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!

www.masscptc.org
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:

UHBC

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.

Workshops designated “MIIA credit” entitle your town to credit under the MIIA Rewards Program towards public officials liability insurance.
# Citizen Planner Training Collaborative

## Fall 2014 Course Schedule

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

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

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.
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