



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)  
SPRING 2025 PLANNING & ZONING CONFERENCE  
SATURDAY, MAY 10, 2025**

**ONLINE CONFERENCE DETAILED AGENDA**

*(ALL SESSIONS WILL BE RECORDED AND AVAILABLE ON [OPD'S YOUTUBE PAGE](#) FOLLOWING THE CONFERENCE)*

**ZONING BOARD OF ADJUSTMENT (ZBA) TRACK**

**8:45 – 9:00 AM**

**WELCOME AND INTRODUCTORY REMARKS**

*Heather Shank, Director, NHBEA, Division of Planning and Community Development*

**9:00 – 10:15 AM**

**ZBA DECISION MAKING PROCESS**

*Cordell Johnston, Esq. Attorney at Law*

All land use decisions involve someone’s constitutionally protected property rights. As a result, the ZBA’s decision-making process is just as important as the substantive law. This session will address zoning board processes, including the application process, public hearings, board deliberations, consideration of expert evidence, drafting and voting on motions, notices of decision, conditions of approval, motions for rehearing, the role of legal counsel, and appeals to the superior court or Housing Appeals Board.

**10:15 – 10:30 AM**

**BREAK**

**10:30 – 11:45 AM**

**THE ZBA IN NH**

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

This session will provide a detailed look at the statutory responsibilities of the ZBA including appeals of administrative decisions, special exceptions, variances and equitable waivers. This session will also provide an in-depth discussion of how the case law interprets the five variance criteria.



**11:45 AM – 12:45 PM LUNCH BREAK**

**12:45 – 2:00 PM FLOODPLAIN VARIANCES**

*Sarah Thunberg, Principal Planner, NH OPD*  
*Stephanie Frechette, Principal Planner, NH OPD*

This session will provide an overview of the National Flood Insurance Program with a focus on floodplain variances: What is a variance? When are they required? What is the specific NFIP criteria to be included? OPD will provide examples of when variances may be needed and information on floodplain management resources.

**2:00 – 2:15 PM BREAK**

**2:15 - 3:30 PM ZBA Q&A**

*Christopher L. Boldt, Esq., Donahue, Tucker & Ciandella PLLC*  
*Steven M. Whitley, Attorney, DrummondWoodsum*  
*Cordell Johnston, Attorney at Law*

DPCD Director Heather Shank will moderate this session with our ZBA track presenters. Be sure to bring your questions from the morning sessions as well as any other ZBA questions and situations you may have encountered. Our long-time conference partners Chris, Steven and Cordell will be available for everything ZBA in this roundtable format.