



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)  
SPRING 2022 PLANNING & ZONING CONFERENCE  
SATURDAY, MAY 7, 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**

**SITE PLAN AND SUBDIVISION REGULATION REVIEW 101**

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

*Ross Moldoff, AICP, Planning Director, Town of Salem, NH*

*Benjamin D. Frost, Esq., AICP, Deputy Executive Director and Chief Legal Officer, New Hampshire Housing*

This session will provide basic/introductory information on site plans and subdivisions as well as board procedures. Topics to be discussed include but are not limited to: types of applications i.e. major and minor subdivision and site plans, application procedures, purpose and need for checklists, waiver requests and how to address them, application completeness, drafting and adopting board's policies and rules of procedure, site plan, and subdivision regulations.

**10:30 – 10:40 AM**

**BREAK**

**10:40 – 12:00 PM**

**THE PLANNER IS IN**

*Mark J. Fougere, AICP, Fougere Planning & Development, Milford, NH*

*Tara Bamford, Planning Consultant*

*Ross Moldoff, AICP, Planning Director, Town of Salem, NH*

Here is your chance to ask questions from long-time professional planners with expertise that spans across NH. Mark, Tara, and Ross have experience in many facets of municipal planning and are here to answer your questions about Planning Board subdivision and site plan approvals, CIP, Master Plan work, zoning amendments, board policies and procedures, decision making and more. This "free-for-all" session is intended to help boards and staff navigate situations from small town planning to large commercial developments. Bring your questions!



**ZONING BOARD OF ADJUSTMENT TRACK**

**9:00 – 9:10 AM**

**WELCOME AND INTRODUCTORY REMARKS**

*Jennifer Gilbert, Senior Planner, NH Office of Planning & Development*

**9:10 – 10:30 AM**

**ZBA APPLICATIONS PART 1: VARIANCES AND SPECIAL EXCEPTIONS**

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

This session will provide basic/introductory information on the processes and nuances of variances and special exceptions. Topics to be discussed include but are not limited to: how to vote on the variance criteria, how to apply the criteria, what is a special exception, the ZBA’s role in special exception applications, the ZBA’s role on a special exception application vs. the planning board’s role on site plan applications and how they are different.

**10:30 – 10:40 AM**

**BREAK**

**10:40 – 12:00 PM**

**ZBA APPLICATIONS PART 2: ADMINISTRATIVE APPEALS, REQUEST FOR REHEARING, EQUITABLE WAIVERS**

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

This session will provide basic/introductory and administrative assistance and information on the processes and nuances of: Request for Rehearing and Appeal of Administrative Decisions i.e., when does the appeal period begin, what does the board have to do when they receive a request for rehearing and an appeal of administrative decision, what decisions fall under rehearing and appeal applications, etc. As well as what is an equitable waiver and what are the administrative and board procedures for this type of application.



**HOUSING 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**

**RESOURCES FOR HOUSING DEVELOPMENT IN AREAS WITH WELL WATER/SEPTIC**

*Robert A. Tardif, P.E., Subsurface Systems Bureau Administrator,  
NH Department of Environmental Services*

*Randall Arendt, FRTPI, ASLA (Honorary), Author of "Rural by Design"*

For New Hampshire’s rural communities, the provision of safe and sufficient well and/or septic systems is often a constraint on the production of housing. During this session attendees will learn about the state’s well/septic permitting process and requirements including maximum allowable densities for on-site vs. offsite well water/septic systems based on soil type and approved technologies which could change rural housing options. The session will also include a discussion of how local land use regulations can be utilized in creative ways to tackle this infrastructure need while still allowing context-sensitive housing that preserves rural character and examples of where this has been implemented successfully.

**10:30 – 10:40 AM**

**BREAK**

**10:40 – 12:00 PM**

**CONTROLLING SHORT-TERM RENTALS: WHAT CAN TOWNS DO?**

*Cordell Johnston, Attorney at Law, Henniker, NH*

Many towns and cities are dealing with short-term rentals (STR) and the problems that sometimes accompany them: noise, disorderly behavior, trash, traffic problems, increased stress on infrastructure, and reduced availability of housing for permanent residents. STR owners are claiming, inaccurately, that these are "residential" uses that must be allowed, and several cases testing local ordinances have ended up in court. Meanwhile, pending legislation would require municipalities to allow STRs everywhere. This session will provide an update on the legislation and case law and help local officials understand how they can regulate STRs.