
**PRINCIPAL PLANNER/
LAND USE CONSULTANT**

TECHNICAL EXPERTISE

Zoning and subdivision review
 Appellate review of local decisions including Housing Appeals Board
 Affordable housing permitting
 Historic district commission review
 State permitting & compliance
 Public participation programs
 Training and public education

YEARS OF EXPERIENCE

**2014-Present Mason & Associates
North Scituate, RI**
 1998-2014 Ursillo, Teitz & Ritch, Ltd.
Providence, RI
 1993-1995 RI Historic Preservation
Commission
 1989-1993 Newport Historical Society

EDUCATION

BA/1989/Art History
University of Rhode Island
 JD/1998/Law
Pace University, White Plains NY

**PROFESSIONAL
CERTIFICATIONS**

**American Institute of Certified
Planners (AICP) 2007**
 National Charette Institute/
 Certified Facilitator 2010
 Rhode Island Bar 1998
 Massachusetts Bar 1999
 Connecticut Bar 2000

**PROFESSIONAL
ASSOCIATIONS**

**American Planning Association/
RI Chapter President**
 APA Chapter President Council/
 Professional Development Committee
 APA Law and Planning Division
 RI Bar Association

PROFESSIONAL PROFILE

Mrs. Letendre’s consulting practice combines the skills of an experienced land use attorney with those of a professional planner. She has over 16 years of experience as an attorney focusing on land use law and has been a certified planner since 2007. She has experience in all aspects of the land development, subdivision and zoning approval processes and with the preparation and interpretation of Comprehensive Community Plans. Nancy has been extensively involved with state land use policy and is a planning educator.

DEVELOPMENT RELATED REPRESENTATION (select examples)

Hope & Main, culinary incubator facility, Town of Warren, RI: 2010-2011

Project manager and legal consultant for the private partner in a redevelopment of historic Main Street School. Established a public/private partnership between business entrepreneur and the Town of Warren to bring a business incubatory to Main Street in Warren. Advocated for and achieved the amendment of the zoning map and zoning ordinance to accommodate this innovative use. Legal representation of the business partner before the planning board and zoning board for required permitting. Worked in consort with professional engineer and historic restoration architects in the development of the site plan and building program for the future culinary incubator.

Town of West Greenwich v. A. Cardi Realty Associates, 786 A.2d 354 (R.I. 2001)

Represented the Town in appeal by gravel bank owner to the RI Supreme Court. Town argued that recent extraction activities were an unlawful expansion of a nonconforming use. Superior Court agreed to limitations on activities. However, Supreme Court reversed and allowed further expansion holding “the question whether an earth removal operation may expand or has been unlawfully expanded should be measured by the intent of the owner, as measured by objective criteria applied to the circumstances that existed when the lot became nonconforming.” Establishing the “doctrine of diminishing assets” in RI.

Samuel’s Realty Company, Inc. – 2014 principal planner and land use consultant on change of zoning district from residential to business as part of community’s comprehensive plan update, analyzing the development potential of the real property under the current zoning and proposed comprehensive plan guidance and offering expert testimony on the consistency of the desired zone change with local land use policy.

AFFORDABLE HOUSING RELATED REPRESENTATION

Town of South Kingstown, RI - 1998 to 2014.

Represented the local review board in administration, review and decision making for several comprehensive permit applications under the Low and Moderate Income Housing Act both before and after 2004 and 2005 amendment of the Act including before the State Housing Appeals Board.

The State Task Force on the Revision of the Low and Moderate Income Housing Act – 2001 to 2005.

Represented the interests of municipal government and land use planning as a member of the non-governmental task force created with the support of the RI Foundation to review and propose legislative amendment of Chapter 53, of Title 45 of the RI General Laws. Participated in the writing and editing of legislation that became Public Law 2004-286 and amended Title 45, Chapter 53 and Title 42, Chapter 128 of the RI General Laws.

Town of Barrington, RI - 2006 to 2014.

Represented the local review board in administration, review and decision making for several comprehensive permit applications under the Low and Moderate Income Housing Act after the 2004 and 2005 amendment of the Act including

before the State Housing Appeals Board.

S.W.A.P. vs. Town of West Greenwich, SHAB Appeal 2005-3, and 2013-1.

Represented the Town in appeal by applicant for LMI housing under comprehensive permit process to the State Housing Appeals Board on two occasions (2005 and 2013) and to the RI Supreme Court in 2006.

North End Holdings LLC vs. Town of Barrington, SHAB Appeal 2012-1.

Represented the town in appeal by applicant for LMI housing under comprehensive permit process to the State Housing Appeals Board.

Washington County Community Development Corporation – 2014 principal planner and land use consultant on comprehensive permit application, offering expert testimony on the relief required and the proposed development's consistency with the comprehensive community plan and affordable housing production plan.

PLANNING AND LAND USE CODES (select examples)

Comprehensive Plan Update, Charlestown, RI: Ongoing Project. Principal Planner, editor/writer for update of Charlestown comprehensive plan to meet new state standards and obtain 10 year comprehensive plan approval.

Comprehensive Plan Update, Lincoln, RI: Ongoing Project. Principal Planner, editor/writer for update of the Lincoln comprehensive plan to meet new state standards and obtain 10 year comprehensive plan approval.

Affordable Housing Production Plan and Comprehensive Plan Update, Cumberland, RI: Ongoing Project. Principal Planner and editor/writer of affordable housing production plan and update of Cumberland comprehensive plan to meet new state standards and obtain 10 year comprehensive plan approval.

Town of Hopkinton, RI zoning ordinance revisions: 2013-present Writer and editor of zoning ordinance provisions to correspond with comprehensive planning goals and for consistency with changes in state law general enabling since 1991.

Comprehensive Community Plan Update, Town of South Kingstown, RI: 2012-2014 This Plan was a collaborative effort between a planning consultant and the Town's Planning Department and Planning Board. As Special Legal Counsel for Planning and Zoning, Mrs. Letendre assisted in the writing of the plan and tested the concepts outlined in the comprehensive plan against new statewide planning guidance and evolving state land use policy. As a trained facilitator, Mrs. Letendre was involved in the active citizen's participation component including a task force involvement, focus group leadership, facilitating at public workshops and managing public hearings.

Town of North Smithfield, RI zoning ordinance revisions: 2007-2008 Writer and editor of zoning ordinance provisions to correspond with comprehensive planning goals and for consistency with 1991 state law general enabling.

Town of Lincoln, RI subdivision regulation revisions: 2001 Land use consultant, writer and editor of subdivision regulations to correspond with comprehensive plan changes and for consistency with 1992 state law general enabling.

Town of South Kingstown, RI zoning ordinance revisions: 1997-2000 Project manager and editor of Phase II zoning ordinance rewrite including reorganization and modernization of zoning code. Presenting and explaining the effectiveness of new zoning techniques as implementation of new comprehensive plan goals and objectives.

Route 1 Special Management District Implementation: South Kingstown, RI: 1998-2002 Based upon a conceptual development plan for the subject property and new Comprehensive Plan language, Mrs. Letendre worked with the Town of South Kingstown to create a zoning ordinance and subdivision regulations that enabled this highly effective mixed use development along Route 1 in South Kingstown. Following the creation of the ordinance, Mrs. Letendre as Special Legal Counsel for Planning and Zoning directed the subdivision review and zoning processes for this early example of RI smart growth.

TRAINING AND PROGRAM DEVELOPMENT

GROW SMART RHODE ISLAND – Land Use Training Collaborative: 2000 to present. Development of land use training courses for municipal officials and administration of land use training program for the premier RI Smart Growth organization. On team which developed and teaches well known courses such as “Making Good Land Use Decisions”, “Conducting Effective Land Use Reviews”, and “Writing Sound Decisions”. Special courses also developed and taught on topics of affordable housing development, best practices for historic district commissions, team building and strengthening municipal capacity.

PUBLICATIONS select examples

New England Planning Magazine “More than Findings of Fact: Considerations for Defensible Decisions” April 2009.

Journal of the Rhode Island Bar Association “Instructions for the Review of ‘comprehensive permits’ under the RI Low and Moderate Income Housing Act” 52 RI Bar J., No.4, Pg. 7 January 2004.

PUBLIC SPEAKING select examples

In addition to regular presentation as part of the Grow Smart Land Use Training Collaborative:

Your Local Authority – Who’s Job Is It Anyway? and One Size Fits All? 2014- RI League of Cities and Towns Annual Convention (the intervention of science, land-use planning and federal regulation to secure the deliberate consideration of local concerns in the RI General Assembly).

Public/Private Partnerships to Encourage Sustainability: 2009-SNEAPA conference.

Judge as Planner: How Judicial Interpretation May Effect Local Land Use: 2008-APA-RI.

Post Moratorium Development of Affordable Housing in Rhode Island: 2005-Lorman.

Inclusionary Zoning: Developing a Program and Drafting and Ordinance: 2005-Rhode Island Foundation and the United Way.

The Low and Moderate Income Housing Act: 2003-State of Rhode Island, Department of Administration, Office of Training and Development.