



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)
SPRING 2024 PLANNING & ZONING CONFERENCE
SATURDAY, MAY 10, 2025**

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

Brendan McDowel, 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

Laura Spector-Morgan, Esquire, Mitchell Municipal Group, P.A.

Joseph H. Driscoll IV, Esquire, Mitchell Municipal Group, P.A.

Planning, subdivisions, and site plans – do you have trouble keeping it all straight? This session will include 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, Member, NH Housing Appeals Board

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
Stephanie N. Verdile, Member, NH Housing Appeals Board
Carol Ogilvie, Planning Consultant

Moderated by OPD Principal Planner, Brendan McDowell, 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, Stephanie, and Carol, along with Brendan, 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!