



25th ANNUAL SPRING PLANNING & ZONING CONFERENCE

Grappone Conference Center
70 Constitution Avenue
Concord, NH 03301
Saturday, June 1, 2019

WiFi Network Name: *conference guest*; Password: *grappone*

CONFERENCE AGENDA

REGISTRATION AND BREAKFAST:

8:00 AM – 8:45 AM

WELCOME AND ORIENTATION:

8:45 AM – 9:00 AM GRANITE BALLROOM

PLENARY SESSION:

9:00 AM – 10:15 AM GRANITE BALLROOM

25th Annual Celebration of the State’s Planning and Zoning Conference

Come join us in celebrating the 25th year of the state’s Planning and Zoning Conference. This lively and fun celebration will include a moderated panel discussion about the history and importance of the conference and the perspective of the panelists on how planning and zoning issues have changed (or not changed) over the years. The panelists will include those who have had a long history of working on planning and zoning issues at the local, regional, and state level in New Hampshire and who have played a role in the conference.

SESSION BREAK:

10:15 AM – 10:30 AM

CONCURRENT SESSIONS:

10:30 AM – 11:45 AM

Introduction to Regional Planning Commissions.....WEBSTER

David Brooks, Director of Planning & Zoning, Lebanon, NH
Nate Miller, AICP, Deputy Executive Director, Southern New Hampshire Planning Commission
Tim Roache, Executive Director, Rockingham Planning Commission, Exeter, NH

New Hampshire is comprised of nine Regional Planning Commissions (RPCs) and each represents a unique association of local governments that provide comprehensive planning services to meet the diverse needs of the geographic regions they serve. Discussion will include the history of regional planning in New Hampshire, the powers and duties of Regional Planning Commissions, the services Regional Planning Commissions provide to municipalities, and how those services may evolve in the future.

Planning Board Basics.....PIERCE

Stephen Buckley, Esq., New Hampshire Municipal Association, Concord, 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 what is a completed application, the timeline for planning board review, conducting meetings and public hearings, the use of third-party consultants, the zoning amendment process, scattered and premature development, off-site exactions, conflicts of interests, the Right-to-Know law and more.

Meeting Mechanics of Land Use Boards MERRIMACK

Tim Corwin, Esq., Senior Planner and Zoning Administrator, Lebanon, NH
Shawn Tanguay, Esq., Drummond Woodsum, Manchester, NH

Appropriate for beginning members, seasoned veterans, as well as land use administrators, this session will provide an overview on the mechanics of a land use board meeting. Discussion will touch on requirements for legal notice, meeting procedure and conduct, conflicts of interest, Right to Know issues, and more. The session will conclude with Q&A.

The Role of Housing in Your Community CONCORD

Scott Badger, Planning Board Vice Chair and Chair of Jackson Housing Opportunity Matters, Jackson, NH
Kevin Lacasse, CEO, New England Family Housing, New Hampton, NH
Carol Ogilvie, Planning Consultant and Former Community Development Director of Peterborough, NH
George Reagan, NH Housing Finance Authority, Bedford, NH

This session will provide information and guidance to local board members interested in adding new housing stock to their communities. Attendees will come away from the session with a good basic understanding and knowledge about the housing development approval process and a list of resources to go to for further information.

Introduction to Local Land Use Boards CAPITAL

Anne Cunningham, Planning Board Chair, Freedom, NH
Jennifer Czysz, Executive Director, Strafford Regional Planning Commission, Rochester, NH
Michael Klass, Principal Planner, NH Office of Strategic Initiatives

This session is for municipal planning, zoning and other land use board members who are brand new to their duties and is designed to be an interactive discussion about the board’s responsibilities and your duties as a board member. From taking the oath of office to where to find the law, we’ll provide a very broad overview of basic procedures, discuss current planning topics, review information resources, and answer your questions about how to make a good start at being a successful board member.

ZBA Decision Making Process GRANITE

Christine Fillmore, Esq., Drummond Woodsum, Manchester, NH
Matthew Serge, Esq., Drummond Woodsum, Manchester, 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.

LUNCH:

11:45 AM to 12:45 PM..... GRANITE BALLROOM

CONCURRENT SESSIONS:

12:45 PM – 2:00 PM

Plan Reading and Analysis (double session)WEBSTER

Sylvia von Aulock, Executive Director, Southern New Hampshire Planning Commission, Manchester, 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.

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

Benjamin D. Frost, Esq., AICP, NH Housing, 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.

Preparing and Engaging Your Community for Economic Development SuccessMERRIMACK

Stephen Meno, Community & Economic Development Field Specialist, UNH Cooperative Extension

Nancy Merrill, Planning & Development Director, Claremont, NH

Carol Ogilvie, Planning Consultant and Former Community Development Director of Peterborough, NH

Come join our panel of experts in the public outreach and municipal economic development fields to learn how to enhance local business engagement and retention as a key economic development strategy for New Hampshire communities; as well as, learn about state and federal financial programs that can assist local communities to spur and encourage economic development. Discussions will include: ensuring that local businesses thrive and grow, creating a business retention effort that results in strong community engagement, and case studies of municipal economic development projects. The panel will share best practices for successfully engaging your local community around business and economic development issues and how to move forward with them.

Short-Term Rentals CONCORD

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

Dean Trefethen, Director of Planning/Community Development & Code Enforcement, Laconia, NH

This session will provide an overview of the issues surrounding short-term rentals, such as Airbnb and VRBO properties, as they relate to local land use boards. Discussion will also include recent legislative efforts as well as related litigation that may impact the short-term rental landscape. The session will conclude with time for Questions and Answers.

The 2020 Census: Why it Matters for Local Land Use Boards CAPITAL

Alexandra Barker, Data Dissemination Branch Supervisor, U.S. Census Bureau New York Region

Jeff Behler, Regional Director, U.S. Census Bureau New York Region

Sara Siskavich, Assistant Director – GIS/IT Programs, Nashua Regional Planning Commission, Nashua, NH

The 2020 Census will be happening in less than a year, and an accurate count of the population and its characteristics is important for a host of reasons. This session will look at the many ways that Census data can be used for land use planning, and discuss the work that is being done right now and in the coming months to ensure that next year’s census completely counts who is living in our communities.

Roles and Responsibilities of the Zoning Board of Adjustment (double session) GRANITE

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

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

SESSION BREAK:

2:00 PM – 2:15 PM

CONCURRENT SESSIONS:

2:15 PM – 3:30 PM

Plan Reading and Analysis (continued from 12:45 PM).....WEBSTER

Legal Update (continued from 12:45 PM)PIERCE

Local Energy Planning: Lessons from Dover and New London MERRIMACK

Jamieson L. Hess, Energy Committee Chair, New London, NH

Jackson Kaspari, UNH Chemistry Graduate Student, Dover, NH

Elena Piekut, Assistant City Planner and Zoning Administrator, Dover, NH

This session is for municipal planning officials and local land use board members who are interested in integrating energy reduction and renewable energy development into their municipal planning efforts. In this session you will hear from a large urban community that has integrated energy planning throughout their master plan and has become a municipal leader in greenhouse gas emission/nitrogen footprinting as well as a small rural community that has set a municipal 100% renewable energy goal and has developed a plan to implement the goal through zoning changes and renewable energy development.

Protecting Groundwater and Drinking Water CONCORD

Jennifer Rowden, Senior Planner, Rockingham Planning Commission, Exeter, NH

Michael Unger, P.E., NH Department of Environmental Services

Groundwater supplies 60 percent of NH's drinking water through public water systems and private wells. This session will provide an overview of what different municipalities have done on their own, or by working together, and what regional efforts are occurring to assist in protecting groundwater resources. Participants will also be introduced to the NH Drinking Water and Groundwater Trust Fund (DWGTF), which is a relatively new funding source for drinking water systems in NH and has awarded over \$90M in grants and loans since 2017. This session will describe the role the fund can play in economic development in NH through supporting sustainable drinking water infrastructure.

Recreational Trail Planning CAPITAL

Danica Melone, Associate Planner, North Country Council Regional Planning Commission, Littleton, NH

Sara Siskavitch, Assistant Director-GIS/IT Programs, Nashua Regional Planning Commission, Nashua, NH

Rachel Stevens, Stewardship Coordinator & Wildlife Ecologist, NH Fish & Game Department, Greenland, NH

Bike Paths, Recreational Trails, Multi-Use Paths, whichever name you wish to use, they are quickly becoming popular planning tools being used to link recreational trails with land use development to show the positive economic, recreational, residential, and health benefits the trails provide. Our speakers will discuss how to use modern technology to fit your communities needs as well as what environmental and wildlife considerations should be taken into account when siting and designing trails.

Roles and Responsibilities of the Zoning Board of Adjustment (continued from 12:45 PM)..... GRANITE