

# Citizen Planner Training Collaborative

## Fall 2017 Workshops



### CPTC is a collaboration of:

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



# Fall 2017 Course Descriptions

## 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 is designed to discuss 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.

## Creating Master Plans (MIIA)

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 the specific steps by which the plan will be carried out.

## 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.

## 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.

## 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

## 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.

## Site Plan Review (MIIA)

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.

## 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.

## Recreational Marijuana (AICP)

In November 2016, Massachusetts voters approved Ballot Question 4, which legalized the use and possession of marijuana for non-medical ("recreational") purposes. The General Court subsequently made significant changes to the law, which became effective on July 28, 2017 when Governor Baker signed Chapter 55 of the Acts of 2017. This workshop will cover the changes in the law and the impacts on communities, local regulation or prohibition of marijuana establishments, optional local taxation, as well as changes to the regulation of medical marijuana. We will discuss how local communities can work within the framework of the law to properly plan for recreational marijuana.

CM | 1.5

## Municipal Vulnerability and Resilience Planning (AICP)

This course introduces planning for resiliency to extreme weather and associated vulnerabilities and hazards, including new planning resources from the state (Municipal Vulnerability Preparedness program). Learn how to assess local vulnerabilities to weather extremes, how they interact with development, and identify actions to reduce hazard risks and increase resilience including through use of green infrastructure.

CM | 1.5

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 activities at this event. When CM credits are available, they are noted at the end of an activity description. More information about AICP's CM program can be found at [www.planning.org/cm](http://www.planning.org/cm).



## Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2017 Workshops:

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

Northern Middlesex Council of Governments

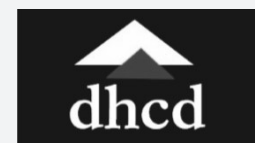
Old Colony Planning Council

Pioneer Valley Planning Commission

Southeast Regional Planning and Economic Development District

Thank you to our moderators, trainers, and workshop site coordinators.

Major sponsors of the Fall 2017 Workshops:



URBAN HARBORS INSTITUTE  
UNIVERSITY OF MASSACHUSETTS BOSTON

# Fall 2017 Course Schedule

No.	Course Title	Date/Time	Trainer	Location/Sponsor
1	Site Plan Review (with an introduction on How To Read A Site Plan)	Th. 10/12/17 7 - 9 PM	Wayne Feiden, FAICP, City of Northampton	PVPC, 60 Congress Street, 2nd Floor, Springfield Sponsor: Pioneer Valley Planning Commission
2	Municipal Vulnerability and Resilience Planning	Sa. 10/14/17 8:30 - 10:30 AM	Stefanie Covino, Coordinator, Mass Audubon; Eric Walberg, Senior Program Leader, Climate Services	MVC, 33 New York Avenue, Oak Bluffs Sponsor: Martha's Vineyard Commission
3	How to Hold A Perfect Public Hearing	W. 10/18/17 7 - 9 PM	Amy E. Kwesell, Attorney, KP Law, P.C.	Brewster Police Department, 631 Harwich Rd., Brewster Sponsor: Cape Cod Commission
4	Planning with Community Support	Th. 10/19/17 7 - 9 PM	Brian Currie, AICP, Town of Falmouth	MAPC, Braintree Town Hall, Cahll Auditorium, 1 John F. Kennedy Memorial Drive, Braintree Sponsor: Metropolitan Area Planning Council
5	Site Plan Review	Th. 10/19/17 7 - 9 PM	Adam Costa, Attorney, Mead, Taler- man & Costa, LLC	MAPC, Sherborn Town Hall, 19 Washington St., Sherborn Sponsor: Metropolitan Area Planning Council
6	Planning with Community Support	Tu. 10/24/17 6 - 8 PM	Ralph Willmer, FAICP, Metropolitan Area Planning Council	FRCOG, JW Olver Transit Center, 12 Olive Street, 1st Floor Conference Room, Greenfield Sponsor: Franklin Regional Council of Governments
7	Municipal Vulnerability and Resilience Planning	W. 10/25/17 7 - 9 PM	Stefanie Covino, Coordinator, Mass Audubon; Sara Burns, Water Resource Scientist, The Nature Conservancy	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
8	Planning with Community Support	W. 10/25/17 6:30 - 8:30 PM	Judi Barrett, Consultant	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
9	Creating Master Plans	W. 11/1/17 6:30 - 8:30 PM	Judi Barrett, Consultant	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
10	Recreational Marijuana	W. 11/1/17 7 - 9 PM	Katherine D. Laughman, Attorney, KP Law, P.C.	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
11	Introduction To Subdivision Control Law and ANR	W. 11/1/17 7 - 9 PM	Jonathan M. Silverstein, Attorney, KP Law, P.C.	Brewster Police Department, 631 Harwich Rd., Brewster Sponsor: Cape Cod Commission
12	Roles and Responsibilities of Planning & Zoning Boards, Part 2	Th. 11/2/17 6 - 8 PM	Donald Dubendorf, Attorney, Duben- dorf Law	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Agency
13	Site Plan Review	Th. 11/2/2017 6 - 8 PM	Adam Costa, Attorney, Mead, Taler- man & Costa, LLC	MAPC, Chelsea Senior Center, 10 Riley Way, across from Chelsea City Hall at the intersection of Riley Way, City Hall Avenue, and Fay Square, Chelsea Sponsor: Metropolitan Area Planning Council
14	Special Permits and Variances	Sa. 11/4/17 8:30 - 10:30 AM	Ilana Quirk, Attorney, KP Law, P.C.	MVC, 33 New York Ave, Oak Bluffs Sponsor: Martha's Vineyard Commission
15	Municipal Vulnerability and Resilience Planning	Th. 11/9/17 6 - 8 PM	Stefanie Covino, Coordinator, Mass Audubon; Trish Garrigan, Green Infrastructure Coordinator, EPA, Region 1	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Agency
16	Creating Master Plans	M. 11/13/17 7 - 9 PM	Judi Barrett, Consultant	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
17	Roles and Responsibilities of Planning & Zoning Boards, Part 1	M. 11/13/17 6:30 - 8:30 PM	Ralph Willmer, FAICP, Metropolitan Area Planning Council	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
18	Recreational Marijuana	Tu. 11/14/17 7 - 9 PM	Katherine D. Laughman, Attorney, KP Law, P.C.	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
19	Roles and Responsibilities of Planning & Zoning Boards, Part 1	Th. 11/16/17 6:30 - 8:30 PM	Bob Mitchell, FAICP	MRPC, Doyle Center, 464 Abbott Avenue, Leominster Sponsor: Montachusett Regional Planning Commission
20	How To Read A Subdivision Plan	Tu. 11/28/17 7 - 9 PM	Joseph Peznola, PE Hancock Asso- ciates	MAPC, North Reading Town Hall, 235 North Street, North Reading Sponsor: Metropolitan Area Planning Council
21	Roles and Responsibilities of Planning & Zoning Boards, Part 1	W. 11/29/17 6 - 8 PM	Carolyn Misch, AICP, City of Northampton	FRCOG, JW Olver Transit Center, 12 Olive Street, 1st Floor Conference Room, Greenfield Sponsor: Franklin Regional Council of Governments
22	Planning with Community Support	Th. 11/30/17 6:30 - 8:30 PM	Angela Vincent, AICP, Merrimack Valley Planning Commission	MRPC, Doyle Center, 464 Abbott Avenue, Leominster Sponsor: Montachusett Regional Planning Commission

## 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 \$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 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:

www.masscptc.org, Dennis Leigh, 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](mailto: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](http://www.masscptc.org)

## Save the date!

The next CPTC Annual Conference is on **Saturday, March 17, 2018** 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](http://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 the annual conference. 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