



PLANNING AND ZONING CONFERENCE
May 22, 1999 8:00 AM - 3:30 PM
New Hampshire Technical Institute, Concord, NH

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., Donahue, Tucker & Ciandella

Help is on the way for those of you trying to sort out all your duties and responsibilities as a planning board member. Back by popular demand is Clay Mitchell who will review 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

*Jeff Taylor & Laura Pfister, OSP
Tim Bates, Esq., Mitchell & Bates*

Guaranteed to keep you awake after our gourmet lunch is this entertaining, educational session designed to take you through the subdivision/site plan review process. As always, our intent is to provide an opportunity for planning board members from all over the state to work together on an "application" submitted to the planning board. 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

Benjamin Frost, Esq., Hollis Administrative Assistant

Here's your opportunity to get some excellent assistance in your new "role" on the ZBA. Let Ben Frost give you some valued guidance 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, decisions, and the rehearing procedure. Plenty of time will be available for participants to have their most pressing questions answered.

Session B. Roles and Responsibilities

Daniel D. Crean, Esq.

Learning the nuts and bolts of your duties on the ZBA is no easy assignment! Dan Crean's considerable expertise on this topic will help you understand 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. This session won't cover it all, but you'll be well prepared for what follows in Session C.

Session C. Zoning Board of Adjustment Role Play

*OSP Staff
Kerrie Diers, Esq., Director, Planning & Development, Pembroke*

It's time to put into practice all the knowledge you've accumulated before the lunch break. Join OSP staff and Kerrie Diers for a hands-on experience reviewing a "typical" application coming before a ZBA. Be prepared to take an active role in this one - make OSP staff (and Kerrie!) work hard to gain an approval from the "board!"

TRACK III - PLANNING AND ZONING TOPICS

Session A. Review of Recent Court Cases

Tim Bates, Esq., Mitchell & Bates

He's back once again and we're happy about it! Let Tim Bates update you on what, (if anything), has been happening in our Supreme Court on planning and zoning issues 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. Brownfield Sites

*Doug Woodward, Woodward Planning Associates, Inc.
Mike Wimsatt, Brownfields Coordinator, Dep't of Env. Services
Steven R. Lamb, Associate Principal GZA GeoEnvironmental, Inc.
Troy Brown, Administrative Services Director, Town of Londonderry
Marcia Thunberg, Esq. & Diane Flint Hardy, NH Coastal Program, OSP*

Presenters will discuss the latest work on Brownfield sites in New Hampshire. Learn about what's new with the state program, and how to designate sites. Discussion will also focus on the role of environmental costs and liabilities and how they factor into the decision-making for the site. Explore these issues with our panelists who bring first-hand knowledge of the program and some current projects now underway.

Session C. Planner Is In

*Chris Northrop, OSP
Tim Thompson, Rochester Staff Planner
Jamie Steffen, Somersworth City Planner*

The planners graciously keep coming back 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 a limit on marathon questions.

TRACK IV - BEYOND THE BASICS FOR PLANNING BOARDS

Session A. Regulating Adult Uses

Robert D. Ciandella, Esq., Donahue, Tucker & Ciandella

While this might not be a topic on the front burner in your community, it may be coming to a town near you and you could be next. Join Rob Ciandella for an overview of the legal issues involved and how they affect local regulations of adult businesses. Rob will bring his considerable expertise to this discussion of some of the potential legal problems/red flags communities should be aware of before they begin drafting regulations.

Session B. Requesting Special Studies - Now What?

*Steve Pernaw, PE, Principal, Versent, LLC
Mark West, President, West Environmental, Inc.
Amanda Simpson, AICP, Director, Planning & Community Development, Laconia*

The planning board has requested additional information from the applicant because there are some concerns on various aspects of the project. Sound familiar? Let Steve Pernaw review traffic/transportation studies and give some pointers on what should be included in these reports and what board members should keep in mind when reviewing them. Amanda Simpson will discuss the planning board's authority to request these studies, how to use this information, the overall review of an application and will also provide some pointers on how to juggle the "dueling experts" scenario which often develops. Mark West will cover the environmental impact studies, emphasizing what these reports should contain and how the board should use the information.

Session C. Community Profiles

*Deborah Maes, Extension Educator Grafton County Extension
Ellen Snyder, Wildlife Specialist, UNH Cooperative Extension*

Join UNH staff for a presentation on their community profile project and how it can help communities find a vision, get ready for the master planning process and increase communication and citizen participation. Highlights of the session include a discussion of the ten components of a community profile, how it's organized, a description of the profile event itself and follow-up activities, and who to contact in your county to learn more about this project.

TRACK V - ENVIRONMENTAL RESOURCES

Session A. Nonpoint Source Education for Municipal Officials

Ted Diers & Cynthia Lay, NH Coastal Program, OSP

The Nonpoint Source Education for Municipal Officials (NEMO) is a program which provides local boards with information on land use planning as it relates to water quality. The NH Coastal Program, along with other agencies and organizations, is using NEMO as a model in a new outreach program which will link environmental protection and land use planning and move communities from an emphasis on "why" to an emphasis on "how" to improve planning, zoning and site design. This session will explore the NEMO program and how the new efforts will improve the natural resource planning and protection assistance to all communities.

Session B. Shoreland Protection

Gary Springs, Shoreland Outreach Coordinator, Dep't of Env. Services

Join DES staff for a broad-based discussion on the Shoreland Protection Act which sets minimum standards for the development and use of all land within protected shorelands. Using a digital slide show, Gary's presentation is intended to help each participant make sense of the Act itself, the reasons for it and how it is administered throughout the state.

Session C. Data Requirements for Site Review: Guidance for Planning Boards

*Jim Gove, CSS, President, Gove Env. Services
Bill Evans, PE, Administrator, Water Division, NH Dep't of Env. Services
Steve Hundley, State Soil Scientist, Natural Resources Conservation Service
Francesca Latawiec, CPSS, PWS, Water Protection Assistance Program, OSP*

Join our panel of experts as they review the recently developed guidelines for planning boards on appropriate standards for site specific information for subdivision and site plan review. The discussion will focus on a review of the site specific standards themselves, and the type of soils and wetland information which should be incorporated into the site plan/subdivision review process, based on the site requirement and the intensity of the proposed use.

TRACK VI - LAND USE TOPICS

Session A. Regulations - How They Can Contribute to Sprawl

*Jeffrey Taylor, Director, OSP
Pat Sherman, Principal, Sherman, Greiner, Halle, AIA, ASLA*

Is your zoning ordinance providing your community with the type of development you want to see? What types of policy decisions/actions can be carried out at the state level which will encourage development that fits into the traditional New Hampshire landscape? Join Jeff and Pat for a session on what can be done and is being done at the local and state levels to address the issue of sprawl. Learn about the types of local regulations and state agency actions which can contribute to sprawl and how they can be revised or redesigned.

Session B. Access Management

*Carol Murray, Asst. Commissioner, Dep't of Transportation
John Krebs, Senior Planner, Rockingham Planning Commission*

Strip commercial developments = many curb cuts = traffic. One sure fire approach to "curbing the curb cuts" equation is to develop access management plan/controls. Join John Krebs who will highlight some of the regulatory tools and innovative techniques available to support access management at the local level. Carol Murray will focus on the role of DOT in access management and how they are cooperating on the driveway permitting process with local access management plans.

Session C. Preserving Rural Character Through Agriculture

*Gary Matteson, New England Anemones
Steve Judd, Extension Educator, Sullivan County Extension
David Seavey, Extension Educator, Merrimack County Extension
Mike Garrepy, Regional Planner, Rockingham Planning Commission*

Prosperous agricultural businesses are key to curbing sprawl and preserving rural character. A tongue-in-cheek look at the unintended consequences of land use regulations featuring Mr. Ima Goodfarmer, an apple grower, and Mr. Nada Badguy, a zoning compliance officer, introduces this interactive workshop exploring innovative tools to make your community farm friendly.

TRACK VII - HISTORIC DISTRICT COMMISSION TRAINING

Session A. HDC Basics

*Carolyn Baldwin, Esq., Baldwin, Callen, Hogan & Kidd, TLLC
Philip D'Avanza, HDC Member & Selectman, Town of Goffstown*

Basic training for Historic District and Heritage Commissions: what to do, why, how and when. How to work with other land use boards and building officials. What happens if your decision is appealed to the ZBA? This session will be presented by Attorney Carolyn Baldwin, who literally "wrote the book" on historic districting in New Hampshire, and by a Commission member who has "been in the trenches."

Session B. Money, Power and Clout: Historic Preservation- Related Tools for Community Planning & Revitalization

*Kathy LaPlante, Director, NH Main Street Program
Nancy Dutton, Director, NH Division of Historic Resources
Jennifer Goodman, Executive Director, NH Preservation Alliance
Claira Monier, Executive Director, NH Housing Finance Authority
Linda Ray Wilson, Deputy Director, NH Division of Historic Resources*

Learn how to make effective use of the "alphabet soup" of funding, technical assistance and regulatory programs available in New Hampshire. CLG, TEA-21, Section 106, CDFA, CDBG, NHHFA, Main Street and more will be discussed.

Session C. Preserving Local Heritage & Character: What to do When Nat'l Drugstore Chains & Telecommunication Towers Come to Our Communities

*Betsy Ware, AICP
Anne Stillman, Consultant*

National chain drugstores are expanding rapidly and often choose to locate downtown. Their site selection can endanger historic buildings and their store design and parking lots threaten community character. However, in some places, drugstore chains have reused historic buildings or opened stores that are compatible with their surroundings. Hear from Anne Stillman, a national expert on national drug store chains and author of *Better Models for Chain Drugstores*. Also, Elizabeth Ware will address the siting of telecommunication towers, with special emphasis on alternative designs or locations and how installations can do double duty as preservation solutions for historic properties.