

Fall 2009 Course Descriptions

NEW Introduction to Economic Development

Learn about economic development and what you and your community can do to engage in economic development. This course provides an introduction to economic development planning on the local level. Topics covered include what is economic development; understanding the local and regional economy; the economic base study; business location considerations; economic development and business retention strategies; economic impacts and multipliers; business clustering, and the role of incentives.

NEW Planning with Community Support

Learn how to design and run a planning process with good community input in this level 2 course—be it for a comprehensive plan, community plan, 418 plan or sustainable development plan. This three-hour interactive workshop will help you learn how to make plans 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.

NEW Creating a Master Plan

The creation of a Master Plan (or Comprehensive Plan), described in MGL Chapter 41, Section D, can help your community address critical needs and issues. In this session you will learn why and how to prepare, adopt, and implement a Master Plan. You will see an example of a Master Plan prepared for the town of Princeton, MA. Learn from the perspective of the consultant and the town manager.

Introduction to the Zoning Act

Addresses the history and purposes of zoning, adoption of zoning bylaws, variances and special permits, public hearings and voting requirements and other key procedural requirements.

Roles and Responsibilities of Planning & Zoning Boards

Introduces new board members to the functions of boards and the main tools and terminology of planning and zoning, with information on public hearings, meetings and ethics.

Writing Reasonable and Defensible Decisions

Covers key points that 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 conditions a board may impose when approving a special permit or variance application.

Vested Rights and Nonconforming Structures and Uses

Clarifies the difference between a nonconforming structure, lot, and use. Explains nonconforming vs. noncompliant. Familiarizes board members with issues of alterations to nonconforming structures or uses. Describes separate and common protection, and vested rights for subdivision and ANR plans.

Special Permits and Variances

Describes the difference between special permits and variances; the issues and criteria for decision-making; timelines and procedural requirements.

Zoning Exemptions

Explains the Zoning Act Section 3 exemptions for agricultural, educational, childcare, and religious uses, as well as state and federal lands, and more; how they relate to the Fair Housing Act; and identifies under which circumstances municipalities can enact and impose zoning regulations.

Site Plan Review

Explains the difference between site plan approval and special permits, the review process, the conditions a board may impose, reasons for disapproval, the appeal process, and the information a town can require to be shown on a site plan.

Basics of Reading a Subdivision Plan

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

How to Hold a Perfect Public Hearing

Covers legal and procedural requirements for public hearings. Also contains a video to assist boards in avoiding constructive approvals, easing tension between parties over controversial projects, and calming chaotic hearings.

Chapter 40B: Comprehensive Permit (Includes Housing Production Plans)

Staff from the Department of Housing and Community Development will present an overview of the new Chapter 40B regulations and cover how the changes and accompanying guidelines impact project review and permitting. The new requirements for local Housing Production Plans (a.k.a. Planned Production Plans) will be covered in this session.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations hosting the Fall 2009 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

Southeastern Regional Planning and Economic Development District

Save the date!



The next CPTC Spring Conference takes place on Saturday March 20, 2010 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

Special thanks to Kathy McCabe and the Massachusetts Economic Development Council for preparing and presenting the "Introduction to Economic Development" workshops.



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Extension

www.umass.edu/masscptc

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 and Community Development
 100 Cambridge Street
 Suite 300
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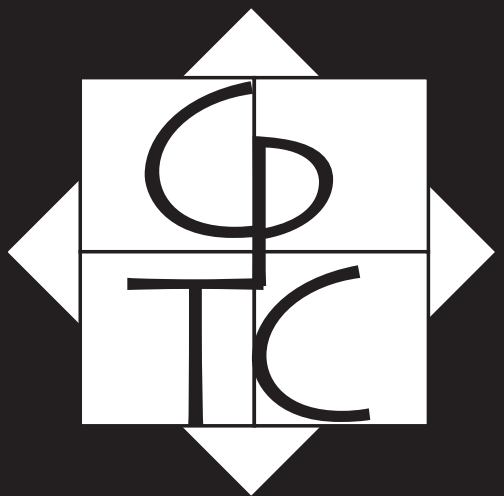
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 UMass Extension

Fall Workshops!

Citizen Planner Training Collaborative

Fall 2009 Workshops

Please post this brochure and discuss it at your Board meeting!



www.umass.edu/masscptc

UMass Extension is an equal opportunity provider and employer, United States Department of Agriculture cooperating. Contact your local Extension office for information on disability accommodations. Contact the State Extension Director's Office if you have concerns related to discrimination, (413) 545-4800 or see www.umassextension.org/civilrights.

Citizen Planner Training Collaborative

Fall 2009 Course Schedule

	Workshop Name	Date/Time	Trainer	Location/Sponsor
1	Writing Reasonable and Defensible Decisions	Monday, October 5, 7:00 p.m.	Alan Seewald, Attorney, Seewald, Jankowski & Spencer	Franklin Regional Council of Governments, Conference Room, 278 Main St., Greenfield
2	How To Hold A Perfect Public Hearing	Wednesday, October 14, 7:00 p.m.	Glenn Garber AICP, Consultant	Burlington Public Library, 22 Sears St., Burlington, MA 01803 Sponsor: Metropolitan Area Planning Council
3	Roles & Responsibilities of Planning Boards and Zoning Board of Appeals	Wednesday, October 14, 7:00 p.m.	Elizabeth Lane, Attorney, Kopelman & Paige	Old Colony Planning Council, 70 School St., Brockton
4	Chapter 40B (Comprehensive Permit)	Thursday, October 15, 7:00 p.m.	Miryam Bobadilla, Technical Assistance Program Coordinator, DHCD,	Berkshire Regional Planning Commission, 1 Fenn St., Suite 201, Pittsfield
5	Site Plan Review	Thursday, October 15, 7:00 p.m.	Wayne Feiden, FAICP, Director of Planning, City of Northampton	Kittredge Center For Business, (Room KC303) Holyoke Community College, 303 Homestead Ave., Holyoke Sponsor: Pioneer Valley Planning Commission
6	Chapter 40B (Comprehensive Permit)	Tuesday, October 20, 7:00 p.m.	Miryam Bobadilla, Technical Assistance Program Coordinator, DHCD	Howes House, 1042 State Road, West Tisbury. Sponsor: Martha's Vineyard Commission
7	Introduction to Economic Development	Thursday, October 22, 7:00 p.m.	Rob Hubbard, MA Economic Development Council	Montachusett Regional Planning Commission, R1427 Water St. (MART Bldg), Fitchburg
8	Writing Reasonable and Defensible Decisions	Thursday, October 22, 7:00 p.m.	Robert Orsi, Attorney, Orsi, Arone, Rothenberg, Iannuzzi and Turner, LLP	Southeast Regional Planning & Economic Development District Office, 88 Broadway, Taunton
9	Chapter 40B (Comprehensive Permit)	Wednesday, October 28, 7:00 p.m.	Bill Reyelt, Smart Growth Program Coordinator, DHCD	Northern Middlesex Council of Governments, 40 Church Street, Suite 200, Lowell
10	Special Permits & Variances	Thursday, October 29, 7:00 p.m.	George Proakis, Planning and Permitting Director, City of Lowell	Northern Essex Community College, Technology Center Conference Room 103, First floor, 100 Elliott St., Haverhill Sponsor: Merrimack Valley Planning Commission
11	Introduction to the Zoning Act	Thursday, October 29, 7:00 p.m.	Mary Jean Shultz, Principal, South Shore Zoning Consultants	Mashpee Town Hall, 16 Great Neck Rd. North, Mashpee Sponsor: Cape Cod Commission
12	Zoning Exemptions	Thursday, October 29, 7:00 p.m.	Robert Ritchie, General Counsel, Department of Agricultural Resources	Central MA Regional Planning Commission, Union Station Second Floor, Worcester
13	Introduction to Economic Development	Thursday, November 5, 12:00 p.m. (noon)	Kathleen McCabe AICP, MA Economic Development Council	Pioneer Valley Planning Commission, 60 Congress Street, Springfield
14	Planning with Community Support	Wednesday, November 4, 7:00 p.m.	Ezra Glenn, Lecturer/Special Assistant, MIT	Central MA Regional Planning Commission, Union Station Second Floor, Worcester
15	Site Plan Review	Wednesday, November 4, 7:00 p.m.	Joe Peznola PE, Hancock Associates	Old Colony Planning Council, 70 School Street, Brockton
16	Vested Rights Nonconforming Uses & Structures	Wednesday, November 4, 7:00 p.m.	Bruce P Gilmore, Esq.	Eastham Town Hall, 2500 State Hwy, Eastham Sponsor: Cape Cod Commission
17	Introduction to Economic Development	Tuesday, November 10, 7:00 p.m.	Kathleen McCabe AICP and Rhonda Serre, MA Economic Development Council	Berkshire Regional Planning Commission, 1 Fenn St., Suite 201, Pittsfield
18	Basics of Reading A Subdivision Plan	Thursday, November 12, 7:00 p.m.	Todd Blake, Fort Hill Infrastructure Services, LLC	Northern Essex Community College, Technology Center Conference Room, First floor, 100 Elliott St., Haverhill. Sponsor: Merrimack Valley PC
19	Roles & Responsibilities of Planning Boards and Zoning Board of Appeals	Thursday, November 12, 7:00 p.m.	Robert Mitchell, FAICP, Special Assistant for Planning, Executive Office of Housing & Economic Development	West Tisbury Public Safety Building, 1042 State Road (enter at rear) Sponsor: Martha's Vineyard Commission
20	Planning with Community Support	Tuesday, November 17, 7:00 p.m.	Ezra Glenn, Lecturer/Special Assistant, MIT	Northern Middlesex Council of Governments, 40 Church Street, Suite 200, Lowell
21	Special Permit & Variances	Tuesday, November 17, 7:00 p.m.	Angus Jennings AICP, Concord Square Planning & Development	Southeast Regional Planning & Economic Development District Office, 88 Broadway, Taunton
22	Vested Rights & Nonconforming Structures and Uses	Wednesday, November 18, 7:00 p.m.	Alan Seewald, Attorney, Seewald, Jankowski & Spencer	Franklin Regional Council of Governments, Conference Room, 278 Main St., Greenfield
23	Creating a Master Plan	Thursday, November 19, 7:00 p.m.	Judi Barrett, Community Opportunities Group	Montachusett Regional Planning Commission, R1427 Water St. (MART Bldg), Fitchburg

Registration and Information

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

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 Resonable 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

SPECIAL NOTE: Attendance at CPTC training sessions by city and town board members is an eligible activity under the state's **Commonwealth Capital** program. Communities can receive additional points in their Commonwealth Capital application by sending board members to CPTC sessions.

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 Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Daytime phone: _____
(must be included for Webinar)

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

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

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