



## 27th ANNUAL SPRING PLANNING & ZONING CONFERENCE SATURDAY, MAY 15, 2021

### ONLINE CONFERENCE AGENDA (ALL SESSIONS WILL BE RECORDED AND AVAILABLE ONLINE)

#### PLANNING BOARD SESSIONS

- 9:00 – 9:10 AM**      **WELCOME AND INTRODUCTORY REMARKS**  
*Jennifer Gilbert, NH Office of Strategic Initiatives*
- 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 and alternates, as well as veterans, who want a refresher course on the basics. This workshop will review essential statutory duties; master planning, subdivisions and site plans, capital improvement plans, workforce housing, developments of regional impact, innovative land use controls, streets and driveways. Complementary to those subjects will be 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 Housing Appeals Board.
- 10:30 – 10:40 AM**      **BREAK**
- 10:40 – 12:00 PM**      **Roles and Responsibilities of the Planning Board**  
*Benjamin D. Frost, Esq., AICP, NH Housing, Bedford, NH and Chair of Warner Planning Board*
- 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.

#### ZONING BOARD SESSIONS

- 9:00 – 9:10 AM**      **WELCOME AND INTRODUCTORY REMARKS**  
*Michael Klass, NH Office of Strategic Initiatives*
- 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, 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.
- 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.