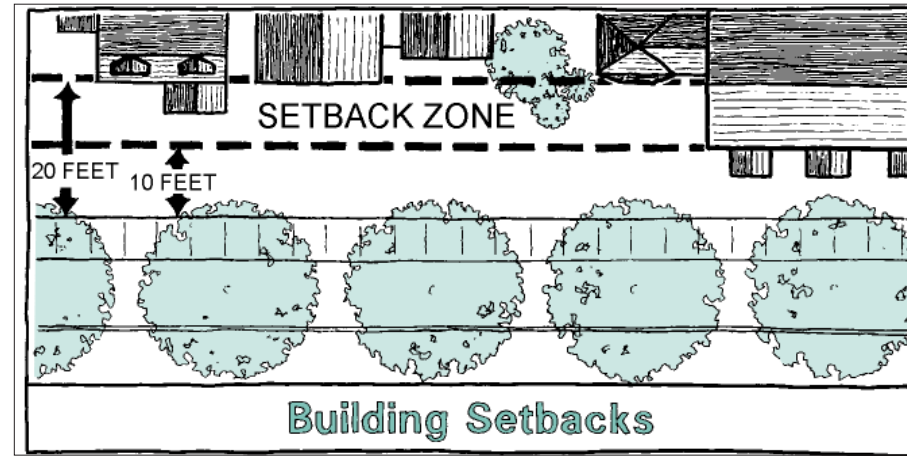


Town of Hadley PBA Project

The Town of Hadley is the first town to take advantage of the Planning Board Assistance Program. The following scope of work is provided to illustrate the types of projects that can be done under the PBA.

Hadley Scope of Work – Level III

- Reorganize and Re-format Hadley Zoning Bylaw
- Review Zoning Bylaw for Consistency with State Law
- Review and Update Hadley's Subdivision Rules and Regulations
- Development Review – Intake and Tracking System
- Review Long Range Planning Recommendations for Zoning Bylaw
- Investigate the Issues of Discontinuing Roads
- Review Enforcement Procedures of the Zoning Bylaw
- Review Planning Board Bylaws and Regulations



Pioneer Valley Planning Commission Environment and Land Use Section

The Pioneer Valley Planning Commission's Environment and Land Use section works to protect the environment of the Pioneer Valley, promote economically and environmentally healthy communities, and encourage sustainable land use. Working with municipalities, state and federal agencies, community organizations, non-profit groups, and private sector partners, the Environment and Land Use section promotes local action, regional cooperation, and state initiatives leading to the wise use of our resources.

For further information, please contact



Christopher Curtis or Eric Twarog
chcurtis@pvpc.org
etwarog@pvpc.org
or 413-781-6045.

Pioneer Valley Planning Commission

Planning Board Assistance Program

A service
of the
Pioneer Valley
Planning Commission

November 2005

PVPC's Planning Board Assistance (PBA) program provides municipal planning boards with professional, high quality planning services on a part-time, cost-effective basis. Under this program PVPC will provide a planner on a fee for services basis. This planner will provide a higher level of technical assistance and attention beyond the free services available through our Local Technical Assistance (LTA) program. The PBA program is not a substitute for a town planner or community development professional, but is a cost-effective alternative.



Through the PBA program, the Planning Commission will assign a professional land use planner with expertise in zoning and master planning services as the municipal's key contact. This planner will provide technical assistance to the Planning Board on a part-time basis, and will be available for Planning Board members to contact whenever questions arise. The planner will become familiar with local planning issues and problems.



If your community is interested in formalizing participation under the PBA program, the first step is to establish an agreement for services. This agreement will include a detailed scope of work describing the Planning Board's work priorities and the number of hours of professional planning services available to the community. Typically, the PBA year starts on July 1st and extends through June 30th.

Levels of Assistance

Under the PBA Program, communities can request a level of assistance that fits the community's budget. The following are three sample levels of assistance available to communities depending upon the individual needs of the community. PVPC staff will assist communities in determining the appropriate level of assistance. The table provides sample tasks for each level of assistance available.

Potential PBA Projects

Planning Boards can create their own unique scope of services tailored to local needs through the PBA program. The following is a menu of planning services which could be included:

- Assistance with the review of development proposals (subdivision and site plan review applications)
- Review and comment on adequacy of existing zoning ordinances and bylaws or subdivision regulations
- Review zoning ordinances and bylaws for consistency with state law
- Creating development review intake and tracking systems
- Assistance in re-drafting and updating zoning ordinances and bylaws or subdivision regulations
- Updates on planning board requirements and responsibilities
- Assistance in implementing smart growth tools and strategies
- Access to the key contact via telephone, e-mail and scheduled meetings for guidance and advice
- Attendance at Planning Board meetings
- Assistance in reviewing meeting agendas and meeting minutes
- Planning Board training
- Guidance concerning planning principals and planning law
- Interpretation of local ordinances, bylaws and regulations.



Examples of Levels of Assistance under the PBA Program

Level	Cost	Staff Hours	Sample Tasks
Level I	\$2,500	50	<ul style="list-style-type: none"> • Access to the key contact via telephone, e-mail, and scheduled meetings for guidance and advice • Technical assistance at planning board meetings • Assistance in preparing meeting agendas and meeting minutes • Interpretation of local ordinances, bylaws and regulations
Level II	\$5,000	100	<ul style="list-style-type: none"> • Review Planning Board bylaws and regulations • Technical assistance at Planning Board meetings • Review of development proposals • Interpretation of local ordinances, bylaws and regulations • Assistance in re-drafting and updating ordinances and bylaws • Assistance in implementing smart growth tools and strategies
Level III	\$7,500	150	<ul style="list-style-type: none"> • Reorganize and re-format zoning bylaw • Review zoning bylaw for consistency with state law • Review and update of subdivision regulations • Creation of development review intake and tracking system • Planning Board Training • Technical assistance at Planning Board meetings • Review of development proposals • Interpretation of local ordinances, bylaws and regulations