

Citizen Planner Training Collaborative

Fall 2018 Workshops



CPTC is a collaboration of:

UMass Amherst Center for Agriculture, Food, and the Environment
Department of Housing and Community Development
Mass Audubon
Massachusetts Association of Planning Directors
Massachusetts Association of Regional Planning Agencies
Massachusetts Chapter of the American Planning Association



Fall 2018 Course Descriptions

How to Hold a Perfect Public Hearing (MIIA)

This session 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.

How to Read a Subdivision Plan (MIIA)

This session explains how topography, roads, lot lines, wetlands, drainage, and utilities are delineated on a plan. The information presented will aid boards with the decision-making and negotiating process.

Introduction to the Subdivision Control Law and ANR (MIIA)

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.

Introduction to the Zoning Act (MIIA)

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.

Planning With Community Support (MIIA & AICP)

This course describes how to run a planning process - whether it is for a comprehensive plan or master plan - that will have the support of the community with the amendment and implementation process. It will explain how to work with or without consultants to make plans that result in local action.

CM | 1.5

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

Join us if you are a new Board member or building inspector. This program will launch you into your role as a local official, introduce you to the functions of the two boards, and teach you the main tools of planning and zoning.

Roles and Responsibilities of Planning & Zoning Boards, Part 2 (MIIA)

This session discusses more advanced topics for new Board members or building inspectors. Part 2 will focus on the Open Meeting, Public Records, and the Conflict of Interest Laws.

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

AICP members can earn Certification Maintenance (CM) credits for workshops designated (AICP). More information about AICP's CM program can be found at www.planning.org/cm.

Site Plan Review (MIIA & AICP)

The Zoning Act does not contain any provisions for the review of site plans; however, the process can be a very effective tool 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 that may be imposed, reasons for disapproval, the appeal process, and the types of information a town can require to be shown on a site plan.

CM | 1.5

Special Permits and Variances (MIIA)

Participants will learn the difference between special permits and variances, the issues and criteria for decision-making, timeliness, and procedural requirements.

Understanding PVPC's Model Adult Use Recreational Marijuana Zoning Bylaw/Ordinance (MIIA & AICP)

PVPC developed a model Adult Use Marijuana Establishment Bylaw/Ordinance to assist and guide communities. This workshop will walk participants through each step of the proposed model bylaw/ordinance, discuss the rationale used for addressing certain issues, and review the experiences with permitting such facilities.

CM | 1.5

Writing Reasonable and Defensible Decisions (MIIA)

This course 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.

Writing Village Center Bylaws (MIIA & AICP)

Village Centers rely on historic development patterns to grow in a consistent and visually appealing manner. Writing a Village Center Bylaw is to move on a path towards forming a more vibrant, mixed-use, and walkable community. This workshop will walk you through the process, the benefits, and show you successful efforts.

CM | 1.5

Zoning Exemptions (MIIA)

Zoning Act, Section 3 provides exemptions for agricultural, educational, childcare, and religious uses, and state/federal lands and uses, from local zoning regulations. This course explains these exemptions, and identifies under which circumstances municipalities can enact and impose zoning regulations.

Thank You to Our Collaborators

CPTC expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2018 Workshops:

Berkshire Regional Planning Commission

Cape Cod Commission

Central Massachusetts Regional Planning Commission

Franklin Regional Council of Governments

Merrimack Valley Planning Commission

Metropolitan Area Planning Council

Montachusett Regional Planning Commission

Northern Middlesex Council of Governments

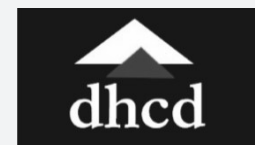
Old Colony Planning Council

Pioneer Valley Planning Commission

Southeast Regional Planning and Economic Development District

Thank you to our trainers and workshop site coordinators.

Major sponsors of the Fall 2018 Workshops:



URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON

Fall 2018 Course Schedule

No.	Course Title	Date/Time	Trainer	Location/Sponsor
1	Understanding PVPC's Model Adult Use Recreational Marijuana Zoning Bylaw/Ordinance	Thurs. 10/11/18 7 - 9 PM	Larry Smith, Consultant Jeff Bagg, City of Easthampton	PVPC, 60 Congress Street, 2nd Floor, Large Conference Room, Springfield Sponsor: Pioneer Valley Planning Commission
2	Site Plan Review	Thurs. 10/11/18 6 - 8 PM	Wayne Feiden, FAICP, City of Northampton	FRCOG, JW Olver Transit Center, 12 Olive Street, 1st Floor Conference Room, Greenfield Sponsor: Franklin Regional Council of Governments
3	Planning with Community Support	Mon. 10/22/18 6:30 - 8:30 PM	Alison LeFlore, AICP, Consultant	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
4	Site Plan Review	Tues. 10/23/18 7 - 9 PM	Michael Zehner, AICP, Town of Wellesley	Bellingham Town Offices, Arcand Meeting Room, 10 Mechanic Street, Bellingham Sponsor: Metropolitan Area Planning Council
5	Introduction To Subdivision Control Law and ANR	Wed. 10/24/18 6 - 8 PM	Adam Costa, Attorney, Mead, Taler- man & Costa, LLC	MRPC, Doyle Center, 464 Abbott Avenue, Leominster Sponsor: Montachusett Regional Planning Commission
6	Writing Reasonable and Defensible Decisions	Thurs. 10/25/18 7 - 9 PM	Barbara Saint Andre, Esq., Town of Medway	Harwich Community Center, Multi-Purpose Room, 100 Oak Street, Harwich Sponsor: Cape Cod Commission
7	Introduction To Subdivision Control Law and ANR	Thurs. 10/25/18 7 - 9 PM	Jonathan M. Silverstein, Attorney, KP Law	North Reading High School, Distance Learning Lab, 189 Park Street, North Reading Sponsor: Metropolitan Area Planning Council
8	How to Read A Subdivision Plan	Mon. 10/29/18 7 - 9 PM	Joseph Peznola, PE, Hancock Asso- ciates	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
9	Roles and Responsibilities of Planning & Zoning Boards, Part 1	Mon. 10/29/18 6 - 8 PM	Thomas Bott, AICP, Town of Fal- mouth	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
10	Planning with Community Support	Tues. 10/30/18 7 - 9 PM	Judi Barrett, Barrett Planning LLC	Orleans Town Hall, Skaket Room, 19 School Rd, Orleans Sponsor: Cape Cod Commission
11	Planning with Community Support	Wed. 10/31/18 7 - 9 PM	Judi Barrett, Barrett Planning LLC	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
12	Roles and Responsibilities of Planning & Zoning Boards, Part 1	Thurs. 11/1/18 7 - 9 PM	Ralph Willmer, FAICP, Metropolitan Area Planning Council	Hingham Town Hall, Central North Room, 2nd Floor, 210 Central St, Hingham Sponsor: Metropolitan Area Planning Council
13	Writing Village Center Bylaws	Mon. 11/5/18 7 - 9 PM	Judi Barrett, Barrett Planning LLC	CMRPC, 1 Mercantile St., Revere Rm, 1st Fl, Worcester Sponsor: Central MA Regional Planning Commission
14	Roles and Responsibilities of Planning & Zoning Boards, Part 2	Mon. 11/5/18 6 - 8 PM	Amy E. Kwesell, Attorney, KP Law	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
15	How To Hold A Perfect Public Hearing	Wed. 11/7/18 7 - 9 PM	Brian Currie, AICP, Consultant	CMRPC, 1 Mercantile St., Revere Rm, 1st Fl, Worcester Sponsor: Central MA Regional Planning Commission
16	Special Permits and Variances	Wed. 11/7/18 6 - 8 PM	Pamela Brown, FAICP, Attorney, Brown & Brown PC	MRPC, Doyle Center, 464 Abbott Avenue, Leominster Sponsor: Montachusett Regional Planning Commission
17	Introduction To Subdivision Control Law and ANR	Thurs. 11/8/18 6 - 8 PM	Carolyn Murray, Attorney, KP Law	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Agency
18	How to Read A Subdivision Plan	Tues. 11/13/18 7 - 9 PM	Joseph Peznola, PE, Hancock Asso- ciates	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
19	Introduction to the Zoning Act	Wed. 11/14/18 7 - 9 PM	Robin Stein, Attorney, KP Law	Newburyport City Hall, 2nd floor Auditorium, 60 Pleasant Street, Newburyport Sponsor: Merrimack Valley Planning Commission
20	Special Permits and Variances	Thurs. 11/15/18 7 - 9 PM	Jonathan M. Silverstein, Attorney, KP Law	Chelsea Senior Center, directly across from Chelsea City Hall - GPS use City Hall Ave, Chelsea Sponsor: Metropolitan Area Planning Council
21	Site Plan Review	Mon. 11/19/18 7 - 9 PM	Pamela Brown, FAICP, Attorney, Brown & Brown PC	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
22	Introduction To Subdivision Control Law and ANR	Tues. 11/20/18 6 - 8 PM	Adam Costa, Attorney, Mead, Taler- man & Costa, LLC	FRCOG, JW Olver Transit Center, 12 Olive Street, 1st Floor Conference Room, Greenfield Sponsor: Franklin Regional Council of Governments
23	Zoning Exemptions	Thurs. 12/13/18 6 - 8 PM	Donald R. Dubendorf, Attorney, Dubendorf Law	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Agency

Workshop Information

Who should attend?

- Planning, zoning, building, and 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 **\$35** (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:

Seven calendar days (one week) before the date of the workshop to guarantee that there will be enough space and handouts for you.

Please assume that you are registered once you have sent in your form or registered on-line. **We DO NOT confirm registration.**

Refund Policy:

Refunds will be honored if made in writing before the 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:

Visit www.masscptc.org, or contact the CPTC Coordinator at (617) 287-5570 or Elaine Wijnja, DHCD, at (617) 573-1360

Interested in other courses?

Contact CPTC for On Demand Training at coordinator@masscptc.org

For a fixed fee of \$400, a cost which may be shared by several cohosting communities, we will have a trainer come to your city or town to address a specific learning topic.

Refer to our website:
www.masscptc.org

Save the date!

The next CPTC Annual Conference is on **Saturday, March 16, 2019** at Holy Cross College in Worcester.

Contact CPTC if you have suggestions for session topics.

Registration and Payment

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

Please make check payable to CPTC/APA-MA and mail complete registration to:

CPTC C/O Urban Harbors Institute, UMass Boston, 100 Morrissey Boulevard, Boston, MA 02125 or fax to (617) 287-5575.

Online registration is available at www.masscptc.org.

Email registration will not be accepted.

CPTC Core Curriculum

You can get credit for taking many of the CPTC courses offered throughout the year, including at the annual conference. Course credit applies as follows:

CPTC CERTIFICATE PROGRAM:

CPTC offers a Level One Certificate for completing three (3) courses.

Must Complete:

1. The Roles and Responsibilities of Planning and Zoning Boards, Part 1
2. The Roles and Responsibilities of Planning and Zoning Boards, Part 2

Complete one (1) of the following:

3. Introduction to the Subdivision Control Act
4. Introduction to the Zoning Act
5. How to Write Reasonable and Defensible Decisions

CPTC offers a Level Two Certificate for completing Level One requirements and three (3) of the following courses:

1. Planning with Community Support (applies to planning board members only)
2. Non-conforming Structures, Lots, Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances