

Advanced Tools and Techniques for Planning and Zoning

Sixteenth Annual Conference

Saturday, March 18, 2017

Hogan Conference Center
Holy Cross College, Worcester, MA

2017 Conference Schedule

8:00-8:30	Registration and Continental Breakfast					
8:30-9:00	General Opening—Welcome					
	Nuts and Bolts for Effective and Efficient Boards		Timely Topics			
Early Morning Sessions 9:15-10:45	1. Roles & Responsibilities, Part 1 <i>Bob Mitchell</i> <i>Bob Ritchie</i>	2. Zoning Exemptions <i>Jonathan Silverstein</i>	3. Public Health and Land Use Planning <i>Barry Keppard</i> <i>Kate Ito</i>	4. Hiring a Consultant: From RFP to Management of Project <i>Barbara Saint Andre</i> <i>Judi Barrett</i>	5. Climate Change Adaptation and Planning for Resilience <i>Anne Herbst</i> <i>Katie Theoharides</i> <i>Kurt Gaertner</i>	6. Parking Management in Suburban Communities <i>Jason Schrieber</i>
Late Morning Sessions 11:00-12:30	7. Roles & Responsibilities, Part 2 <i>Bob Mitchell</i> <i>Bob Ritchie</i>	8. Vested Rights & Nonconforming Uses & Structures <i>Ilana Quirk</i>	9. Subdivision Securities <i>Barbara Saint Andre</i>	10. NEW! Ch. 40B Handbook for ZBAs and Planners <i>Laura Shufelt</i> <i>Judi Barrett</i>	11. Greening Your Community with LID: Saving Land, Water, and Money <i>Stefanie Covino</i> <i>Jonathan Ford</i>	12. Open Space Residential Plans <i>Melissa Cryan</i> <i>Thomas Devine</i>
12:30-1:30	Lunch—Networking					
Afternoon Sessions 1:45-3:15	13. Introduction to the Zoning Act <i>Adam Costa</i>	14. Special Permits & Variances <i>Ilana Quirk</i>	15. Recreational Marijuana <i>Jeffrey Bagg</i> <i>Karla Chaffee</i>	16. An Introduction to Historic Preservation Planning <i>Chris Skelly</i>	17. Local Access Score: Building Bike/Pedestrian Infrastructure That Really Connects <i>Manisha Gadia Bewtra</i>	



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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:

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:

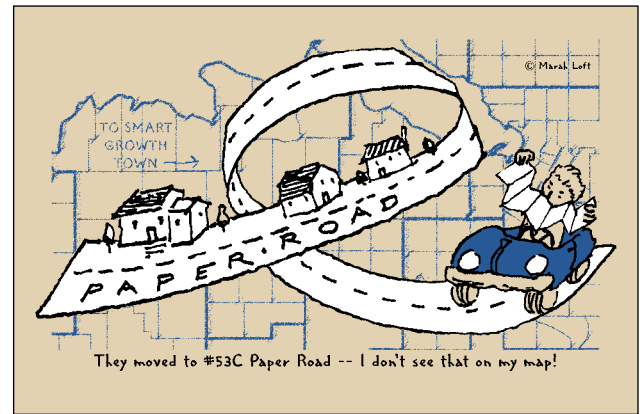
1. Planning with Community Support (applies to planning board members only)
2. Nonconforming Structures, Lots, and Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances

AICP Continuing Education Credit

Workshops designated (AICP) may 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) may 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 10, 2017!

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.

9:15 a.m.–10:45 a.m.

- 1. Roles and Responsibilities 1
- 2. Zoning Exemptions
- 3. Public Health and Land Use
- 4. Hiring a Consultant
- 5. Climate Change Adaptation
- 6. Parking Management

11:00 a.m.–12:30 p.m.

- 7. Roles and Responsibilities 2
- 8. Vested Rights & Nonconforming
- 9. Subdivision Securities
- 10. Chapter 40B: A New Handbook
- 11. Greening Your Community: LID
- 12. Open Space Residential Plans

1:45 p.m.–3:15 p.m.

- 13. Intro. to The Zoning Act
- 14. Special Permits and Variances
- 15. Recreational Marijuana
- 16. Intro. to Historic Preservation
- 17. Building Bike/Ped Infrastructure

Registration fee: \$70 per person. (Receipts will be provided upon request.)

Please make check payable to CPTC and mail or fax this form by Friday, March 10, 2017 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.

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8:00–8:30 a.m.

Registration and Continental Breakfast

8:30–9:00 a.m.

General Opening – Welcome

9:15–10:45 a.m. Early Morning Sessions

1. 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.

Speakers: *Bob Mitchell, FAICP, Planning Consultant; Bob Ritchie, Attorney*

2. Zoning Exemptions (MIIA)

The Zoning Act provides certain exemptions for agricultural, educational, childcare, and religious uses. Certain state and federal land and uses are also exempted from local zoning regulations. This session explains these exemptions, and the circumstances under which municipalities can enact and impose regulations.

Speaker: *Jonathan Silverstein, Attorney, KP Law*

3. Public Health and Land Use Planning (AICP)

Public health is becoming more integrated into planning project work in a number of interesting ways. This session will describe why and how health should be incorporated in planning and planning related decisions. Learn how health can be considered in housing, transportation, and master plans, as well as in project permitting such as special permits.

Speakers: *Barry Keppard, AICP, Public Health Director, Metropolitan Area Planning Council; Kate Ito, Public Health Planner, Metropolitan Area Planning Council*

4. Hiring a Consultant: From RFP/RFQ to Management of Project (MIIA)(AICP)

Learn how to oversee the process of hiring a consultant for planning services. Find out how to prepare a Request for Proposal/Request for Qualifications; how to conduct the selection and interview process; how to deal with the contract between the consultant and municipality; and how to monitor the work.

Speakers: *Barbara Saint André, Attorney, KP Law; Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

5. Climate Change Adaptation and Planning for Resilience (AICP)

This session will introduce a new municipal resilience training program created by the Resilient Taunton Watershed Network (RTWN) to help integrate climate adaptation and green infrastructure approaches into local land use planning. The workshop will also feature resources the state is providing, including a municipal grant program.

Speakers: *Anne Herbst, Senior Environmental Planner, Metropolitan Area Planning Council; Katie Theoharides, Director of Climate and Global Warming Solutions, MA Executive Office of Energy and Environmental Affairs; Kurt Gaertner, Land Policy and Planning Director, MA Executive Office of Energy & Environmental Affairs*

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

6. Parking Management (AICP)

There are many aspects to parking in a suburban commercial area. Learning how to manage parking is the key. The presentation will help communities understand the existing public/private inventory in commercial areas and that through better management, typically a parking garage is not the answer.

Speaker: *Jason Schrieber, Principal, Nelson/Nygaard*

10:45–11:00 a.m. Break

11:00 a.m.–12:30 p.m. Late Morning Sessions

7. 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.

Speakers: *Bob Mitchell, FAICP, Planning Consultant; Bob Ritchie, Attorney*

8. Vested Rights and Nonconforming Uses and Structures (MIIA)

This session clarifies the difference between a nonconforming structure lot and use. It explains the difference between a nonconforming and a noncompliant structure, familiarizes board members with issues regarding alterations to nonconforming structures or uses and describes separate and common protection as well as vested rights for subdivision and ANR plans.

Speaker: *Ilana Quirk, Attorney, KP Law*

9. Subdivision Securities (MIIA)(AICP)

Providing adequate surety for subdivisions is not as straightforward as you may hope. This seminar will review subdivision surety from beginning to end, starting with your subdivision regulations, through administering the subdivision surety, and enforcing it when necessary, to help you avoid some common pitfalls.

Speaker: *Barbara Saint André, Attorney, KP Law*

10. NEW! Ch. 40B Handbook for ZBAs and Planners (MIIA)(AICP)

This session will be the first release of Massachusetts Housing Partnership's Ch. 40B Handbook for ZBAs. The Handbook provides a practical guide to managing the comprehensive permit process. The handbook promotes a constructive view of the comprehensive permit process and encourages ZBAs to carefully review a project's impact and negotiate for the best development they can get for their communities.

Speakers: *Laura Shufelt, Community Assistance Manager, Massachusetts Housing Partnership; Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

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

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—page 2

11. Greening Your Community with LID: Saving Land, Water, and Money (AICP)

This session gives practical information on Low Impact Development (LID) and Green Infrastructure (GI) for community planners. We discuss best practices for bylaws and regulations and interdepartmental coordination with other town officials, including opportunities to reduce infrastructure and maintenance costs for DPWs and improving water quality and protecting water supplies in cooperation with conservation commissions and water districts.

Speakers: Stefanie Covino, Project Coordinator, *Shaping the Future of Your Community Program, Mass Audubon*; Jonathan Ford, P.E., *Horsley Witten Group*

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

12. Open Space and Recreation Plans (MIIA)(AICP)

Learn how to prepare an Open Space and Recreation Plan for your community that will meet the requirements for approval in Massachusetts. You will hear from a city planner who recently prepared an OSRP and the person who reviews and approves the plans at the state level. The panelists will also discuss the advantages of preparing an OSRP for your city or town.

Speakers: Melissa Cryan, Grant Programs Supervisor, *Division of Conservation Services*; Thomas Devine, AICP, Senior Planner, *City of Salem Department of Planning & Community Development*

12:30–1:30 p.m. Lunch, Networking

1:45–3:15 p.m. Afternoon Sessions

13. Introduction to the Zoning Act (MIIA)

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.

Speaker: Adam J. Costa, Attorney, *Mead, Talerman & Costa, LLC*

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

Who Should Attend?

- Planning, zoning, building, and 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

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.

14. Special Permits and Variances (MIIA)

Are you clear about the difference in purpose and process between special permits and variances? Learn about the key issues and complex criteria for making sound decisions. The session discusses important procedural requirements necessary to avoid constructive approval and the importance of meeting timelines.

Speaker: Ilana Quirk, Attorney, *KP Law*

15. Recreational Marijuana (MIIA)(AICP)

Are you already confused by the new recreational marijuana law approved by the voters last November? Well, you are not alone and this session is designed to bring you up to date on recent developments regarding the implementation of the law. Learn what municipalities can and cannot do in regulating recreational marijuana, as well as how it compares with the regulation of medical marijuana.

Speakers: Jeffrey Bagg, Principal Planner, *Central MA Regional Planning Commission*; Karla Chaffee, Esq., *Robinson & Cole*

16. An Introduction to Historic Preservation Planning (AICP)

Planning takes years, demolitions take hours. Local preservation planning efforts can make a big difference in maintaining community character and saving historic resources from demolition. Yet, these pro-active efforts do take time to accomplish. This session will cover the basic step-by-step process of historic preservation planning covering a variety of tools used successfully throughout the cities and towns of Massachusetts.

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

17. Local Access Score: Building Bike/Pedestrian Infrastructure That Really Connects (AICP)

Local Access helps Massachusetts cities and towns direct limited funds where they will have the biggest impact—on safety, convenience, and traffic congestion relief. It's useful for municipal officials, planners, school systems, DPWs, public safety, code enforcement agents, health departments, and everyone else interested in making biking and walking a better way to get around.

Speaker: Manisha Gadia Bewtra, AICP, Analytical Services Manager, *Metropolitan Area Planning Council*

Cost: Conference attendance costs \$70 and includes buffet lunch. Payment is due with registration (see form) or may be paid using PayPal on the CPTC website at time of online registration.

Town checks may be sent separately and may arrive after the deadline.



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