



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)
SPRING 2022 PLANNING & ZONING CONFERENCE
SATURDAY, APRIL 30, 2022**

ONLINE CONFERENCE AGENDA

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

PLANNING BOARD TRACK

9:00 – 9:10 AM **WELCOME AND INTRODUCTORY REMARKS**
Stephanie N. Verdile, Principal Planner, NH Office of Planning & Development

9:10 – 10:30 AM **PLANNING BOARD BASICS**
Stephen C. Buckley, Esq., New Hampshire Municipal Association, Concord, NH

This session is for new planning board members, as well as veterans, who want a refresher course on the basics. This workshop will review statutory duties of the planning board regarding subdivisions and site plans, capital improvement plans, workforce housing, developments of regional impact, innovative land use controls, streets and driveways. Also included is a review of planning board procedures; preliminary review, timeline for applications, consultants, public hearing procedures, compliance with the Right-to-Know Law, conflicts of interest, conditions of approval, notices of decision, vesting, and appeals to Superior Court and the Housing Appeals Board.

10:30 – 10:40 AM **BREAK**

10:40 – 12:00 PM **ROLES AND RESPONSIBILITIES OF THE PLANNING BOARD**
Stephen C. Buckley, Esq., New Hampshire Municipal Association, Concord, NH

Planning, subdivisions, and site plans – do you have trouble keeping it all straight? This session is designed with you in mind. Join Stephen 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.



ZONING BOARD OF ADJUSTMENT TRACK

9:00 – 9:10 AM

WELCOME AND INTRODUCTORY REMARKS

Noah D. Hodgetts, Principal Planner, NH Office of Planning & Development

9:10 – 10:30 AM

ROLES AND RESPONSIBILITIES OF THE ZONING BOARD OF ADJUSTMENT

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, variances and equitable waivers. 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.

10:30 – 10:40 AM

BREAK

10:40 – 12:00 PM

ZBA DECISION MAKING PROCESS

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.