

PLANNING AND ZONING CONFERENCE

Saturday, October 25, 2003

8:00 a.m. - 3:00 p.m.

Plymouth State University, Plymouth NH

8:00 a.m. - REGISTRATION BEGINS

8:30 a.m. - ORIENTATION

12:00 p.m. LUNCH (Common Man Inn)

TRACK I - PLANNING BOARD BASICS

8:45 - 10:15 Getting Organized Lecture Hall 144

- Michael Donovan, Attorney & Planning Consultant, and Mayor - City of Concord

What an opportunity for new planning board members! Mike Donovan is breaking from his busy schedule to share his wealth of knowledge on keeping your planning affairs in order. 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.

10:30 - 12:00 Roles and Responsibilities Lecture Hall 144

- Ben Frost, Esq., AICP - NH Office of State Planning & Energy Programs
- Clay Mitchell, Esq. - Town of Newmarket

Planning, subdivisions, and site plans -- how do we keep it all straight? If you have asked yourselves this question in the past few months, this session is for you. Join Ben and Clay for a review of the relationships among 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.

1:30 - 3:00 Hands on Planning Board Exercise Lecture Hall 001

- June Hammond Rowan, Community Planner - Town of Plymouth

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 Plymouth area.

TRACK II - BASICS FOR ZONING BOARD OF ADJUSTMENT

8:45 - 10:15 Getting Organized Lecture Hall 001

- Tim Bates, Esq. - Mitchell & Bates

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

10:30 - 12:00 Roles and Responsibilities Lecture Hall 001

- H. Bernard Waugh, Jr., Esq. - 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. 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.

1:30 - 3:00 ZBA Role Play Room 236

- Chris Northrop, AICP - NH Office of State Planning & Energy Programs

Join in as we again explore the ever-changing world of variance criteria. See if you can spot which of the five 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!"