TRAINING OPPORTUNITIES FOR MUNICIPALITIES

FALL 2003 – WINTER / SPRING 2004

CONSERVATION DEVELOPMENT
AFFORDABLE HOUSING FOR YOUR COMMUNITY

SITE PLAN REVIEW
MAKING GOOD LAND-USE DECISIONS

Presented by

GROW SMART
Rhode Island

and

American Planning Association/RI Chapter
Blackstone Valley Institute

RI DEM
RI Housing
RI League of Cities & Towns

RI Statewide Planning Program
URI Coastal Resources Center
URI Cooperative Extension Program

Funded by

Doris Duke Charitable Foundation
Blackstone River Valley National Heritage Corridor Commission
RI Statewide Planning Program • RI Housing
In the fall of 2003 and the winter/spring of 2004, Grow Smart Rhode Island and a coalition of municipal training partners is making four different workshop and training opportunities available to Rhode Island municipalities.

If your municipality is interested in bringing one or more of the following programs to your area, please indicate your interest by completing the enclosed application and returning it to Grow Smart Rhode Island as soon as possible and no later than September 5.

Grow Smart will work with your municipality to determine exact dates and a training location in your community.

Municipal responsibilities
• Pay fees for participating officials and staff from your community. (Please note: since we commit in advance for the cost of food and materials, we cannot issue refunds for people who register and then do not attend)
• Identify staff to assist in obtaining any Council approvals necessary to authorize payment of registration fees
• Assist in identifying an appropriate training site
• Provide mailing addresses for all potential attendees
• Promote programs at board and commission meetings
• Post appropriate notice (notice to be provided)

For questions or further information, contact Linsey Cameron, Grow Smart's Training Assistant, at 401-273-5711, ext. 6 or email training@growsmartri.com

TRAINING AND WORKSHOP OFFERINGS

CONSERVATION DEVELOPMENT

WORKSHOP CONTENT:
• Explains the concept and benefits of Conservation Development, a zoning tool through which development is sited to protect a property's natural and cultural resources and to create significant areas of permanent open space.
• Discusses in detail how Conservation Development zoning can be effectively implemented within the provisions of Rhode Island's Comprehensive Planning, Zoning and Land Development & Subdivision legislation.

INSTRUCTORS: Taught by professional planners and landscape architects

SCHEDULE
3 hours of training presented in 1 evening session from 6-9 p.m., with a light supper provided beginning at 5:30 p.m.

INTENDED AUDIENCE
Officials: Planning Boards and other interested officials.
Staff: Municipal Planners, Legal Counsel

Training can be presented to one municipality or jointly to two or three neighboring municipalities, depending on municipal interest.

AUDIENCE SIZE:

COST: $20 per participant (includes 3 hours of training, color-illustrated training manual, and supper)
AFFORDABLE HOUSING FOR YOUR COMMUNITY

WORKSHOP CONTENT:
This 2-part workshop has been developed to provide municipalities with information about what is required in the Local Comprehensive Plan Housing Element and about strategies for ensuring a range of housing types and prices. It will also provide detailed information about municipalities’ rights under the current Low and Moderate Income Housing Act. Please note: this workshop is not designed to serve as a forum for discussion about changing the current Act.

Part 1:
Housing Need in Rhode Island
Developing A Community Housing Plan as part of the Local Comprehensive Plan
Strategies to Create Affordable Housing: Regulatory, Design

Part 2:
Strategies to Create Affordable Housing: Organizational, Financial
Comprehensive Permitting Process under the current Low/Moderate Income Housing Act
State Housing Appeals Board (SHAB) Appeal Process

INSTRUCTORS: Senior staff from RI Housing, RI Statewide Planning, Grow Smart Rhode Island, and land use attorneys

SCHEDULE
6 hours of training
Presented one evening a week for 2 consecutive weeks from 6 p.m. to 9 p.m., with a light supper provided beginning at 5:30 p.m. Note: Participation in the first evening is required for participation on the second evening.

INTENDED AUDIENCE
Municipalities are encouraged to recruit a broad and diverse audience for these workshops from amongst the following groups:
Primary audience: Town Council, Planning Board, Zoning Board, Housing Commission, Public Housing Authority, local Community Development Corporation, Historic District Commission and municipal CEO, Planner, Zoning Official and legal counsel.
Other interests: Other interested officials, citizen groups

The workshop will be presented jointly to two or three neighboring municipalities, depending on municipal interest.

AUDIENCE SIZE: Maximum registration: 45; minimum registration: 20.
COST: $20 per participant (includes 6 hours of training, training manual, and 2 suppers)

NOTE: The same Affordable Housing workshop will also be offered as a full-day program open to municipal officials, staff, land-use attorneys, and others on Friday, October 17, 2003 under the auspices of the Rhode Island State Office of Employee Training. For a catalog and registration information go to www.olis.ri.gov/otd.htm and click under Special Programs or call 222-2178.

SITE PLAN REVIEW

Designed particularly for Planning Board and Conservation Commission members and staff, the program will review the application information needed to provide a foundation for site plan review and will help officials sharpen their map-reading and other skills needed to conduct effective reviews.

SCHEDULE: To be offered winter/spring 2004 as a 3-hour evening program. More information will be provided in late fall.

(Please see other side for Making Good Land-Use Decisions program description)
MAKING GOOD LAND-USE DECISIONS

CONTENT:
Session 1
Unit 1: Planning
Participants learn about planning in Rhode Island and gain an understanding of the Local Comprehensive Plan as the foundation for all local land-use decisions.

Unit 2: Your Role as a Public Official
Participants learn about their authority to regulate land use on behalf of the public interest and their responsibility to ensure due process, make decisions that are in the public interest, and make defensible decisions.

Session 2
Unit 3: The Review
Participants learn about the four major processes that are found in all land-use reviews -- the application process, logistical processes, the review process, and the decision process -- and the legal requirements and recommended practices for those processes.

Session 3
Unit 4: The Decision Model
This unit provides participants with a model for analyzing requests and reaching decisions based on legal criteria and the goals and objectives of the Local Comprehensive Plan.

INSTRUCTORS: Taught by professional planners and land-use attorneys

SCHEDULE
9 hours of training presented one evening a week for 3 consecutive weeks from 6 p.m. to 9 p.m., with a light supper provided beginning at 5:30 p.m.

INTENDED AUDIENCE
Officials: Municipal Councils, Planning Boards, Zoning Boards. It is also valuable to include Conservation Commissions and any other Boards or Commissions in your municipality that have input to land-use planning decisions.
Staff: Municipal Administrators, Municipal Planners, Zoning/Building Officials.

Training is generally presented jointly to two or three neighboring municipalities.

AUDIENCE SIZE: Maximum registration: 36; minimum registration: 24.

COST: $30 per participant (includes 9 hours of training, training manual, and 3 suppers)

Here’s what past participants have to say about our training:

"Informative--provided a strong base of knowledge"

"Legal information made clear"

"Presenters were very accessible, approachable, and knowledgeable"

"Well worth my time"

“If this training were available to every new member of a board, half the conflicts and negative dynamics which evolve on a board could be avoided.”
APPLICATION FOR TRAINING  
FALL 2003 AND WINTER/SPRING 2004

If you would like training presented in your community, please complete this form and return it to Linsey Cameron by fax (331-1659) or by mail (Grow Smart Rhode Island, 345 South Main Street, Providence, RI 02903.) Please return form no later than September 5th.

Participating municipalities will be selected based on
- The order in which we receive applications
- Our ability to schedule training based on your municipality's board/commission meeting schedule
- Priority will be given to communities that have not yet had an opportunity to participate in training.

Name of person completing form: __________________________________________________
Title: ___________________________________________________________________________
Municipality: ____________________________________________________________________
Mailing Address: __________________________________________________________________
Daytime Telephone: _________________________________________________________________
Fax: ___________________________________________________________________________
Email: __________________________________________________________________________

Training Requested: ___Conservation Development
                      ___Affordable Housing for Your Community
                      ___Site Plan Review
                      ___Making Good Land-Use Decisions

Please check the public bodies from your municipality who will participate in the training.

___ Town Council
___ Planning Board
___ Zoning Board
___ Conservation Commission/Municipal Land Trust
___ Other (please specify) __________________________________________________________

In order to schedule training, we need to know when your municipality holds its regularly scheduled meetings. Please list meeting times below (e.g., 1st Thursday, 2nd Wednesday, etc.)

Regularly scheduled Town Council Meetings/Workshops ________________________________
Regularly scheduled Planning Board Meetings/Workshops ______________________________
Regularly scheduled Zoning Board Meetings/Workshops ________________________________
Regularly scheduled Conservation Commission Meetings/Workshops ____________________