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# CTAP LOCAL GOVERNMENT WORKSHOP CATALOG

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Allenstown ♦ Atkinson ♦ Auburn ♦ Bedford ♦ Bow  
Candia ♦ Chester ♦ Concord ♦ Danville ♦ Deerfield ♦ Derry  
Dunbarton ♦ Fremont ♦ Goffstown ♦ Hampstead ♦ Hooksett  
Hudson ♦ Litchfield ♦ Londonderry ♦ Manchester ♦ Pelham  
Pembroke ♦ Raymond ♦ Salem ♦ Sandown ♦ Windham



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## Introduction

The Local Government Cluster Workshops are part of the CTAP Year One Program Schedule. The goal of the workshops is to provide training to local government boards and officials in specific areas identified by the summer 2006 working groups to fulfill CTAP goals and objectives.

There will be one workshop available per community. Each community will select a topic from the ones listed in this catalogue or work with the workshop coordinator to customize a workshop for their particular needs. The topics listed in this catalogue were derived from an initial list of educational topics identified by CTAP working groups. It is not meant to be a list of the only courses that communities can select – if you have another idea or topic you're more interested in, please contact the workshop coordinator Craig Tufts at Central New Hampshire Regional Planning Commission to register. Craig can be reached at (603) 226-6020 or [ctufts@cnhrpc.org](mailto:ctufts@cnhrpc.org).

Although each community will receive a workshop, local officials and board members are encouraged to attend workshops in other communities. CNHRPC will periodically notify community leaders of upcoming scheduled workshops and once scheduled, workshops will be listed on the CTAP calendar at <http://www.rebuildingi93.com/cal/> -- be sure and check often for upcoming workshops.

In addition to the single workshop per community, local officials and staff from CTAP communities are invited to attend the American Planning Association audioweb training sessions scheduled to be held at a variety of sites around the CTAP region. The list of audioweb session is the final page of this catalogue. To confirm a space for a session, also contact coordinator Craig Tufts.

# Local Government Cluster Workshop Options

## **I. Roles & Responsibilities (Planning & Zoning Boards):**

Planning and Zoning Boards are made up of dedicated, hard working volunteers. Mastering all of the roles and responsibilities can be a full time job, and this workshop aims to help participants get an overview (statutorily, as well as in practice) of what is needed by both of these boards. The presentation is based upon the popular session from the New Hampshire Office of Energy and Planning Conferences. The presenter/facilitator will be an experienced RPC staffperson.

## **II. Innovative Land Use:**

According to NH RSA 674:21 innovative land use techniques include: timing of incentives, phased development, intensity and use incentives, transfer of development rights, planned unit development, cluster development, impact zoning, performance standards, flexible/discretionary zoning, environmental characteristics zoning (like soil-based zoning), inclusionary zoning, and accessory dwelling unit standards. This workshop will introduce the breadth of available techniques and model ordinances. The presenter/facilitator will be an experienced RPC staffperson.

## **III. Conservation Subdivisions & Transfer of Development Rights:**

The conservation subdivision is an innovative land use control that is used in an effort to preserve land. Based on Randall Arendt's proven 4-step process, this workshop will show successful examples of conservation subdivisions throughout New England. The presenter/facilitator will be an experienced RPC staffperson.

## **IV. Rethinking Landscaping:**

Landscaping can be a crucial aspect of land use. Proper landscaping practices can accomplish many different land use objectives including reduced demands for irrigation and enhancing habitats. Bob Pollock, Principal of Pollock Land Planning LLC, will conduct a workshop including topics on transportation and landscaping, low maintenance landscaping, landscaping as a traffic control mechanism, landscaping and draining, and aesthetics to name a few. Mr. Pollock is a Certified Landscape Architect and has worked 35 years in the planning field, 30 years of which were with the City of Concord. This workshop was developed with financial support from a Northeast Utilities Environmental grant.

## **V. Impact Fees:**

Impact Fees are another innovative land use practice. Impact fees can be used to collect revenue from developers for capital facilities, water

treatment, wastewater treatment and disposal, sanitary sewers, storm water, drainage and flood control, public roads, municipal office facilities, schools, public safety facilities, solid waste or recycling facilities, libraries, and public recreation facilities. Understanding the difference between impact fees and exactions (limited to highway, drainage, sewer, and water upgrades) is important, and in addition, it is important to know how to proceed with establishing impact fees. This workshop seeks to address these issues. Bruce Mayberry, a consultant specializing in impact fees, will present at this workshop.

#### **VI. Subdivision & Site Plan Review Procedures:**

Subdivision and site plan reviews tend to be the primary task of Planning Boards. This workshop will explore the plan review process to include reading the plan, what to look for, and how to use checklists to ensure all the required items have been submitted. The presenter/facilitator will be an experienced RPC staff person.

#### **VII. Water resource protection workshop:**

Water resource protection is crucial to a community's viability. Water resource problems are in the headlines every now and then in places like Georgia and the Southwest, where growth and development have had an impact on this precious resource. This workshop seeks to equip participants with the tools to protect water resources in their communities in light of oncoming growth. Shelley Bobowski, PE and PG of Geosense, PLLC in Northwood will present.

#### **VIII. Economic development planning:**

Economic development is a crucial component to ensuring a good quality of life. Successful economic development strategies can increase the nonresidential tax base and jobs in the community, as well as protecting the community's character and way of life. Considering holistic economic development strategies that explore all strengths and weaknesses can be vital to community vitality. This workshop will present these tools to its participants. The presenter/facilitator will be an experienced RPC staffperson.

#### **IX. Affordable/workforce housing:**

Affordable and workforce housing is vital to vibrant, healthy communities. Such housing provides a place for much of the communities' workforce, which make economic development more likely. In addition, affordable housing options help to keep a community's senior citizens from moving out of town. This workshop will explore affordable and workforce housing issues. The presenter/facilitator will be an experienced RPC staffperson.

## **X. Village/neighborhood master planning:**

The downtown villages of New Hampshire's towns and cities have been crucial to their communities on so many levels. First, they represent the heart of the community and its character. Second, they often represent what used to be the heart of the community's economy and also represent a potential future center of the local economy. A master plan can help to protect and capitalize on this unique resource. So much rides on a community's village, and this workshop will help provide the tools to local officials to protect and enhance this resource via a village master plan. The presenter/facilitator will be an experienced RPC staffperson.

## **XI. Protecting agricultural/forest land:**

Forest and agricultural land represent a key natural resource as well as a crucial key to New Hampshire's rural character and its economy. Protecting these lands can help to slow development and land consumption, protect rural character, and protect farmland that plays a role in New Hampshire's economy (both functionally and in the form of agri-tourism). The presenter/facilitator will be an experienced RPC staffperson.

## **XII. Traffic Solutions & Walkable Communities:**

Traffic calming can alleviate traffic congestion. It can be an alternative to traffic lights, rotaries, and roundabouts. Traffic calming can make driving safer within a community. A walkable community provides for a better quality of life, less dependence on car transportation (resulting in less wear and tear on roads, cars, and less gas consumed), and a better environment. This workshop looks to convey the benefits and methods of encouraging and fostering pedestrian access, traffic calming, and other traffic solutions. In addition, this workshop will look at opportunities for bicycle transportation, ITE Alternative Design Standards, and gravel roadways will be discussed. The presenter/facilitator will be an experienced RPC staffperson.

## **XIII. Mixed use/village zoning:**

Mixed use and village zoning can be used hand-in-hand with creating a village master plan as well as zoning for various lot sizes. Village zoning protects the village and ensures that development will be consistent with the village's character. The workshop will consider these factors. The presenter/facilitator will be an experienced RPC staffperson.

## **XIV. Tax Increment Financing (TIF) & Tax Incentives:**

A Tax Increment Financing district (TIF district) can be a great way to pay for new infrastructure that may be needed in order to foster economic development. Also, tax incentives can be used to accomplish various community goals. They can be used for conservation purposes, helping

senior citizens, promoting energy conservation, and community revitalization to name a few. This workshop will explain the basics of a TIF, how it could be established and used, and also what tax incentive options are available for communities. The presenter/facilitator will be an experienced RPC staffperson.

#### **XV. Brownfields:**

Brownfields represent a “double-whammy” for a community. On the one hand, they represent environmental concerns. Many times they are located along rivers which only increase the need to clean them up. Additionally, brownfields are often located at the heart of a community's commercial area or downtown. Cleaning up brownfields can be a “two-for” benefit for a community. The benefits would be cleaning up the environment, stimulating the economy, and using existing property for redevelopment instead of consuming new land. John Liptak of the NHDES Brownfields Program will present at this workshop.

#### **XVI. Capital Improvement Program (CIP):**

A comprehensive Capital Improvement Program (CIP): is an effective way to address capital needs in a cost-efficient manner. A CIP prioritizes spending and can be a great tool for managing municipal budgets. Stephanie Alexander of the Central New Hampshire Region Planning Commission will be among the presenters.

#### **XVII. Geographic Information Systems (GIS) & Buildout Analysis:**

Geographic Information System (GIS) is more than a mapping program; it is a powerful tool that is available to your community boards and staff. Find out which communities in the state are using GIS and in what departments. Topics will include GIS for policy development, managing land records, resource protection, education and utility management. The session will also discuss existing resources available to communities and where to go for more information. A buildout analysis is a great way to see how GIS can be used. One buildout analysis will be presented as an example of GIS capabilities. Dale Abbott, Senior GIS/Transportation Analyst Strafford Regional Planning Commission or Craig Tufts, GIS Analyst Central New Hampshire Regional Planning Commission will present at this workshop.

#### **XVIII. Complete Streets**

The streets of our cities and towns ought to be for everyone, whether young or old, motorist or bicyclist, walker or wheelchair user, bus rider or shopkeeper. But too many of our streets are designed only for speeding cars, or worse, creeping traffic jams. They're unsafe for people on foot or bike — and unpleasant for everybody. This workshop will describe efforts taken in communities across the country to “complete the streets.” The presenter/facilitator will be an experienced RPC staffperson.

## APA Audio/Web Conference Training Series 2007-2008

**Complete Streets** (01/30/2008 04:00 PM to 05:30 PM ET at CNHRPC, Concord) Make room for pedestrians, bicyclists, and transit users on your auto-oriented roads. Learn how the complete streets movement provides safe and convenient user access and more choice in transportation modes, and how it has become a major tool for planning to improve communities. Through programs that rethink the physical design of streets, complete streets make cities and towns more livable and appealing to all residents. Learn how communities overcome resistance and how some communities have funded these programs.

**Mastering Density** (02/13/2008 04:00 PM to 05:30 PM ET at NHHFA, Bedford) Density, long a goal of planning, can still be a hard sell in some communities. In this program, presenters demonstrate how to achieve density through design, as well as how to understand the economics of density. Learn how density works with transportation and ultimately affects sustainability. Examine density's effects and benefits. Gain ideas on how to present the concept of density to achieve critical buy-in. **NOTE: Mastering Density will be preceded by the Inclusionary Housing module at 2 PM.**

**Design Guidelines for Small Towns and Rural Communities** (03/05/2008 04:00 PM to 05:30 PM ET at SNHPC, Manchester) Planners often must turn traditional urban design principles inside-out to develop design guidelines for small towns and rural communities. Explore the unique approaches planners are using to develop commercial and residential guidelines that are mindful of small-town and rural character.

**Confronting NIMBYs** (03/19/2008 04:00 PM to 05:00 PM ET at RPC, Exeter) "Not in my back yard" is a cry heard cross the country. Yet communities must provide for unpopular uses as mandated by law. Presenters discuss both the ever-evolving nature of NIMBYism and the legal requirements related to NIMBYs. This introduction is followed by discussions of how to place unpopular uses and how to regulate them to lessen negative impacts. You will gain insights into how to work with the community to accommodate difficult uses, address public anger, and keep everyone apprised of acceptable solutions and legal responsibilities.

**Community-Based Brownfields Redevelopment** (05/21/2008 04:00 PM to 05:30 PM ET at NRPC, Nashua) Too often, community groups and residents of low-income communities are left out of the brownfield redevelopment process. Learn how to engage community members so they can see the opportunities presented by brownfield sites. Assess how community development corporations can play a major role and find out how the community can weigh the costs of brownfield redevelopment. Hear from community members as well as technical experts.

**Planning Law Review** (06/25/2008 04:00 PM to 05:30 PM ET at SNHPC, Manchester) As the U.S. Supreme Court's term comes to an end, find out how the nine justices and their federal and state counterparts shaped planning over the last year. Learn about the legal precedents set in the last year by Congress, state legislatures, and ballot box initiatives. Hear from legal experts how to deal with organized challenges to long-standing planning tools. A program the planning director, planning commission, and staff cannot afford to miss.