



## CONFERENCE AGENDA

8:00 AM – 8:45 AM - Registration and Breakfast

8:45 AM – 9:00 AM - Welcome and Orientation ..... GRANITE BALLROOM

9:00 AM – 10:30 AM – Plenary Session ..... GRANITE BALLROOM

**Tomorrow’s New Hampshire: The Role of Municipalities in Adapting to Changing Demographics**

*Keynote Speaker: Stephen A. Norton, Executive Director, NH Center for Public Policy Studies, Concord, NH*

*Panel of Experts: Theresa Kennett, Executive Director, Mt. Washington Valley Housing Coalition, Conway, NH*

*Jennifer Czysz, Assistant Director, Nashua Regional Planning Commission, Merrimack, NH*

*Nancy Merrill, Director of Planning and Development, City of Claremont, NH*

*George Reagan, Housing Awareness Program Administrator, NH Housing Finance Authority, Bedford, NH*

What lies ahead for New Hampshire in the 21<sup>st</sup> Century? Our economy is shifting, our demographics are changing. How will we develop our future workforce? What will our economic development priorities be? Many issues facing New Hampshire will need statewide solutions, but land-use regulation decisions made on the local level will have a significant impact on the availability of vibrant community spaces, opportunities for economic development, and housing and transportation choices that will attract and keep younger residents and meet the needs of older residents. This panel of experts takes a look ahead and highlights the role of municipal planners in shaping New Hampshire’s future.

10:30 AM – 10:45 AM – Session Break ..... REGISTRATION AREA

### CONCURRENT SESSIONS

10:45 AM - 12:00 PM

**ZBA Decision Making Process ..... GRANITE BALLROOM**

*Stephen Buckley, Esq., Legal Services Counsel, New Hampshire Municipal Association, Concord, NH*

You’ve notified abutters, held the public hearing, heard hours of testimony, and now it’s time to make a decision. What do you do? Do you need to decide right then and there? What if you only have four members present? Can there be conditions of approval? Do you vote on each of the criteria separately? Do you need to vote on anything at all? If these and other questions have plagued your ZBA, this session is for you.

**Basics for the Planning Board ..... PIERCE ROOM**

*Daniel Crean, Esq., Crean Law Office, Pembroke, NH*

This session is for new planning board members and alternates, as well as veterans, who want a refresher course on the basics. Topics for discussion include the planning board’s rules of procedure, conflict of interest and disqualification, conducting meetings and public hearings, use of third-party consultants, communication with legal counsel, the zoning amendment process, and more.

**Planning for Tomorrow's Housing Needs .....MERRIMACK ROOM**

*Christopher Parker, Community Development Director, City of Dover, NH*

*Anne Duncan Cooley, Upper Valley Housing Coalition, Wilder, VT*

*George Reagan, Housing Awareness Program Administrator, NH Housing Finance Authority, Bedford, NH*

We know New Hampshire's housing needs are changing, along with its demographics. So how can municipalities adjust their land use regulations to meet the needs of an aging population as well as the desires of young professionals and families, both of whom want more diverse housing choices? Come hear from some experienced municipal planners and housing experts about steps your town or city can take to meet the housing needs of the future.

**Rooftop Solar: Removing Permitting Barriers & Increasing Opportunities .....CONCORD ROOM**

*Steven Whitman, Planner, Resilience Planning & Design, Plymouth, NH*

Have you considered solar installations in your municipality's zoning and permitting regulations and procedures? Learn about recent trends in New Hampshire's growing solar market and what your municipality can do to guide the deployment and use of solar energy.

**Basics for the Historic District and Heritage Commissions .....CAPITAL ROOM**

*Margaret Byrnes, Esq., Staff Attorney, New Hampshire Municipal Association, Concord, NH*

*Nadine Peterson, Preservation Project Reviewer, NH Division of Historical Resources, Concord, NH*

*Virginia Morse, Chair, Kingston Historic District Commission, Kingston, NH*

*Debra Powers, Chair, Kingston Heritage Commission, Kingston, NH*

What is the role of the Historic District Commission and Heritage Commission? How do these boards interact with each other and the municipality's other boards and commissions? What are their statutory duties, and what is the role of the NH Division of Historical Resources? Learn the basics and hear the experiences of this veteran panel.

**Right to Know Law Issues for Land Use Boards .....WEBSTER ROOM**

*Cordell Johnston, Esq., Government Affairs Counsel, New Hampshire Municipal Association, Concord, NH*

This session will take land use board members beyond the basics of public meeting notice and minutes to cover specific problem areas such as site visits, consultation with legal counsel, use of e-mail, and other topics that are governed by RSA 91-A.

**12:00 PM – 1:15 PM – LUNCH ..... GRANITE BALLROOM**

**CONCURRENT SESSIONS**

**1:15 PM - 2:30 PM**

**Roles & Responsibilities of the ZBA (double session) ..... GRANITE BALLROOM**

*Christopher L. Boldt, Esq., Donahue, Tucker & Ciandella, PLLC, Meredith, NH*

This session will cover, in detail, the statutory responsibilities of the ZBA: appeals of administrative decisions and special exceptions and variances; and provide a walk-thru of the five variance criteria. Ample time will be devoted to participant questions.

**Legal Update (double session) .....PIERCE ROOM**

*Benjamin D. Frost, Esq., AICP, NH Housing Finance Authority, Bedford, NH*

This session will review recent New Hampshire Supreme Court decisions involving land use issues and the impact they have on municipal planning and zoning. Recently enacted legislation that affects the responsibilities and authority of municipal planning and zoning boards will also be discussed.

**Plan Reading and Analysis (double session) .....WEBSTER ROOM**

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

Have you volunteered for your local land use board (planning, conservation, zoning) and realized you are not too confident on how to read or analyze engineering plans? Don't panic! This session will help you learn to do just that. You will review a variety of plan types including existing conditions, grading and drainage, road profiles, and landscape plans. During the first session, Sylvia will cover some of the basic terms and plan types, and then take you on a virtual tour to discuss site development elements on a variety of properties. In the second session + you will color actual engineering plans, learn a step-by-step process for highlighting plans, and then analyze plans as they "come alive" with color. By the end of the session you will have a good idea of how you can make plans more "readable," how to begin your analysis of plans, and how to use highlighted plans as a tool for discussion with developers.

**Accessing & Using Census Bureau Data in Community Planning .....MERRIMACK ROOM**

**Ken Gallager, Principal Planner, NH Office of Energy and Planning, Concord, NH**  
**Daniel Callister, Regional Planner, Lakes Region Planning Commission, Meredith, NH**

Learn how towns and cities can use Census data to better understand their populations using the American Community Survey. This session will include demonstrations on how to access data using the Census Bureau's American Pathfinder website, On The Map applications, and the NH State Data Center located on the Office of Energy and Planning's website. The use of Census data for specific planning projects will also be highlighted.

**Remember the Master Plan? .....CONCORD ROOM**

**June Hammond Rowan, Associate Director, Center for the Environment, Plymouth State University, Plymouth, NH**

Do you remember the master plan? When did you last see it? Planning boards are responsible for adopting and amending the master plan, but what is the master plan really for? How is it used at your planning board meetings? What is its relationship to your land use ordinances and regulations? How do you actually use the master plan to achieve vague goals like "create a more sustainable community," "create jobs," or "preserve the rural character?" Learn the answers to these and other questions in this thought-provoking session designed to help your planning board achieve your community's land use goals.

**Celebrate, Assess, Plan, & Inspire: Preservation Planning in NH .....CAPITAL ROOM**

**Laura Black, Special Projects and Compliance Specialist, NH Division of Historical Resources, Concord, NH**  
**Amy Dixon, Grants Coordinator, NH Division of Historical Resources, Concord, NH**

In this interactive session, participants will share their recent success stories integrating historic preservation with local planning and development, reflect on the current state of planning and preservation in New Hampshire, and identify the tools and partnerships that are needed to meet ongoing and emerging challenges. Your input will help set the state's strategy for the next five-year statewide preservation plan.

**2:30 PM – 2:45 PM – SESSION BREAK ..... REGISTRATION AREA**

**CONCURRENT SESSIONS**

**2:45 PM - 4:00 PM**

**Roles & Responsibilities of the ZBA (continued from 2:30pm) ..... GRANITE BALLROOM**

**Legal Update (continued from 2:30pm).....PIERCE ROOM**

**Plan Reading and Analysis (continued from 2:30pm).....WEBSTER ROOM**

**The Codes: Building, Fire, & Energy.....MERRIMACK ROOM**

*J. William Degnan, State Fire Marshal, NH Department of Safety, Division of Fire Safety, Concord, NH*  
*Medard Kopczynski, Assistant City Manager and Director of Code Enforcement, City of Keene, NH*  
*Carrie Rouleau-Cote, Zoning Administrator, Town of Auburn, NH*  
*Wayne Richardson, Building Inspector, Town of Bedford, NH*

Buildings and structures in New Hampshire must comply with the state building code, fire code, and energy conservation code. How do these statutes and administrative rules work? What is the relationship between state and municipal regulation and enforcement? How are conflicts and appeals handled? Hear from experienced code officials and others on how the building, fire and energy codes apply in your municipality.

**Registry of Deeds, Surveyors & Planning Boards: Is There a Relationship? .....CONCORD ROOM**

*Kelley Monahan, Register of Deeds, Grafton County, NH*  
*David Collier, NH Land Surveyors Association, Raymond, NH*  
*Cathy Ann Stacey, Register of Deeds, Rockingham County, NH*

The NH Register of Deeds Association and the NH Land Surveyors Association collaborate on this session which will cover the plan standards and requirements for filing planning records at the Registry of Deeds.

**The Plan NH Charrette Program.....CAPITAL ROOM**

*Robin LeBlanc, Executive Director, Plan New Hampshire, Portsmouth, NH*  
*Rob Dapice, President, Plan New Hampshire, Portsmouth, NH*  
*Margaret Sharra, Land Use Administrator, Town of Winchester, NH*

Changing demographics and economies present new challenges for New Hampshire’s communities. What can municipalities do to support the needs of older citizens who want to remain in New Hampshire, or encourage younger workers, families, and businesses to choose to locate and stay in our state? This program will introduce the Plan NH Charrette Program and its benefits for communities of all sizes that seek to address challenges such as safe walkability, maintaining or creating appealing town centers, and providing more diverse housing options. Success stories and “lessons learned” from the 58 Plan NH Charrettes that have already been completed will also be discussed.