

# 1998 PLANNING & ZONING CONFERENCE

Saturday, May 30, 1998

NH Technical Institute, Concord, NH

8:00 - 8:30 AM	<b>Registration</b>	Lecture Hall Lobby				
8:30 - 9:00 AM	<b>Orientation</b>	Lecture Hall	<i>Jeffrey H. Taylor, Director, OSP</i>			
9:00 - 10:30 AM	<b>Session A</b>					
	Track I	Track II	Track III	Track IV	Track V	Track VI
	<i>RM 314, 315</i>	<i>RM 318</i>	<i>Lecture Hall</i>	<i>RM 310</i>	<i>RM 311</i>	<i>RM 307</i>
10:30 - 10:45 AM	<b>BREAK</b>					Track VII <i>Cancelled</i>
10:45 AM - 12:15 PM	<b>Session B</b>					
	Track I	Track II	Track III	Track IV	Track V	Track VI
	<i>RM 318</i>	<i>RM 314, 315</i>	<i>Lecture Hall</i>	<i>RM 310</i>	<i>RM 317</i>	<i>RM 311</i>
12:15 - 1:30 PM	<b>LUNCH &amp; Awards Ceremony</b>					Track VII <i>RM 307</i>
	Little Hall Cafeteria					
1:30 - 3:30 PM	<b>Session C</b>					
	Track I	Track II	Track III	Track IV	Track V	Track VI
	<i>RM 318</i>	<i>RM 317</i>	<i>RM 316</i>	<i>RM 310</i>	<i>RM 314, 315</i>	<i>RM 311</i>

\*\* Training videos, handbooks and other written material will be available for purchase in the Lecture Hall Lobby from 9:00 - 3:30 PM.

**PLANNING AND ZONING CONFERENCE**  
**May 30, 1998 8:00 AM - 3:30 PM**  
**New Hampshire Technical Institute, Concord, NH**

**8:00 AM - REGISTRATION BEGINS**  
**8:30 AM - ORIENTATION**

**DETAILED AGENDA FOR TRACKS I - VII**

**A. Sessions - 9:00 AM**

**B. Sessions - 10:45 AM**

**C. Sessions - 1:30 PM**

**TRACK I - PLANNING BOARD BASICS**

**Session A. Getting Organized**

**Michael Donovan, Attorney & Planning Consultant**

Join Michael Donovan for a housekeeping session designed for new planning board members or those who want a refresher course on the basics. The topics under discussion at this opening session include rules of procedure, conflict of interest, the right-to-know law and how to properly conduct public hearings and meetings.

**Session B. Roles and Responsibilities**

**Clay Mitchell, Esq., Regional Planner,  
Rockingham Planning Commission**

Help is on the way for those of you trying to sort out all your duties and responsibilities as a planning board member. Join Clay Mitchell for a review of the relationship between zoning, subdivision and site plan review and last, but certainly not least, the master plan. Learn the fundamentals of these basic tools of the planning process and how you can become an effective board member.

**Session C. Planning Board Role Play**

**Kerrie L. Diers, Esq., Regional Planner,  
Central NH Reg'l Planning Commission  
Jeff Taylor, Judy Engalichev, OSP  
Tim Bates, Attorney, Mitchell & Bates**

Back by popular demand is our all-star cast to present a new case guaranteed to peak your interest. As always, our intent is to provide an opportunity for planning board members from all over the state to work together on a site plan review/subdivision application and board procedures. Unlike the real world, your "board" will have two hours to make a decision and we guarantee no lawsuits in thirty days.

**TRACK II - BASICS FOR ZONING BOARD OF ADJUSTMENT**

**Session A. Getting Organized**

**Jack Dolan, Attorney & Barrington Executive Administrator**

Here's your opportunity to get some excellent assistance in your new "role" on the ZBA. Jack Dolan is back for an encore presentation and will share his considerable expertise on how to keep your board's affairs in order, including rules of procedure, the do's and don'ts for conducting meetings and hearings, issuance of decision and the rehearing procedure. Plenty of time will be available for participants to have their most pressing questions answered.

## TRACK II - BASICS FOR ZONING BOARD OF ADJUSTMENT

### Session B. Roles and Responsibilities

H. Bernard Waugh, Jr., NHMA Legal Counsel

Learning the nuts and bolts of your duties on the ZBA is no easy assignment! Bernie Waugh is here to give you a review of what it's all about. The session will cover in detail the three major responsibilities of a ZBA - administrative appeals, special exceptions, and variances. Some highlights include understanding the distinctions between the different types of appeals and some guidelines to follow in decision-making. It won't all get covered in this one session, but you'll be well prepared for what follows in Session C.

### Session C. Zoning Board of Adjustment Role Play

Jane Hubbard, Kristin Mullen, Ted Diers, OSP  
H. Bernard Waugh, Jr., NHMA Legal Counsel

It's time to put into practice all the knowledge you've accumulated before the lunch break. Join OSP staff and Bernie Waugh for a hands-on experience reviewing an application for a variance. Be prepared to take an active role in this one - everyone has to cast their vote to grant or deny the variance.

## TRACK III - ADVANCED PLANNING AND ZONING TOPICS

### Session A. Review of Recent Court Cases

Tim Bates, Attorney, Mitchell & Bates

Let Tim Bates update you on what, (if anything!) has happened in our Supreme Court on planning and zoning issues this past year and the impact of these rulings on local land use regulations. Tim will also provide a heads-up on any significant legislative changes which may affect planning board and zoning board of adjustment responsibilities.

### Session B. Hardship

William Drescher, Attorney

This is a topic which can take weeks to sort out, but if anyone can put the right spin on it, it's Bill Drescher. If you're a ZBA member, you won't want to miss this session which will cover the overall concept of hardship, including examples of what is and is not unnecessary hardship, and a discussion of the standard of review applied by the NH Supreme Court. A question and answer period will follow the presentation.

### Session C. Planner Is In

Chris Northrop, OSP  
Lindley Kirkpatrick, Plymouth Community Planner  
Peter Lowitt, Director of Planning & Economic Development, Londonderry  
Duane Hyde, Director of Planning & Community Development, Durham  
John Bobula, Gilford Planning Director

The planners are back once again to offer you their perspectives on any planning question you feel like asking. Share your experiences, bring along your planning questions and problems - no matter how simple or complicated - and let the planners give you some answers or maybe some advice. This session is very informal; the only ground rule is no marathon questions!

## TRACK IV - BEYOND THE BASICS FOR PLANNING BOARDS

### Session A. Mastering the Plan

Rick Taintor, Whiteman & Taintor, Planning Consultants

Don't forget your master plan! Learn some pointers on how to resuscitate the master planning process and get that plan off the shelf. This session will focus on how to organize the process, how to involve your community and ways to integrate the master plan with regulations and the land use planning process. Rick Taintor will bring his extensive experience throughout New England to this session.

### Session B. Impact Fees

Bruce Mayberry, Planning Consultant

Is an impact fee ordinance the right choice for your community? Understand the challenges of developing and administering an impact fee ordinance and explore its pros and cons. Bruce Mayberry shares his experiences from working extensively on this topic with a number of NH municipalities and as the author of the Capital Improvements Handbook and the Impact Fee Handbook.

## TRACK IV - BEYOND THE BASICS FOR PLANNING BOARDS

### Session C. Conflict Resolution

Judith Bush, UNH Extension Educator  
Claudia Boozer-Blasco, UNH Extension Educator

Private developers propose projects, affected residents have their say and local land use boards make the decisions to grant subdivision approvals, zoning appeals . . . HELP!!! Conflict is just a part of the job for most of you. Learn how to recognize potentially serious conflicts before they get out of hand as well as some of the strategies available to help you diffuse negative situations. This session is appropriate for all local land use boards.

## TRACK V - ENVIRONMENTAL RESOURCES TRACK

### Session A. Where the Weather Meets the Road

Ted Diers, Joanne McLaughlin, NH Coastal Program, OSP

Join Joanne and Ted for the premiere of their new video on erosion and sediment control, "Where the Weather Meets the Road," narrated by Dave Thurlow of the Weather Notebook (a production of the Mount Washington Observatory). This video will help you to understand the physical processes of erosion and sedimentation and review applicable state and local regulations. The stars of the show are seven of the most frequently used and effective best management practices for reducing erosion and controlling sedimentation on developing sites. The session concludes with some parting thoughts on environmental site planning.

### Session B. Ecological Reserve System Project & Biodiversity Conservation in NH

Mike Stevens, Assistant Director of Science & Stewardship,  
The Nature Conservancy, NH Field Office

This Project is a public/private partnership charged with the mission of designing a strategy for conserving the biological diversity of New Hampshire. Join Mike Stevens, coordinator of the Project, for a discussion on the assessment of the state's biodiversity and the current system of conservation lands. He will also present some proposed conservation strategies that can be implemented at the state, regional and local levels and highlight the educational strategies that are vital to conservation activities in the state.

### Session C. New Developments in the Field of Wetland Regulations

Tracy Boisvert, DES, Wetlands Bureau  
Mark West, Gove Environmental Services  
Richard Cook, Audubon Society of NH  
Alfred Turner, Windham Planning Director  
Moderator: Francesca Latawiec, OSP

Each speaker will address their area of expertise on wetlands. Tracy Boisvert from Department of Environmental Services (DES) will discuss changes in the wetland rules relative to the criteria used to delineate wetlands and the direction the Bureau is heading with respect to mitigation issues. Mark West will review "state of the art" developments in the practice of wetland science with an emphasis on the impact of these changes on development proposals. Rich Cook will focus on the importance of vegetative buffers in wetland protection and how buffers should be addressed in local master planning. Alfred Turner will describe Windham's experience with local wetland zoning, including the challenge of implementing wetland buffer requirements.

## TRACK VI - LAND USE TOPICS

### Session A. NH Route 16 Corridor Study - Community Design

Teresa Crean, Landscape Architect,  
North Country Council

The Route 16 study is a cooperative project between four regional planning commissions and the NH Department of Transportation. It is designed to develop and utilize innovative planning techniques in solving some of the short and long range transportation needs along the 148 mile corridor. Teresa Crean will present one component of the study which focuses on site design elements such as signage, lighting, landscaping, traffic calming and placement of buildings.

## TRACK VI - LAND USE TOPICS

### Session B. Cellular Towers - the Debate Continues

Mark Hutchins, Butler, Hutchins & Co.

We've had a year since our last session on this complex topic. Join in a discussion on what we've learned and where we go from here. Mark Hutchins is a radio frequency engineer with more than 30 years' experience in this field and has worked extensively with the FCC, providers and local land use boards. His broad-based experience allows him to speak knowledgeably about the technology itself, the FCC regulations and the impacts of these communication facilities at the local level.

### Session C. Site Specific Soil Mapping Standards: Their Use and Origin

James Gove, Gove Environmental Services  
Larry Morse, NH Soil Consultants, Inc.  
Peter Schauer, Schauer Environmental Consultants, LLC  
Steve Hundley, Natural Resource Conservation Service

Join four professional New Hampshire soil scientists for a discussion on the need for soils maps and the development of new soil mapping standards that can be used in the implementation of local ordinances and regulations. There will be plenty of opportunity for questions during this session

## TRACK VII - "SPECIALIZED" TRAINING TRACK

### Session A. City Planning Boards

Craig Wheeler, Salem, MA Planning Director  
& former Portsmouth Planning Director  
David Stamps, Laconia Planning Board  
Jamie Steffen, Somersworth City Planner

Join in the dialogue with our panel on the unique experiences of planning within a larger municipality. Explore the relationship between the various boards and the professional planner and the planning department. The speakers will share some pointers on how to achieve a successful partnership between staff and the boards as well as provide insight from their own experiences in such areas as keeping the lines of communication open and assessing the need for formal policies on carrying out planning functions and responsibilities.

### Session B. Training for PB Secretaries and Administrative Assistants

Claire Dodge, New Boston  
Planning Coordinator

Prepare to deal with a variety of unexpected questions, issues and decisions when you take on this role! Sort out some of the confusion with Claire Dodge as she shares her extensive experiences with you as first a recording secretary and now planning coordinator for New Boston. By the way, OSP was so impressed with Claire's credentials that she was the recipient of the Citizen Planner of the Year award in 1996.

### Session C. Master Plans: Preparing the Historic Preservation Chapter

Kathy Francke, Gilford Budget Committee  
& Historic District Commission member  
Carl Schmidt, Orford Heritage Project Coord. &  
State Historical Resources Council member  
Elizabeth Durfee Hengen, Preservation Consultant  
& Chair of Inherit New Hampshire

Historical resources are an integral part of what makes a community a great place to live. As non-renewable assets, they need to be the focus of special attention in the local planning process. Our panel of local preservationists and planners will share their expertise on how to identify these resources, record them and incorporate them into the master plan. You will learn how to mobilize volunteers, enlist the schools, develop broad support and capitalize on your community's unique history.