



PLANNING AND ZONING CONFERENCE

Saturday, April 1, 2006 8:00 a.m. - 3:00 p.m.

RADISSON HOTEL - CENTER OF NEW HAMPSHIRE
MANCHESTER, NH

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

TRACK I - BASICS FOR PLANNING BOARDS

Session A. Getting Organized

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

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

- **Vicki Smith, Senior Planner - Town of Hanover**

Planning, subdivisions, and site plans -- do you have trouble keeping it all straight? This session is designed with you in mind. Join Vicki 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. The Ins and Outs of How to Run a Meeting

- **Steve Buckley, Esquire - Hodes Buckley McGrath & LeFevre PA**

Is your board following the correct procedures for public hearings? As the chairman, what is your role in conducting a meeting? Are you a new board member who needs clarification on hearing procedures? What is the most effective way to run a joint meeting with planning and zoning boards? Join Steve for answers to these questions that all land use boards periodically ask themselves.

TRACK II - BASICS FOR ZONING BOARDS OF ADJUSTMENT

Session A. Getting Organized

- **Peter J. Loughlin, Esquire - Peter J. Loughlin, Portsmouth**
- **Tim Bates, Esquire - Mitchell and Bates, Laconia**

Here's your opportunity to get some excellent assistance in your "role" on the ZBA. Peter and Tim will share their 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

- **Paul G. Sanderson, Esquire - Local Government Center, Concord**

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 Paul. 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, AICP, Principal Planner - NH Office Energy and Planning**

Join OEP staff and assorted other characters as we explore the ever-changing and often-confusing world of variances. What was the *Boccia* decision and how is that different from *Simplex*? Are there still 5 variance criteria? How do we vote on this thing? Put all that you learned earlier in the day to the test and be prepared to take an active role in determining the outcome for your "board!"

TRACK III – ADVANCED PLANNING TOPICS

Session A. Recreation Planning and the Resources in Your Community

- **Emily Brunkhurst, Conservation Biologist - NH Fish and Game Department**
- **Shari Colby, Program Assistant - Land Water Conservation Fund, NH Division of Parks and Recreation**
- **Shanna Saunders, Planning Director - City of Laconia**

Come take a fresh look at recreation planning. You will learn how the NH Wildlife Action Plan can help you look at and balance natural resource needs and community needs; how this information can help you effectively apply for Land Water Conservation funds to accomplish your recreation goals; and how one community is doing it.

Session B. Legal Update

- **Tim Bates, Esquire - Mitchell and Bates, Laconia**
- **Peter J. Loughlin, Esquire - Peter J. Loughlin, Portsmouth**

Another busy time in the courts and legislature! Don't miss this opportunity to hear from Tim and Peter about what's been happening in our Supreme Court on planning and zoning issues and the impact of these rulings on local land use regulations. Tim and Peter will also provide a heads-up on some of the legislative changes that have occurred which affect the responsibilities of both the planning board and zoning board of adjustment.

Session C. "Make No Little Plans" - Planning Essentials for Small NH Towns

- **Moderator: Kerrie Diers, Assistant Director - Nashua Regional Planning Commission**
- **Richard Mellor, Conservation Commission Chair - Town of Rindge**
- **Other panelists to be announced**

How do you produce the essential planning documents and studies that your town needs when you have an all-volunteer board, no staff, no time and a limited budget? Our panel of seasoned planners & experienced board members will guide you through the "How To's" of how they have developed plans and conducted studies with little or no outside assistance. Come with questions, leave with answers! **Sponsored by the New Hampshire Planners Association**

TRACK IV – SMART GROWTH

Session A. Creating Housing and Keeping it Affordable

- **Ben Frost, Housing Awareness Coordinator - NH Housing Finance Authority**
- **Lisa Fisher Henderson - NH Workforce Housing Council**

Lisa and Ben will explore different means of promoting workforce housing within communities and the ways that municipalities can keep it affordable over the long term. This session will be of particular interest to planning board members who have been vexed by the problem of maintaining affordability of housing after the permits are granted, the structures are built, and the developer has moved on.

Session B. Cutting Lots Down to Size - Good or Bad Idea?

- **Ross Moldoff, Planning Director - Town of Salem**
- **Lawrence E. Morse, President - NH Soil Consultants, Inc., Newmarket**

Do you have questions or concerns about lot size regulations? Join our two speakers for an in depth discussion on this topic. Learn the latest from Ross about what communities are doing to regulate lot sizes, shapes and building envelopes. Come listen to Larry lead you through a discussion on soil based lot sizing – what it is, how it works and why it is an important tool for land use planning.

Session C. Developments of Regional Impact

- **Jennifer Czysz, Planner - Southern NH Planning Commission**
- **Cynthia Copeland, AICP, Executive Director - Strafford Regional Planning Commission**
- **Sharon Wason, AICP, Executive Director - Central NH Regional Planning Commission**

Determining when a development of regional impact can create conflicting points of view among neighbor communities. This session will examine what developments of regional impact are and how to identify them, the related State Statutes, and explain how regions and municipalities can work together to review these projects.

TRACK V – ENERGY & NATURAL RESOURCES

Session A. Mapping the Future - The National Flood Insurance Program

- **Jennifer DeLong, Principal Planner - NH Office of Energy and Planning**
- **Jennifer Merriam, GIS Project Manager - Complex Systems, University of New Hampshire**

What is the National Flood Insurance Program? How does it affect my community? What are the Digital Flood Insurance Rate Maps and what can I do with them? If you have questions like these, come find the answers during a session on the National Flood Insurance Program (NFIP) presented by Jennifer DeLong and Jennifer Merriam. This introductory session will provide an overview of NFIP, including history of the program, flood insurance, ordinances and regulations, permits and applications, and mapping and on-line map tools.

Session B. Planning for Renewable Energy Development

- **Joseph C. Broyles, Energy Program Manager - NH Office of Energy and Planning**
- **Robert A. Danderson, Mayor - City of Berlin**
- **Mark Adams, Planning Board Chair - Town of Lempster**

Renewable energy: solution or blight? Opinions aside, renewable energy's growing momentum is already posing challenges to New Hampshire communities. Informed consideration of renewable energy's promise and challenges can result in better decisions about whether, where and how to accommodate renewable energy facilities. Learn from the experiences of two communities with different reactions to wind developments.

Session C. Reducing the Environmental Impact of New Subdivisions

- **Carolyn Russell, Environmental Quality Impact Planner - NH Department of Environmental Services**
- **Jeffrey Marcoux, Watershed Assistance Specialist - NH Department of Environmental Services**

This session will cover the key elements of Conservation Subdivision Design. Special attention will be given to strategies to maximize the protection of water quality and wildlife habitat under this approach. Community septic options, stream crossings, and protection of public water supplies will also be covered.

TRACK VI – PLAN READING

Session A. Plan Reading Basics

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

You've just volunteered for your local board (planning, conservation, zoning) and suddenly you are being asked to review engineered plans. Don't panic, this session will help you learn what all those lines mean and give you an introduction to basic engineering terms. The class will go through a step-by-step process of highlighting plans to make them "readable." Please bring 3 or 4 of your own highlighters to mark up handouts.

Session B. Beyond Basic Plan Reading and Plan Analysis

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

Interested in learning more about how to read and analyze plans? This session will review the basics and introduce you to some technical areas of plan reading. Site and subdivision plans, road cross-sections, profiles, drainage analysis issues, and other typical plan review items will be covered. The class will go through a step-by-step process of highlighting plans to make them "readable." Please bring 3 or 4 of your own highlighters to mark up handouts.

Session C. New and Improved Site Development Regulations

- **Gordon Leedy, Director of Land Development - Vanasse Hangen Brustlin, Inc.**
- **Bryant Anderson, PE, Project Manager - Vanasse Hangen Brustlin, Inc.**
- **Robin Bousa, Traffic Engineer - Vanasse Hangen Brustlin, Inc.**

How can planning boards improve their site development regulations? Join our three speakers for a primer on development review. Come hear about site development regulations and their impact on site design. Bryant will give board members information on what planning boards should look for from a review consultant and Robin will offer specific information on traffic reports and permitting.

TRACK VII - HISTORIC PRESERVATION PLANNING

Session A. Historic Preservation and Master Plans

- **Scott Bogle, Senior Transportation Planner - Rockingham Planning Commission**
- **Elizabeth Durfee Hengen, Historic Preservation Consultant**

Whether your town is starting its master plan process, or you're a long time from the next version, the panelists will offer practical advice on how to best incorporate preservation goals in these municipal "road maps" and offer examples of recommendations from communities around the state.

Session B. The Department of Transportation, Historic Resources and You

- **Bill Hauser, Administrator - Bureau of Environment, NH Department of Transportation**
- **Ansel Sanborn, Administrator - Bureau of Planning and Community Assistance, NH DOT**
- **Linda Ray Wilson, Deputy State Historic Preservation Officer - NH Division of Historical Resources**
- **Kerrie Diers, Assistant Director - Nashua Regional Planning Commission**

Transportation planning and mitigation continue to be major forces on the historic character of our communities. Take home information from this session on the rules and regulations that you need to know, tips on citizen participation, and data on DOT's new focus on context-sensitive design.

Session C. Blue Ribbon Heritage Commissions

- **Jeananne Farrar, Keene Heritage Commission - Keene Historic District Commission**
- **Linda Frawley, Vice Chair - Belmont Heritage Commission**
- **Jennifer Goodman, Executive Director - NH Preservation Alliance**
- **James McConaha, State Historic Preservation Officer/Director - NH Division of Historical Resources**

This conservation commission analogue is in use in about 40 communities around the state. Whether your community has one or not, this session will offer advice on guiding municipal planning and decision-making, survey and inventory work, building preservation and stewardship, and education and promotion projects.