

# Fall Workshops!



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



URBAN HARBORS INSTITUTE  
UNIVERSITY OF MASSACHUSETTS BOSTON

## Citizen Planner Training Collaborative



# Fall 2014 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](#)

[www.massptc.org](http://www.massptc.org)

# Fall 2014 Course Descriptions

## 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 by which the plan will be carried out.

## How to Hold a Perfect Public Hearing (MIIA credit)

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 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.

## The Next Chapter of 40B: Targeted Training for Zoning Board Members (MIIA credit)

Topics will include the following: reviewing the initial application for compliance with 40B eligibility and submission requirements; noticing and conducting the required public hearing; scheduling a site visit; retaining Peer Review consultants; securing sufficient project information to make an informed decision; holding deliberation sessions; drafting and issuing the Comprehensive Permit decision; and managing the Comprehensive Permit. The course will be taught by past and present Zoning Board members familiar with the 40B review process through their prior direct 40B experiences. The curriculum has been prepared by a team of 40B experts led by the Citizens Housing and Planning Association's 40B Training Committee in cooperation with CPTC.

## Planning With Community Support

The 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.

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

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 the main tools of planning and zoning.

## Reading a Subdivision Plan

Explains how topography, roads, lot lines, wetlands, drainage, utilities, etc. are delineated on a plan. Aids boards with the decision-making and negotiating process.

## 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.

## Special Permits and Variances (MIIA credit)

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

## The Value and Process of Housing Production Planning

This workshop addresses the process and value of a municipality taking on the task of housing planning. Some communities do not have a housing plan or have not done much housing planning except as needed to react to a particular housing proposal. The session will show how to look at existing housing (finding the data), explain how to establish realistic goals and objectives, and lay out a menu of strategies to accomplish goals.

## 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.

## Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2014 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

Northern Middlesex Council  
of Governments

Old Colony Planning Council

Pioneer Valley Planning  
Commission

**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 2014 Workshops:



URBAN HARBORS INSTITUTE  
UNIVERSITY OF MASSACHUSETTS BOSTON

## Save the date!

The next CPTC Spring Conference takes place on Saturday, March 21, 2015 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

# Citizen Planner Training Collaborative

## Fall 2014 Course Schedule

No.	Course Title	Day/Time	Trainer	Location/Sponsor
1	Site Plan Review	10/8/2014 6:30–8:30 p.m.	Wayne Feiden, FAICP, City of Northampton	PVPC, 60 Congress Street, 2nd floor, Springfield Sponsor: Pioneer Valley Planning Commission
2	Introduction to the Zoning Act	10/16/2014 7:00–9:00 p.m.	Kurt Gaertner, AICP, MA Executive Office of Energy and Environmental Affairs	MRPC Conference Room, 1427R Water Street, Fitchburg Sponsor: Montachusett Regional Planning Commission
3	How to Hold a Perfect Public Hearing	10/21/2014 6:00–8:00 p.m.	Krisitn Kassner, AICP, Town of Burlington	Burlington Town Hall Annex, Meeting Room A, 29 Center Street, Burlington Sponsor: Metropolitan Area Planning Council
4	Site Plan Review	10/21/2014 6:00–8:00 p.m.	Paul Bobrowski, Esq.	FRCOG, 12 Olive Street, 1st floor conference room, Greenfield Sponsor: Franklin Regional Council of Governments
5	Vested Rights and Nonconforming Structures and Uses	10/25/2014 8:30–10:30 a.m.	Joel B. Bard, Esq., Kopelman and Paige, P.C.	MVC, 33 New York Avenue, Oak Bluffs Sponsor: Martha's Vineyard Commission
6	Roles & Responsibilities of Planning & Zoning Boards, Part 1	10/27/2014 7:00–9:00 p.m.	Pam Brown, Esq., FAICP, Brown and Brown, P.C.	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
7	Special Permits and Variances	10/28/2014 6:00–8:00 p.m.	Paul Bobrowski, Esq.	FRCOG, 12 Olive Street, 1st floor conference room, Greenfield Sponsor: Franklin Regional Council of Governments
8	Introduction to the Zoning Act	10/29/2014 7:00–9:00 p.m.	Elizabeth Lane, Esq., Kopelman and Paige, P.C.	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
9	The Next Chapter in 40B: Targeted Training for Zoning Board Members	10/29/2014 7:00–9:00 p.m.	Paul Haverty, Esq., Regnante, Sterio & Osborne LLP	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
10	Planning with Community Support	10/29/2014 7:00–9:00 p.m.	Ezra Glenn, AICP, Massachusetts Institute of Technology	Littleton Police Headquarters, Community Room, 500 Great Road, Littleton Sponsor: Metropolitan Area Planning Council
11	How to Hold a Perfect Public Hearing	10/30/2014 7:00–9:00 p.m.	Brian Currie, AICP, Town of Falmouth	Brewster Town Hall, Rooms A & B, 2198 Main Street, Brewster Sponsor: Cape Cod Commission
12	Creating Master Plans	11/6/2014 7:00–9:00 p.m.	Ralph Willmer, FAICP, VHB-Vanasse Hangen Brustlin, Inc.	Framingham Memorial Building (Town Hall), 150 Concord Street, Framingham Sponsor: Metropolitan Area Planning Council
13	Site Plan Review	11/11/2014 7:00–9:00 p.m.	Angus Jennings, AICP, A. G. Jennings, LLC	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
14	Site Plan Review	11/12/2014 7:00–9:00 p.m.	Angus Jennings, AICP, A. G. Jennings, LLC	Barnstable Town Hall, Selectmen's conference room, 367 Main Street, Hyannis Sponsor: Cape Cod Commission
15	Creating Master Plans	11/13/2014 7:00–9:00 p.m.	Ralph Willmer, FAICP, VHB-Vanasse Hangen Brustlin, Inc.	MRPC Conference Room, 1427R Water Street, Fitchburg Sponsor: Montachusett Regional Planning Commission
16	Vested Rights and Nonconforming Structures and Uses	11/13/2014 7:00–9:00 p.m.	Donald Dubendorf, Esq., Dubendorf Law	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Commission
17	Special Permits and Variances	11/17/2014 7:00–9:00 p.m.	Pam Brown, Esq., FAICP, Brown and Brown, P.C.	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
18	Creating Master Plans	11/18/2014 7:00–9:00 p.m.	Judi Barrett, RKG Associates, Inc.	CMRPC, Union Station, 2 Washington Square, 2nd floor, Grant Conference Room, Worcester Sponsor: Central MA Regional Planning Commission
19	Introduction to the Zoning Act	11/18/2014 7:00–9:00 p.m.	Kurt Gaertner, AICP, MA Executive Office of Energy and Environmental Affairs	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
20	The Value and Process of Housing Production Planning	11/20/2014 7:00–9:00 p.m.	Judi Barrett, RKG Associates, Inc.	CMRPC, Union Station, 2 Washington Square, 2nd floor, Grant Conference Room, Worcester Sponsor: Central MA Regional Planning Commission
21	Reading a Subdivision Plan	12/18/2014 7:00–9:00 p.m.	Dennis G. Egan, Esq., Cohen Kinne Valicenti & Cook LLP	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Commission

## 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 or registered online.

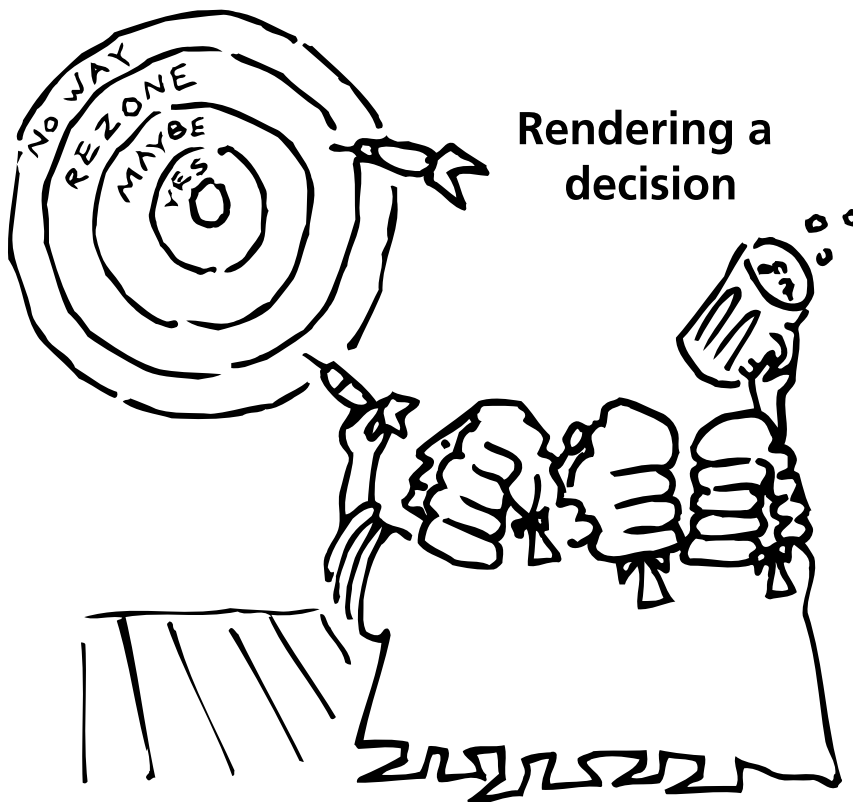
### Refund Policy:

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.masscptc.org](http://www.masscptc.org)

or Elaine Wijnja, DHCD, at (617) 573-1360.



© Marah Left 2001

## 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)

## 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, Part 1 & 2
- 2) Introduction to the Subdivision Control Law (incl. Approval-Not-Required Lots)
- 3) Introduction to the Zoning Act
- 4) How to Write Reasonable and Defensible Decisions

### LEVEL 2 CERTIFICATE (complete 3 of the following):

- 1) Planning with Community Support (for planning boards only)
- 2) Vested Rights and Nonconforming Structures and Uses
- 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

Online registration is available at [www.masscptc.org](http://www.masscptc.org).

Email registration will not be accepted.

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