



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)  
SPRING 2024 PLANNING & ZONING CONFERENCE  
SATURDAY, MAY 11, 2024**

**ONLINE CONFERENCE DETAILED AGENDA**

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

**PLANNING BOARD TRACK**

**8:45 – 9:00 AM**      **WELCOME AND INTRODUCTORY REMARKS**  
*Stephanie N. Verdile, Principal Planner, NH Office of Planning & Development*

**9:00 – 10:15 AM**      **PLANNING BOARD BASICS**  
*Stephen C. Buckley, Esq., New Hampshire Municipal Association*

This session is for new planning board members, as well as veterans, who want a refresher course on how recent laws affect planning board actions and decisions. This session will review statutory duties of the planning board including subdivision and site plan approvals, Workforce Housing Statute, Innovative Land Use Controls, and Off-site Exactions. Also included is a review of types of planning board application reviews, timeline for applications, recent statutory changes related to HB1661 enacted in 2022, and the Housing Appeals Board, along with an update on recent decisions by the NH Supreme Court involving land use.

**10:15 – 10:30 AM**      **BREAK**

**10:30 – 11:45 AM**      **PLANNING BOARD ROLES AND RESPONSIBILITIES**  
*Benjamin D. Frost, Esq., AICP, NH Housing, Bedford, NH*

Planning, subdivisions, and site plans – do you have trouble keeping it all straight? This session is designed with you in mind. Join Ben for a review of the relationships among zoning, subdivision, and site plan review – and don't forget the master plan. Learn the fundamentals of these basic tools of the planning process and how you can become a more effective board member.

**11:45 AM – 12:45 PM**      **LUNCH BREAK**



**12:45 – 2:00 PM**

**PLANNING BOARD HOUSEKEEPING**

*Stephanie N. Verdile, Principal Planner, NH Office of Planning and Development*

Whether your board has full-time staff, part-time staff, or a planning board member, they are the Gatekeeper for planning board applications and board organization. Stephanie will review applicable RSAs for planning boards; public notification requirements; administrative policies for applications, meetings, and office management. This session is designed to assist you in meeting the legal requirements for processing land use applications, holding meetings, preparing land use boards, assisting the public, and keeping it all organized!

**2:00 – 2:15 PM**

**BREAK**

**2:15 - 3:30 PM**

**THE PLANNER IS IN**

*Stephen C. Buckley, Esq., New Hampshire Municipal Association*

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

*Stephanie N. Verdile, Principal Planner, NH Office of Planning and Development*

Moderated by OPD Principal Planner, Stephanie. N Verdile, this year’s session will include time for Q&A from the morning’s sessions in addition to the “free-for-all” question format. Our long-time partners and planning professionals, Steve and Ben, along with Stephanie, are ready to answer your planning questions from the day’s sessions as well as other board issues like CIP, Master Plan work, zoning amendments, administrative work and more. Bring your questions!