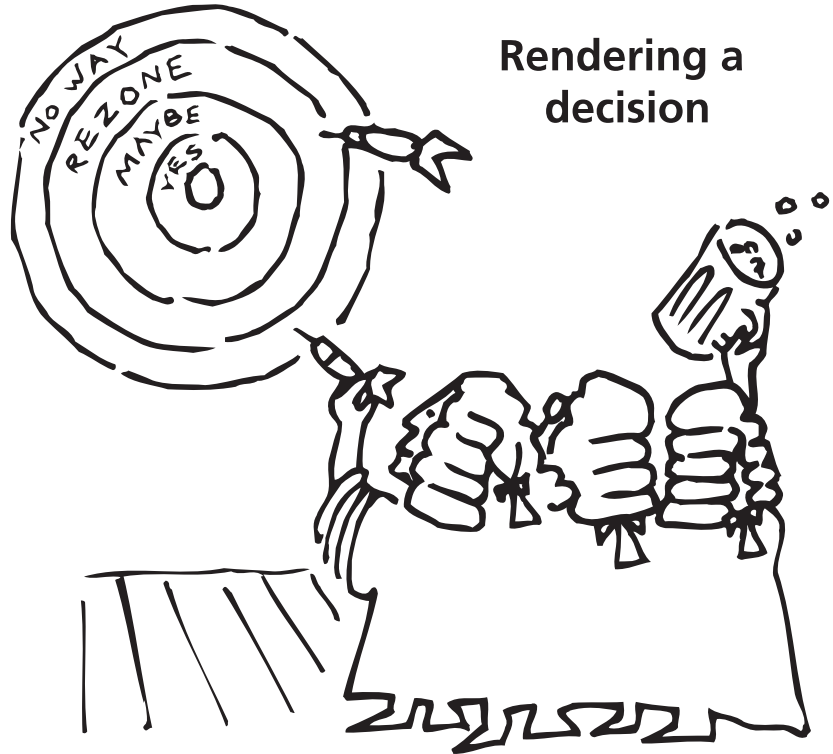
Refunds honored if in writing before workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

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



Rendering a decision

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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

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.

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