



New Hampshire
Office of Energy & Planning

PLANNING AND ZONING CONFERENCE

May 8, 2004 8:00 a.m. - 3:00 p.m.

Center of New Hampshire, Manchester, NH

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

TRACK I - PLANNING BOARD BASICS

Session A. Getting Organized

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

This housekeeping session is 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 Energy and Planning
- Clay Mitchell, Town Planner - Newmarket NH

Planning, subdivisions, and site plans -- do you have trouble keeping it all straight? This session is designed with you in mind. Join Clay and Ben for a review of the relationship between zoning subdivision, 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. You've Got Mail!

- Sylvia Von Aulock, Town Planner - Town of Exeter NH

You just volunteered for your local board (planning, conservation commission, zoning) and now, suddenly, you are getting a lot of mail. But, when you open the mail, do you ask yourself: "Just what are all these plans? What do all the lines mean? How am I ever going to get through all this mess?" Using highlighters (*please bring your own*), this fun session will help you color your way into deciphering exactly what all the lines on those plans mean. By the end of the session, you will be ready to read almost any site and subdivision plan you get in the mail.

TRACK II - BASICS FOR ZONING BOARD OF ADJUSTMENT

Session A. Getting Organized

- Ben Frost, Senior Planner - NH Office of Energy and Planning

Here's your opportunity to get some excellent assistance in your "role" on the ZBA. Ben 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

- Susan Slack, Esquire - New Hampshire Municipal Association

Variations, setbacks, nonconforming uses -- 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 Susan Slack. 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 Energy and Planning (and his supporting cast!)

Explore the ever-changing world of variance criteria as OEP staff and world renowned role-players take the stage. Someone built something that violates setback provisions. Should they apply for an equitable waiver or a variance? Just how does that new three-part hardship test work? Do we really have to consider the other four variance criteria? The role play will be based

on a recent Supreme Court case that you may have heard about earlier in the day -- if you were paying attention! Be prepared to take an active role in determining the outcome for your "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. Preparing for a Master Plan

- **Jack Munn, Senior Planner - Southern New Hampshire Planning Commission**
- **Carol Ogilvie, Director of Community Development - Town of Peterborough NH**
- **Jeff Taylor, President - Jeffrey H. Taylor and Associates**

It's time to work on your master plan and you are wondering where to start and how to make it work. This session is the perfect choice for you. Join our panel of experts for a lively discussion on designing and conducting visioning sessions and how they can create a sense of connection to your master plan. Learn some strategies and pointers from a local planner who has just completed a master plan and last, but not least, be one of the first to preview a new handbook which takes a comprehensive look at the master planning process -- offering instruction, techniques and helpful tips on preparing a master plan.

Session C. CommunityViz Demonstration

- **Brad Anderson - Farmington Community Preservation Guild / UNH Cooperative Extension**
- **Ken Gallager, Principal Planner - NH Office of Energy and Planning**

You've heard of GIS, and you've seen that it can make eye-catching maps. Now see how you can use GIS to help with your decision-making. Brad Anderson and Ken Gallager will present a demonstration of CommunityViz, a software package by the Orton Family Foundation that can produce GIS analyses in which model inputs and assumptions can be adjusted on the fly, such as at a public meeting. Brad and Ken will also demonstrate the optional SiteBuilder add-on, a 3D visualization and fly-through package.

TRACK IV - ENERGY PLANNING TOPICS

Session A. State Building Codes

- **Joseph C. Broyles, Energy Program Manager -- NH Office of Energy and Planning**
- **Michael Santa, President of the NH Building Officials Association and Building Department Manager - City of Nashua NH**

Is there a state building code? Can my community adopt its own building code? Who enforces a building code? What role do building energy codes play in the state's economy, energy security and public health? If you have questions about building codes, what the codes are and how they apply, this discussion is for you.

Session B. Energy Service Performance Contracting

- **Gary O'Connell, Energy Project Manager - NH Department of Administrative Services**

Energy Service Performance Contracting (ESPC) is an affordable way to make energy efficiency upgrades to municipal and other public buildings with little or no up-front capital. You support those upgrades with the energy savings that result from the project. Best of all, these savings can be guaranteed. Contracts can be structured to be paid off within 7 to 10 years. This session will outline the steps required to accomplish a successful ESPC, and how Rebuild NH can help you through the process -- start to finish.

Session C. PSNH Energy Park Tour

- PSNH and OEP Staff

Join us for a unique opportunity to visit and learn about an excellent example of smart growth, Public Service of New Hampshire's new headquarters, Energy Park, located on North Commercial Street in Manchester. Working with state and city officials, environmental and historical organizations, PSNH renovated the Manchester Steam Plant, which was originally built in 1909. Besides maintaining the historic character of the facility, PSNH transformed the building into a showcase of energy efficiency, recycling and green building design. As the northern anchor to the Manchester mill yard, Energy Park also serves as a place where people can go for a walk, view the river and enjoy the scenery. Tour guides will discuss the history of the Manchester Steam Plant and PSNH's role in preserving this historic building. Participants will also learn about energy efficient programs available in their community.

TRACK V – PLANNING FOR NATURAL RESOURCES

Session A. Shoreland Protection

- Gary A. Springs, Shoreland Outreach Coordinator- NH Department of Environmental Services

Have questions about the Comprehensive Shoreland Protection Act (CSPA)? Join Gary for an explanation of some of the science behind shoreland protection and why we have the CSPA. The minimum standards of the CSPA protect the quality of waterbodies using a watershed approach. Gary will give an overview of these minimum standards and the latest statute changes. The CSPA became effective on July 1, 1994 establishing minimum standards for use and development of all land within 250 feet of New Hampshire's public waters.

Session B. Groundwater Supply Issues: What Planning Boards Should Know

- Ted Diers, Planner - NH Coastal Program, NH Office of Energy and Planning
- Dr. David Wunsch, State Geologist - NH Geological Survey

This session will identify various planning tools that can address groundwater issues. Dr. David Wunsch, State Geologist, NH Geological Survey, and Ted Diers, NH Coastal Program, Office of Energy and Planning, will discuss: the overall science of groundwater; a regional groundwater study currently underway in the coastal watershed; what data communities can expect from this study; how communities in general can use groundwater data; and what strategies would be helpful for long-range groundwater planning and management. This session will NOT address large groundwater withdrawals by commercial interests.

Session C. National Flood Insurance Program

- Meredith Cooper, Regional Planner - Southwest NH Planning Commission
- Eric Twarog, Regional Planner - Southwest NH Planning Commission

What is the National Flood Insurance Program? How does it affect my community? Does my community participate in the program? If you have questions like these, come find the answers during a session on the National Flood Insurance Program (NFIP) presented by the Southwest Region Planning Commission. This introductory session will provide an overview of NFIP including history of the program, reading and amending FIRM maps, ordinances and regulations, permits and applications, and the community rating system.

TRACK VI – SMART GROWTH

Session A. Traditional New England Village Design: Model Ordinances for NH Towns

- Jill Robinson, Regional Land Use Planner - Rockingham Planning Commission

This interactive power point presentation will introduce participants to the model mixed use ordinances created by the Rockingham Planning Commission. The session will cover the village plan alternative subdivision ordinance, the hamlet/infill ordinance, the conservation zone ordinance, as well as a description of a roundtable process that communities can use to introduce these ordinances and modify them as appropriate. There will be several interactive opportunities, including a section in which participants will be asked to respond to challenges they could face once they start engaging the public about the ordinances.

Session B. Wildlife Conservation Planning

- **Darrel Covell - Extension Specialist, Wildlife - UNH Cooperative Extension**

Come learn about the New Hampshire Fish and Game Department's collaborative effort to develop a statewide Comprehensive Wildlife Conservation Plan. The session will highlight wildlife species and habitats of conservation concern and describe how the plan can be used for better analyses and decision-making by planning boards. Also join Darrel for a brainstorming session on identifying possible strategies for implementation.

Session C. Smart Moves in Manchester

- **Robert MacKenzie, Director of Planning and Economic Development - City of Manchester NH**

Manchester is doing great things! Hear from Bob Mackenzie about the innovative and effective strategies the City is using to encourage "smart growth" development, ranging from adaptive reuse and mixed use, to school facilities planning and development. This is the perfect opportunity to take an armchair tour of Manchester's efforts over the last few years to build broad coalitions in support of many of its initiatives. Gain valuable insight on how Manchester has built its own framework for success by balancing its unique assets of architecture, historic character, pedestrian scale, and recreation with economic revitalization.

TRACK VII - HISTORIC PRESERVATION PLANNING

Session A. Getting Started with Historic District and Heritage Commissions

- **Attorney Carolyn Baldwin - Baldwin, Callen & Hogan**
- **Jeananne Farrar, founding member and Chair - Keene Heritage Commission**
- **Bill Veillette, former member - Amherst Historic District Commission and founding member - Amherst Heritage Commission**

Heritage and historic district commissioners and a municipal attorney specializing in environmental, land use, and historic preservation law will discuss effective preservation programs, common problems, and how to communicate successfully with the public and other municipal boards.

Session B. When Big Box Comes to Town

- **Jason Hoch, Town Manager - Littleton, NH; first director of the Littleton Main Street Program**
- **Cristina Prochilo, NH Field Representative - National Trust, and the Trust's national contact for drugstore proposals that endanger historic places**

Representatives from New Hampshire Main Street, the National Trust for Historic Preservation and local communities will discuss the "dos" and "don'ts" of community planning for this type of development. Cristina will also describe how the National Trust's Drugstore Initiative is evolving into a wider Corporate Good Neighbor Initiative.

Session C. Historic Preservation Tools & Techniques for NH Communities

- **Representatives of the NH Preservation Alliance and NH Division of Historical Resources.**

Learn the ABCs of local historic preservation planning. These basic building blocks offer municipalities ways to promote their community, protect valuable resources and manage change. Discover how cultural resources inventories, the National Register, the State Register, local historic districts, Heritage Commissions, tax incentives, the Certified Local Governments program and the New Hampshire Main Street Center can work for your community. Find out the pros and cons of different programs, possible funding sources, and how to use volunteers and consultants. Exchange news of best practices and worst-case scenarios with other participants.