



***Upper Valley Lake Sunapee
Regional Planning Commission***

***Regional
Planning & Zoning Conference***

***Grantham Village School
Grantham, New Hampshire***

October 29, 2011



With sponsorship from the New Hampshire Planners Association



Upper Valley Lake Sunapee Regional Planning Commission
10 Water Street, Lebanon NH 03766 • 603-448-1680 • info@uvlsrpc.org • www.uvlsrpc.org

Planning & Zoning Conference

Agenda

Registration – Continental Breakfast – (8:30 – 9:15) – Cafeteria/Community Room

Welcome – (9:15 – 9:30) – The Importance of Planning and Zoning – Cafeteria/Community Room

- Lawrence LeClair, UVLSRPC Commissioner, Lebanon, NH

CONCURRENT SESSIONS – MID-MORNING BREAK – (10:30-10:45) – Cafeteria/Community Room

Arranging Your Furniture – (9:30 – 11:30)..... Library

The session will review the basic, but essential governance and operations of the Planning and Zoning Boards.

- Presenter: H. Bernard Waugh, Jr. Esq., Gardner, Fulton, & Waugh, PLLC, Lebanon, NH

Beyond the Basics: Tools of the Trade – (9:30 – 11:30).....Music Room

The session will define and review the relationships between planning, zoning, subdivision and site plans and their relationship to the community Master Plan. Learn how to use the Master Plan to guide the development of zoning ordinances and the tools of planning and zoning to become a more effective board member.

- Presenter: Roger C. Hawk, President, Hawk Planning Resources, LLC, Concord, NH

LUNCH – (11:30 – 12:30) – Cafeteria/Community Room

Legal Update – (12:30 – 2:15)Cafeteria/Community Room

A review of the NH Supreme Court cases and decisions affecting planning, zoning and land use regulations and the legislative changes that affect the responsibilities of both the planning board and zoning board of adjustment.

- Presenter: Benjamin D. Frost, Esq., AICP, New Hampshire Housing, Bedford, NH

CONCURRENT SESSIONS – AFTERNOON BREAK – (2:15-2:30)

Planning – Traffic Studies & Site Plans – (2:30 – 4:00) Library

Traffic Studies: What are they? Why do I need one? How do I use it?

- Presenter: Nathan Miller, AICP, Senior Planner, UVLSRPC

Site Plans: A hands-on opportunity to learn how to read and understand them.

- Presenter: Michael McCrory, Senior Planner, UVLSRPC

Zoning – ZBA Decision Making – (2:30 – 4:00).....Music Room

You have notified abutters, held the public hearing, heard hours of testimony; it is time to make a decision: what is next? Hear answers to questions about quorums, conditions, and criteria that help.

- Presenter: Kimberly A. Hallquist, Town Administrator, New London, NH

Note: All Breaks, Meals and Plenary Sessions will be held in the Cafeteria/Community Room

Efficiency and Sustainable Energy Board. He serves as the Treasurer of the NH Planners Association and as the Professional Development Officer of the Northern New England Chapter of the American Planning Association and he is a member of the American Institute of Certified Planners. He is also a member of the legislative committees of the American Planning Association and the New Hampshire Bar Association. Ben holds B.A. and M.A. degrees in Geography (with a Soviet/Russian focus) from Colgate University and Syracuse University, respectively and a law degree from Cornell Law School with a concentration in business law and regulation.

Planning – Traffic Studies & Site Plans – (2:30 – 4:00) Library

Traffic Studies: What are they? Why do I need one? How do I use it?

Nathan Miller, AICP, Senior Planner, UVLSRPC

Nate Miller is the Senior Transportation Planner at the Upper Valley Lake Sunapee Regional Planning Commission, an association of 27 communities in the Connecticut River Valley of western New Hampshire. As the manager of the Commission’s transportation planning program, his duties include providing transportation-related technical assistance to member communities and partner agencies, coordinating the development of special transportation studies, and implementing New Hampshire’s Ten-Year Transportation Improvement Program. Nathan earned his Master’s Degree in Urban Planning from McGill University in Montreal, Quebec and serves as Secretary of the Northern New England Chapter of the American Planning Association (NNECAPA). He also serves on the North Country Resource Conservation and Development Council and the Advance Transit Board of Directors.

Site Plans: A hands-on opportunity to learn how to read and understand them.

Michael McCrory, Senior Planner, UVLSRPC

Mike McCrory joined the planning staff of the UVLSRPC in August 2009. Over the past 14 years Mike has developed expertise in the interrelationship of community planning and land development. Prior experience as a transportation planner and civil engineer provided Mike with valuable insight into the interactions and relationships between developers and regulators and the value of well-prepared site plans. As Senior Planner at UVLSRPC, he is responsible for a broad range of planning initiatives that affect the region and its constituent towns.

Zoning – ZBA Decision Making – (2:30 – 4:00) Music Room

You have notified abutters, held the public hearing, heard hours of testimony; it is time to make a decision: what is next? Hear answers to questions about quorums, conditions, and criteria that help.

Kimberly A. Hallquist is the Town Administrator of New London, NH. Prior to joining the staff of New London she was a staff attorney at the Local Government Center (LGC), providing legal advice to member cities and towns on a variety of municipal topics including planning and zoning issues including the OEP Spring and Fall Conferences and the LGC Municipal Law Lecture Series focusing on land use issues. Kim also served as the Administrative Assistant in Carroll, NH for 13 years.



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Course Descriptions & Instructor Biographies

Arranging Your Furniture – (9:30 – 11:30)..... Library

The session will cover how New Hampshire planning boards and zoning boards of adjustment are fundamentally organized under State law. It covers basic procedures that need to be put into place, even before making the substantive decisions you are authorized to make – including such topics as the Right-to-Know Law, filling vacancies, adopting bylaws, handling fees, conflicts of interest, hearings, site visits and reaching written decisions.

H. Bernard (Bernie) Waugh, Jr. Esq., is a partner in Gardner, Fulton, & Waugh, PLLC of Lebanon, NH. The firm practices *only* municipal law on behalf of NH towns and cities. Bernie was admitted to the New Hampshire Bar in 1979. From 1985-2000 he was Chief Legal Counsel for the NH Municipal Association (now “LGC”), answering inquiries from local officials all over New Hampshire, and testifying before committees of the Legislature on pending municipal bills (including drafting work on many of the planning laws now in effect). Bernie has also served on the Hanover ZBA for almost 25 years (currently as an alternate), and is an avid outdoors enthusiast and contra dance fiddler.

Beyond the Basics: Tools of the Trade – (9:30 – 11:30).....Music Room

The session will define and review the relationships between planning, zoning, subdivision and site plans and their relationship to the community Master Plan. Learn how to use the Master Plan to guide the development of zoning ordinances and the tools of planning and zoning to become a more effective board member.

Roger C. Hawk, President, Hawk Planning Resources, LLC, Concord, NH. Mr. Hawk has extensive planning and community development experience having worked as City Planner or Community Development Director for Portsmouth, Nashua, Manchester and Concord, New Hampshire and Peabody, Massachusetts. Since Hawk Planning Resources LLC was established in 2006, he has provided a wide variety of community planning and economic development services to small and medium sized communities in northern New England. His expertise encompasses the full range of municipal activities including innovative zoning and development regulation, master planning, growth management, economic development, transportation planning, and community visioning/consensus building. His professional and civic efforts include having served on one of the committees of the Governor’s Climate Change Task Force, Main Street Concord’s Economic Development Committee and the City of Concord’s Climate Action Committee. He is a past President of NHPA, was instrumental in the founding of the Northern New England Chapter of APA and immediate past president of the non-profit sustainability group: Plan New Hampshire. He holds a masters degree in urban affairs from Boston University.

Legal Update – (12:30 – 2:15)Cafeteria/Community Room

A review of the NH Supreme Court cases and decisions affecting planning, zoning and land use regulations and the legislative changes that affect the responsibilities of both the planning board and zoning board of adjustment.

Benjamin D. Frost, Esq., AICP, New Hampshire Housing, Bedford, NH

Ben Frost is the Director of Public Affairs at New Hampshire Housing where he coordinates federal and state legislative initiatives and provides direct technical assistance to municipalities. He frequently lectures on issues of workforce housing, planning and zoning law, and public sector ethics. Previously, he was a Senior Planner with the NH Office of Energy and Planning, he was the executive director of the Upper Valley Lake Sunapee Regional Planning Commission, and he was also a planner and administrator in local and regional government in New Hampshire and elsewhere. Ben is an attorney and is the past chairman of the Municipal Section of the New Hampshire Bar Association and is a director of the NH Municipal Lawyers Association. He is a board member of the New Hampshire Sustainable Energy Association and he represents New Hampshire Housing on the NH Energy