



# PLANNING AND ZONING CONFERENCE

April 12, 2003 8:00 a.m. - 3:00 p.m.

New Hampshire Technical Institute, Concord, NH

## AGENDA

8:00 - 8:30 REGISTRATION

8:30 - 9:00 ORIENTATION ..... Lecture Hall

9:00 - 10:30 SESSION A

Track I: Planning Board Getting Organized ..... Room 316

➤ *William R. Drescher, Esquire - Drescher & Dokmo, P.A.*

Track II: Zoning Board Getting Organized ..... Rooms 314-315

➤ *Ben Frost, Senior Planner - NH Office of State Planning*

Track III: Legal Update ..... Lecture Hall

➤ *Tim Bates, Esquire - Mitchell and Bates*

Track IV: Tuning Up Your Master Plan ..... Room 308

➤ *Joanna Whitcomb, Principal - Burnt Rock Inc.*

Track V: State and Local Building Codes ..... Room 317

➤ *Gary H. Bernier, Esquire - New Hampshire Municipal Association*

➤ *Michael Santa, Building Department Manager - City of Nashua NH*

➤ *Laura Scott, Principal Planner - Central NH Regional Planning Commission*

Track VI: Emerging Water and Wetland Resources Issues ..... Room 318

➤ *Sandy Crystall, Senior Resources Manager, NH DES Wetlands Bureau*

➤ *Paul Susca, Environmental Programs Manager, NH DES Drinking Water Source Protection Program*

Track VII: What A Heritage Commission Can Do For Your Community ..... Room 309

➤ *Richard Betterly, Preservation Officer - NH Div. of Historical Resources, Concord NH*

➤ *JeanAnne Farrar, Chair - Keene Heritage Commission*

➤ *James McConaha, Director - NH Div. of Historical Resources, Concord NH*

10:30 - 10:45 BREAK

10:45 - 12:15 SESSION B

Track I: Planning Board Roles and Responsibilities ..... Lecture Hall

➤ *Ben Frost, Senior Planner - NH Office of State Planning*

➤ *Clay Mitchell, Esquire - MG Planning*

Track II: Zoning Board Roles and Responsibilities ..... Rooms 314-315

➤ *H. Bernard Waugh, Jr., Esquire - Gardner & Fulton*

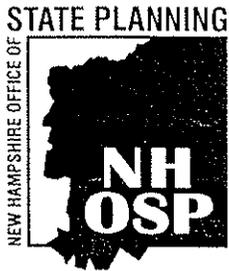
Track III: Hardship ..... Room 316

➤ *Barbara Loughman, Esquire - Soule, Leslie, Kidder, Sayward & Loughman*

Track IV: GIS and Planning ..... Room 308

➤ *Fay Rubin, GRANIT Manager - University of NH Complex Systems Research Center*

- Track V: Workforce Housing ..... Room 317**
- *Lisa Fisher Henderson, Program Coordinator - Workforce Housing Coalition of the Greater Seacoast*
  - *Amy Lockwood, Executive Director - Concord Area Trust for Community Housing*
  - *Bill Ray, Director of Planning & Policy - NH Housing Finance Authority*
- Track VI: Open Space and Recreation Planning ..... Room 318**
- *Stephanie Alexander, Principal Planner - Central NH Regional Planning Commission*
  - *Catherine Coletti, Assistant Planner - Central NH Regional Planning Commission*
  - *Paul Ferguson, Volunteer -Derry Pathways, Derry NH*
  - *Bob Pollock, Planner - City of Concord Community Development Department*
  - *Margaret Watkins, NH Director - NPS Rivers, Trails & Conservation Assistance Program*
- Track VII: Demolition Delay Ordinances: Heavy Hand Or Helping Hand? ..... Room 309**
- *Mayor Michael Donovan (Attorney-at-Law), City of Concord NH*
  - *Elizabeth Durfee Hengen, Preservation Consultant, Concord NH*
  - *Michael Tardiff, Executive Director - Central NH Regional Planning Commission, Concord NH*
- 12:15 - 1:15 LUNCH ..... Little Hall**
- 1:30 - 3:00 SESSION C**
- Track I: Hands on Planning Board Exercise ..... Room 308**
- *Matt Walsh, Community Development Program Manager - City of Concord NH*
- Track II: Zoning Board Role Play ..... Rooms 314-315**
- *Chris Northrop, Principal Planner - NH Office of State Planning*
- Track III: Board Secretary Training ..... Room 318**
- *Carol Ogilvie, Community Development Director - Town of Peterborough NH*
- Track IV: Livable Walkable Communities ..... Lecture Hall**
- *Meredith Cooper, Livable Walkable Communities Coordinator - NH Celebrates Wellness*
  - *Nancy Lynch, Executive Director - NH Celebrates Wellness*
- Track V: Energy and Resource Efficient Municipal Buildings ..... SPNHF**  
**(MEET IN REGISTRATION AREA AT 1:15)**
- *Kate Hartnett, Senior Project Director, NH Minimum Impact Development Partnership*
  - *Paul Leveille, Property Manager - Society for the Protection of NH Forests*
  - *David Provan, Owner - RightRoad Development Advisors, LLC*
- Track VI: Educational Resources and Their Host Communities ..... Room 316**
- *Jim Campbell, Director of Planning & Community Development - Town of Durham NH*
  - *June Hammond-Rowan, Community Planner - Town of Plymouth NH*
  - *Rbett Lamb, Planning Director - City of Keene NH*
  - *Vicki Smith, Senior Planner - Town of Hanover NH*
- Track VII: How To Protect Historic Barns ..... Room 309**
- *Gabrielle Di Perri, Project Coordinator - NH Preservation Alliance, Concord NH*
  - *James McConaha, Director - NH Div. of Historical Resources, Concord NH*
  - *Carl Schmidt, Chair - NH Historic Agriculture Structures Committee, Orford NH*
  - *Linda Wilson, Deputy State Historic Preservation Officer - NH Div. of Historical Resources, Concord NH*



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April 12, 2003 8:00 a.m. - 3:00 p.m.

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**8:00 a.m. - REGISTRATION BEGINS**  
**8:30 a.m. - ORIENTATION**

## TRACK I - PLANNING BOARD BASICS

### Session A. Getting Organized

- Speaker to be Announced

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

### Session B. Roles and Responsibilities

- Ben Frost, Senior Planner - NH Office of State Planning
- Clay Mitchell, Esquire - MG Planning

Planning, subdivisions, and site plans -- how do I keep it all straight? If you have asked yourself this question in the past few months, this session is for you. Join Clay and Ben 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 a more effective board member.

### Session C. Hands on Planning Board Exercise

- Matt Walsh, Community Development Program Manager - City of Concord NH

Take this opportunity to learn how to effectively read plans. The first half of this session will be spent reviewing the concepts of plan review and learning how to read plans as they appear when they are submitted for approval. The second half of the session will be spent reviewing the plan for an actual development in the Concord area.

## TRACK II - BASICS FOR ZONING BOARD OF ADJUSTMENT

### Session A. Getting Organized

- Ben Frost, Senior Planner - NH Office of State Planning

Here's your opportunity to get some excellent assistance in your "role" on the ZBA. Ben Frost 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, and the issuing of decisions and rehearing procedures.

### Session B. Roles and Responsibilities

- H. Berbard Waugh, Jr., Esquire - Gardner & Fulton

Learning the nuts and bolts of your duties on the ZBA is no easy assignment! Your struggle may be over if you participate in this session with Bernie Waugh. 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 guidelines to follow in decision-making.

### Session C. ZBA Role Play

- Chris Northrop, Principal Planner - NH Office of State Planning

Join Chris and his friends as we again explore the ever-changing world of variance criteria. See if you can spot which of the 5 variance criteria that is missing (or is it just hiding with another criteria?) We will base the role play on a recent supreme court case that you may have heard about earlier in the day -- if you were paying attention! This is an opportunity for a hands-on experience reviewing a "typical" application coming before a ZBA. Be prepared to take an active role on the "board!"

## TRACK III - BEYOND THE BASICS

### Session A. Legal Update

- Tim Bates, Esquire - Mitchell and Bates

Another busy year in the courts and legislature! Don't miss this opportunity to hear from Tim Bates about what's been happening 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 some of the legislative changes that have occurred over the last year which affect planning board and zoning board of adjustment responsibilities.

### Session B. Hardship

- Barbara Loughman, Esquire - Soule, Leslie, Kidder, Sayward & Loughman

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. Board Secretary Training

- Carol Ogilvie, Community Development Director - Town of Peterborough NH

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 Carol Ogilvie as she shares her extensive experiences with you. Carol has worked with communities in the Southwest Region of NH for nearly two decades and is now the Community Development Director in Peterborough, NH. Bring your questions and Carol will set you straight!

## TRACK IV - ADVANCED PLANNING AND ZONING TOPICS

### Session A. Tuning Up Your Master Plan

- Joanna Whitcomb - Burnt Rock Inc.

Every community benefits from a current master plan. This session explains the fundamentals of master plans, what they can and can't do and how they should relate to your regulations. Gain understanding of how to develop your community's vision and translate it into a plan. Explore some of the new trends in master planning and how to put your plan to work, even with limited resources.

### Session B. GIS and Planning

- Fay Rubin, GRANIT Manager - University of NH Complex Systems Research Center

What is GIS and how can it help you in planning? This presentation will introduce GIS concepts and provide an overview of New Hampshire's statewide geographic information system, GRANIT, by working through a series of demonstrations. Attendees will gain a better understanding of how to use GIS in master planning and other land use activities. Current online mapping tools will be also be reviewed, followed by a discussion with participants on prioritizing future data layers to be available on the web.

### Session C. Livable Walkable Communities

- Meredith Cooper, Livable Walkable Communities Coordinator - NH Celebrates Wellness
- Nancy Lynch, Executive Director - NH Celebrates Wellness

Livable, Walkable Communities is an initiative of NH Celebrates Wellness that assists communities in assessing their livable, walkable status, identifying priority areas and first steps for improvement, and tapping the resources to help them meet their goals for becoming a livable, walkable community. Join Meredith and Nancy to learn more about the possibilities for your community.

## TRACK V - MANAGING GROWTH IN NH: CHANGES AND CHALLENGES

### Session A. State and Local Building Codes

- Gary H. Bernier, Esquire - New Hampshire Municipal Association
- Michael Santa, Building Department Manager - City of Nashua NH
- Laura Scott, Principal Planner - Central NH Regional Planning Commission

Is there a state building code? Can my community adopt our own building code? Who enforces a building code? If you have questions about building codes, what exists and how they apply, this discussion by a panel of experts is for you.

## Session B. Workforce Housing

- Lisa Fisher Henderson, Program Manager - Seacoast Housing Coalition
- Bill Ray, Director of Planning & Policy - NH Housing Finance Authority
- Additional Speakers to be Announced

We all know of someone effected - police officers, teachers, mid-level managers, and service providers who can't find housing in their price range. The shortage and high cost of housing is a chronic concern for residents and employers in many New Hampshire communities. Our state's housing crisis threatens not only our overall quality of life, but also our economic vitality as well. The lack of affordable, workforce housing contributes to continued sprawl, environmental degradation and difficulties in attracting and retaining employees. What are the challenges and opportunities facing local communities as they try to provide affordable housing for workers? What resources are available to support a healthy mix of housing? Panelists will provide and seek input on these questions and more.

## Session C. Energy and Resource Efficient Municipal Buildings

- Kate Hartnett, Senior Project Director, NH Minimal Impact Development Partnership
- Paul Leveille, Property Manager - Society for the Protection of NH Forests
- David Provan - Right Roads Associates

Understand the environmental impact of developments and how NH Minimum Impact Development is working to minimize those impacts. Learn about the "Leadership in Energy and Environmental Design (LEED)" program and why it is sweeping the country and being adopted by cities as the standard for environmentally responsible design. See examples from around the country and discuss "Why not in my town?" NOTE: This workshop will take place at the Conservation Center - site of the recently added French Wing, the first LEED certified building in NH and will begin with a tour at 1:30.

# TRACK VI – PLANNING FOR RESOURCES

## Session A. Emerging Water and Wetland Resources Issues

- Sandy Crystal, Senior Resources Manager, NH DES Wetlands Bureau
- Paul Susca, Environmental Programs Manager, NH DES Drinking Water Source Protection Program

The first half of this session will focus on the changing perceptions about New Hampshire's "wealth of water" and changes due (in part) to more intense water use and urbanization and the recent drought. The second half of the session will cover State and local wetlands protection, including an overview of the State's wetlands law and rules and the various ways that communities are providing additional protection for these resources, including the use of wetlands ordinances.

## Session B. Open Space and Recreation Planning

- Stephanie Alexander, Principal Planner - Central NH Regional Planning Commission
- Catherine Coletti, Assistant Planner - Central NH Regional Planning Commission
- Laura Pfister, Principal Planner - NH Office of State Planning
- Margaret Watkins, NH Director - NPS Rivers, Trails & Conservation Assistance Program
- Additional Speakers to be Announced

Open space, trails, and opportunities for outdoor recreation help define and enhance a community's character. Come learn about some of the resources available to help plan for trails and open space conservation in your community. Hear from professionals who support and encourage these local and regional planning efforts and learn from local success stories.

## Session C. Educational Resources and Their Host Communities

- Jim Campbell, Director of Planning & Community Development - Town of Durham NH
- June Hammond-Rowan, Community Planner - Town of Plymouth NH
- Rhett Lamb, Planning Director - City of Keene NH
- Vicki Smith, Senior Planner - Town of Hanover NH

Bring your questions and come prepared to share thoughts about the problems and solutions common to communities that host public and private educational institutions. This will be an unstructured "cracker barrel" session with a panel of planners from host communities. You are encouraged to attend and bring an administrator from your institution for an open, information-sharing opportunity. Participants may ask questions or just share the problems they have experienced or the solutions they have found that other similar communities might find beneficial.

## **TRACK VII - HISTORIC PRESERVATION PLANNING**

### **Session A. What A Heritage Commission Can Do For Your Community**

#### **➤ Speakers to be Announced**

Heritage commissions are historic preservation's can-do counterpart to conservation commissions. Unlike historic district commissions, whose authority is limited to parts of a town or city, heritage commissions have a community-wide scope. They are authorized to advise other boards and commissions, including the planning board; to have a non-lapsing heritage fund; and to acquire and manage property and property rights. Attend this session for energizing success stories and tips on organizing a commission in your town, from members of novice and veteran heritage commissions.

### **Session B. Demolition Delay Ordinances: Heavy Hand Or Helping Hand?**

#### **➤ Speakers to be Announced**

Demolition delay ordinances provide a "time out" to allow for public consideration of demolition permit applications for historically significant buildings. They do not prohibit demolition, but instead provide a time period and a public process for exploring preservation. Because demolition delay ordinances apply to an entire community, they are often the only warning system that can alert the public to the potential loss of a treasured historic property. A member of Concord's Heritage Commission and a municipal attorney will explain how to propose, prepare, and implement a demolition delay ordinance.

### **Session C. How To Protect Historic Barns**

#### **➤ Speakers to be Announced**

New Hampshire is losing its historic barns at an alarming rate -- in part because local boards and citizens don't know about new barn-saving planning, zoning, tax and funding initiatives. Come to learn about the growing collection of tools to identify and protect historic barns (and other community landmarks). Panelists will include representatives of the NH Historic Agricultural Structures Advisory Committee, the NH Preservation Alliance, and the NH Division of Historical Resources, who are also barn owners, barn fixers, and barn advocates.