

Citizen Planner Training Collaborative

Advanced Tools and Techniques for Planning and Zoning

Fifteenth Annual Conference

Saturday, March 19, 2016

Hogan Conference Center

Holy Cross College, Worcester, MA

2016 Conference Schedule

8:00–8:45	Registration and Continental Breakfast					
8:45–9:15	General Opening—Welcome					
	Nuts and Bolts for Effective and Efficient Boards			Timely Topics		
Early-Morning Sessions 9:30–11:00	1. Planning with Community Support <i>Jack Wiggin</i>	2. Roles & Responsibilities, Part 1 <i>Bob Mitchell</i>	3. Innovations in Neighborhood Design <i>Dan Gainsboro Neil Angus</i>	4. Prepare Now for a More Resilient Community <i>Angela Vincent Julie Conroy Keith Bergman</i>	5. Complete Streets <i>Michelle Ciccolo Eliza Wallace</i>	6. Will Your Community's Sign Bylaw Survive a Legal Challenge? <i>Barbara Saint André Judi Barrett</i>
Late-Morning Sessions 11:15–12:30	7. Introduction to Subdivision Control <i>Ilana Quirk</i>	8. The Guidebook to MA Land Use Planning <i>Bob Mitchell</i>	9. Site Plan Review <i>Pam Brown</i>	10. Stormwater Regulations Update—Is Your Community Ready? <i>Julie Conroy Emily J. Scerbo</i>	11. USDA Rural Development Can Help <i>Joanne E. Demars Stephen Wallace</i>	12. Chapter 40B: Who Does What, When, and Why? <i>Judi Barrett Katy Lacy</i>
12:30–1:30	Lunch—Networking					
Afternoon Sessions 1:45–3:15	13. Writing Reasonable & Defensible Decisions <i>Pam Brown</i>	14. Roles & Responsibilities, Part 2 <i>Brian Riley</i>	15. Understanding Demolition Delay Bylaws <i>Chris Skelly</i>	16. Green Communities Program—Partnering with Massachusetts Cities and Towns <i>Jim Barry</i>	17. Does the Current Zoning Act Cause You Grief?: A Facilitated Discussion	

The conference will take place unless the State or City of Worcester is declared CLOSED as part of an official snow emergency: Tune to WCVB Channel 5, Worcester TV Channel 3, or WSR5 Radio 96.1 or call for a taped message at (617) 287-5570.

Also refer to the CPTC website for cancellation information:

masscptc.org

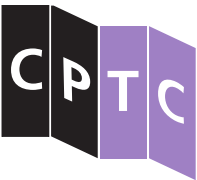
CPTC Conference Program!



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



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UNIVERSITY OF MASSACHUSETTS BOSTON



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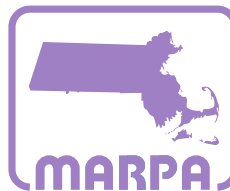
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Our Sponsors:



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Making Great Communities Happen

Get Credit for Taking CPTC Courses

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 Boards of Appeals, Part 1
2. The Roles and Responsibilities of Planning and Boards of Appeals, Part 2

And, 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 3 of the following courses:

1. Planning with Community Support (applies to planning board members only)
2. Nonconforming Structures, Lots, and Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances

AICP Continuing Education Credit

Workshops designated (AICP) will be submitted to AICP for credit. If approved, these sessions will entitle the participant to CM credits. Additional information will be provided on our website and at the conference.

Massachusetts Interlocal Insurance Association (MIIA) Rewards Program

Sessions designated (MIIA) entitle your town to credit under the MIIA Rewards Program towards public officials liability insurance.



Registration Form

Absolute Deadline for receiving registrations is: FRIDAY, MARCH 11, 2016!

We cannot accept last-minute registrations. You can register online at masscptc.org until the deadline.

Town checks may be sent by separate mail and arrive later than the deadline if necessary.

Name: _____ Board affiliation (planning, zoning, etc.): _____

Street address: _____

City: _____ State: _____ Zip: _____

Daytime phone number: _____ E-mail: _____

City/town served (you must fill this in to get course credit): _____

I want to attend the following sessions:

Mark one conference session per time slot (✓). Please keep a copy of this page for your records—we do not confirm registrations.

9:30 a.m.–11:00 a.m.

- 1. Plan with Community Support
- 2. Roles and Responsibilities 1
- 3. Neighborhood Designs
- 4. Prepare for Resilient Community
- 5. Complete Streets
- 6. Sign Bylaw Survive Legal Challenge

11:15 a.m.–12:30 p.m.

- 7. Intro to Subdivision Control
- 8. Guidebook to MA Land Use
- 9. Site Plan Review
- 10. Stormwater Regulations
- 11. USDA Rural Programs
- 12. Chapter 40B: Who Does What?

1:45 p.m.–3:15 p.m.

- 13. Defensible Decisions
- 14. Roles and Responsibilities 2
- 15. Demolition Delay Bylaws
- 16. Green Communities Program
- 17. Does the Current Zoning Act Cause you Grief?: Discussion

Registration fee: \$65 per person. (Receipts will be provided at registration. We do not confirm registrations.)

Please make check payable to CPTC and mail or fax this form by Friday, March 11, 2016 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 masscptc.org. You may not register by E-mail.

QUESTIONS? Please contact CPTC Coordinator Dennis Leigh at (617) 287-5570 or Elaine Wijnja at DHCD at (617) 573-1360

Directions to Holy Cross College: From Route 290 in Worcester, take Exit 11 (College Square). Immediately cross over to the far right lane and take the first right before the traffic light onto College Street. Go up the hill and turn left into the last gate (number 7). The Hogan Center is the second building on the left.

Program

8:00 a.m.–8:45 a.m.

Registration and Continental Breakfast

8:45 a.m.–9:15 a.m.

General Opening – Welcome

9:30 a.m.–11:00 a.m. early Morning Sessions

1. Planning with Community Support (MIIA)(AICP)

The session 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.

Speaker: Jack Wiggan, FAICP, Director, Urban Harbors Institute, UMass Boston

Moderator: Ralph Willmer, FAICP, Principal Planner, Metropolitan Area Planning Council

2. Roles and Responsibilities of Planning and Zoning Board of Appeals, Part 1 (MIIA)

Join us if you are a new Planning Board or ZBA member, building inspector or planner, or even if you are a veteran and want a refresher course on the topics. For new members this program will launch you into your role as a local official and provide an overview of the functions of the boards, statutory requirements, and the main tools of planning, zoning, and subdivision review.

Speaker: Bob Mitchell, FAICP, Planning Consultant

Moderator: Steve Sadwick, AICP, Community Development Director, Town of Tewksbury

3. Innovations in Neighborhood Design (AICP)

Cottage neighborhoods, walkable communities, green design—learn about new approaches to residential development that can help your community meet its housing needs. Density can be attractive and marketable with low impact. See local case studies and explore how municipal permitting processes can support excellent outcomes.

Speakers: Dan Gainsboro, President and Founder, Now Communities, LLC; Neil Angus, AICP CEP, LEED AP BD&C, ND, Environmental Planner, Devens Enterprise Commission

Moderator: E. Heidi Ricci, Shaping the Future of Your Community Program, Mass Audubon; CPTC Board

4. Prepare Now for a More Resilient Community (AICP)

Be prepared! In addition to being the Boy Scout motto, both coastal and inland communities should also “Be prepared” for the impacts of climate change. From more intense storms, to hotter days and increased flooding, come and learn how communities can work collaboratively to plan, prepare for, and respond to climate challenges today and in the future.

Speakers: Julie Conroy, AICP, Senior Environmental Planner, Metropolitan Area Planning Council; Angela Vincent, Senior Resiliency Planner, BSC Group; Keith A. Bergman, Town Administrator, Town of Littleton

5. Complete Streets (AICP)

“Complete streets” is a design approach that takes vehicles, pedestrians, bicyclists, and public transportation all into account in the planning, design, and operational processes when building or renovating streets, parks, sidewalks, and/or parking lots. Twenty-one Massachusetts cities and towns have adopted a complete streets policy to guide road design. The Massachusetts Department of Transportation’s fiscal 2016 capital budget has allocated \$12.5 million to its Complete Streets Certification Program to support municipalities in these efforts. Funds will be awarded to municipalities that have enacted a local policy and have applied to design, build, and/or rehabilitate specific roadway projects that provide better mobility options for all users.

Speakers: Michelle Ciccolo, Lexington Selectwoman, Town of Lexington; Eliza Wallace, Ph.D., GIS Analyst, Metropolitan Area Planning Council

Moderator: Bruce Hughes, Old Colony Planning Council, CPTC Board

6. Will Your Community’s Sign Bylaw Survive a Legal Challenge? (MIIA)(AICP)

This session will analyze the findings in a recent Supreme Court ruling (Reed v Town of Gilbert) that invalidated portions of the Town of Gilbert sign by-law. The findings in Reed v Gilbert will have a significant impact nationwide on how communities draft sign bylaws. The presenters will discuss some ways to create bylaws that do not conflict with Reed v Gilbert and other helpful tips for crafting sign by-laws.

Speakers: Barbara Saint André, Attorney, Kopelman and Paige, P.C.; Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.

Moderator: Michael DiPasquale, AICP AIA, Extension Assistant Professor, University of Massachusetts Amherst

11:00 a.m.–11:15 a.m. Break

11:15 a.m.–12:30 p.m. Late Morning Sessions

7. Introduction to Subdivision Control/ANR (MIIA)

Learn about the purpose of subdivision control, important procedural requirements, and your responsibilities when reviewing subdivision and ANR plans. Topics to be covered include: adoption of subdivision regulations; endorsing Approval Not Required (ANR) plans; zoning freezes; modifying, amending and rescinding definitive plans; waiving subdivision frontage and regulations; and grandfathered plans and lots.

Speaker: Ilana Quirk, Attorney, Kopelman and Paige, P.C.

Moderator: Sandy Conaty, Interim Executive Director, Southeastern Regional Planning and Economic Development District, CPTC Board Member

Interested in other courses?

Contact CPTC for “On-Demand” Training
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

Program

8. The Guidebook to Massachusetts Land Use Planning (MIIA)(AICP)

The American Planning Association–Massachusetts Chapter has hired Bob Mitchell, FAICP, Planning Consultant, and Bob Ritchie, Attorney, to create a new comprehensive Massachusetts Guidebook to land use, planning, zoning, and subdivision. The Guidebook will also include open meetings, public records, administration and meetings, federal land use topics, and a number of other state statutes related to land use. It will provide clearer descriptions of the language of various state statutes, such as Chapter 40A and Chapter 41. The Guidebook will be a PDF document with links to the most important court cases and to relevant state statutes. It will include tables and charts explaining various procedures for land use permits, such as special permits, variances and subdivisions. It will have step-by-step single-page Action Date tables that boards and staff can print out and use for their reviews of particular permits. The Guidebook will become the primary resource for the Massachusetts planning community.

Speaker: *Bob Mitchell, FAICP, Planning Consultant*

Moderator: *Steve Sadwick, AICP, Community Development Director, Town of Tewksbury*

9. Site Plan Review (MIIA)(AICP)

The Zoning Act does not contain any provisions for the review of site plans; however, the Site Plan Review process can be a very effective tool 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 that may be imposed; reasons for disapproval; the appeal process; and the types of information a town can require to be shown on a site plan.

Speaker: *Pam Brown, Attorney, FAICP, Brown & Brown, P.C.*

10. Stormwater Regulations Update— Is Your Community Ready? (AICP)

This session will provide the latest information on the Municipal Separate Storm Sewer (MS4) permit, how you can help your community comply, and options for minimizing and managing the costs. Explore the connections between local land use rules (e.g. subdivision regulations) and stormwater management.

Speakers: *Julie Conroy, AICP, Senior Environmental Planner, Metropolitan Area Planning Council; Emily J. Scerbo, P.E., Project Manager, Tighe and Bond*

Moderator: *E. Heidi Ricci, Senior Policy Analyst, Mass Audubon; CPTC Board member*

11. USDA Rural Development Can Help (AICP)

Are you a non-profit or small community of less than 20,000 people and want to support housing, community facilities, and community and economic development projects or want to develop essential community facilities? If so, USDA-Rural Development may be able to assist you. This Federal Agency has provided hundreds of millions of dollars in flexible loans, loan guarantees, and limited grants to communities throughout Massachusetts during the past decade. Join us as we discuss our programs. This session will include a case study on the Town of Westminster's use of USDA funds for waste water disposal.

Speakers: *Joanne E. Demars, Rural Development Coordinator, Rural Development, United States Department of Agriculture; Stephen Wallace, Westminster Town Planner, Town of Westminster*

Moderator: *Alan Pease, Town of Ashby Planning Board, CPTC Treasurer*

12. Chapter 40B: Who Does What, When, and Why? (MIIA)(AICP)

This session will trace the life of a Chapter 40B development from Project Eligibility through the Comprehensive Permit process to Final Approval, Construction, and ongoing Affordability Monitoring. Roles and responsibilities of the Subsidizing Agency, the Zoning Board of Appeals, other town officials, and the developer will be reviewed, together with a primer on state regulations, guidelines, and policies—and the differences between them.

Speakers: *Katharine Lacy, AICP, Monitoring and Permitting Specialist, Comprehensive Permit Program, MassHousing; Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

Moderator: *Phil DeMartino, Technical Assistance Program Coordinator, Department of Housing & Community Development*

12:30 p.m.–1:30 p.m. Lunch—Networking

1:45 p.m.–3:15 p.m. Afternoon Sessions

13. Writing Reasonable and Defensible Decisions (MIIA)

This session covers some key points that will 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 types of conditions a board may impose when approving a special permit or variance application.

Speaker: *Pam Brown, Attorney, FAICP, Brown & Brown, P.C.*

Moderator: *Sandy Conaty, Interim Executive Director, Southeastern Regional Planning and Economic Development District, CPTC Board Member*

14. Roles and Responsibilities of Planning and Zoning Board of Appeals, Part 2 (MIIA)

Part 2 of this important and popular topic will be a discussion of the three legs of "Good Government." It will focus on the Open Meeting, Public Records, and Conflict of Interest Laws.

Speaker: *Brian Riley, Attorney, Kopelman and Paige, P.C.*

Moderator: *Jack Wiggin, FAICP, Director, Urban Harbors Institute, UMass Boston*

15. Understanding Demolition Delay Bylaws (AICP)

First established by the City of Cambridge in 1979, demolition delay bylaws and ordinances have become an increasingly popular tool to address the loss of significant historic resources. Today, demolition delay bylaws and ordinances can be found in well over one-third of the cities and towns of Massachusetts. While only offering a window of opportunity to save a threatened historic building, demolition delay can be seen as effective yet limited. In this session, we will discuss how demolition delay bylaws and ordinances are established, the types of demolition delay found around the state, tips for effectively using demolition delay, success stories, and the larger context of tools to address the loss of community character.

Speaker: *Christopher C. Skelly, Director of Local Government Programs, Massachusetts Historical Commission*

Moderator: *Michael DiPasquale, AICP AIA, Extension Assistant Professor, University of Massachusetts Amherst*

Program

16. Green Communities Program—Partnering with Massachusetts Cities and Towns (AICP)

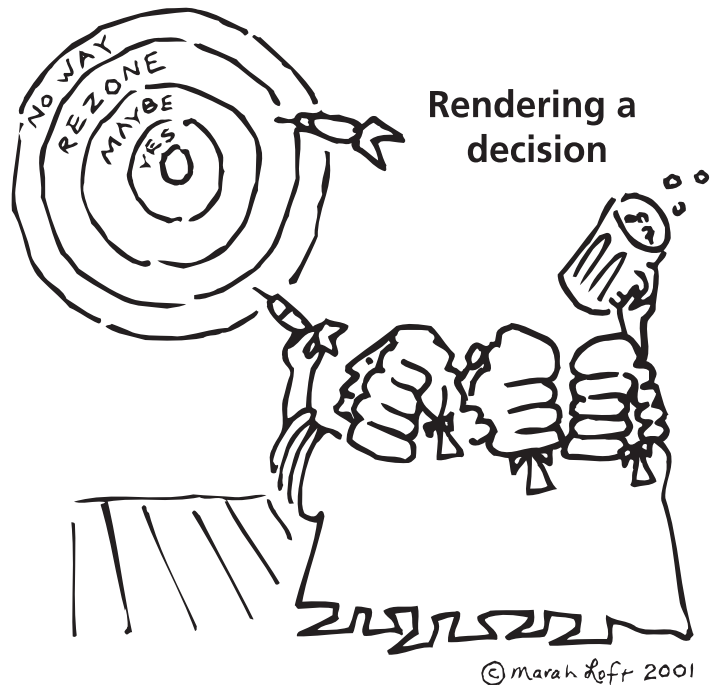
The Green Communities Act created a program unique to Massachusetts that progressively encourages, challenges, and enables cities and towns of all sizes to reduce energy use and increase renewable energy. Since the program started, 155 cities and towns throughout Massachusetts have risen to the challenge and become designated as Green Communities. Over \$45 million dollars have been awarded as grants to these municipalities. This session will provide an overview of what it takes to become a Green Community and the benefits that accrue to those that do. Included will be an overview of those programs that are available to ALL municipalities whether they choose to become an official Green Community or not.

Speaker: *Jim Barry, Western Mass Regional Coordinator, Department of Energy Resources, Green Communities Division*

Moderator: *Bruce Hughes, Old Colony Planning Council, CPTC Board*

17. Does the Current Zoning Act Cause You Grief: A Facilitated Discussion (AICP)

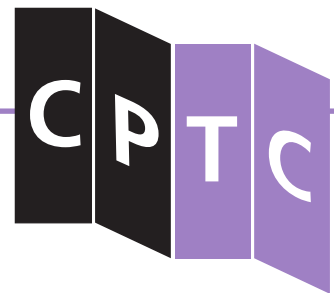
Efforts to reform and modernize the Commonwealth's zoning laws are continuing. We are very interested in hearing about the issues and concerns you deal with on a regular basis in your role as Planners and Board members. This session will give you an opportunity to provide input on your pet peeves and will be moderated by a panel of zoning and land use experts.



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: Conference attendance costs \$65 and includes buffet lunch. Payment is due with registration (see form) or may be paid using PayPal on the CPTC website. Town checks may be sent separately and may arrive after the deadline.



Questions? masscptc.org or Dennis Leigh, (617) 287-5570 or Elaine Wijnja, (617) 573-1360

The Citizen Planner Training Collaborative is a cooperative program of UMass Extension, the Massachusetts Department of Housing and Community Development, the Massachusetts Chapter of the American Planning Association, the Massachusetts Association of Regional Planning Agencies and the Massachusetts Association of Planning Directors.

Thank you to all the speakers, moderators, and others who contributed to this year's CPTC Annual Conference.