



South Carolina Association of Counties

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Laurens County

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Executive Director

October 8, 2009

UPCOMING TELECONFERENCE

To: Chief Administrative Officers; Clerks to Council; Planning/Zoning Directors;
Personnel/Human Resource Directors; Teleconference Contacts

Subject: **A Live Teleconference –**
NEW Orientation Training for Local Planning/Zoning Officials – Part I
Tuesday, November 10 (9:00 a.m. – 12:30 p.m.)

The first part of a **NEW** two-part orientation training program for local planning and zoning officials has been scheduled over the S.C. ETV Public Services Network for **TUESDAY, NOVEMBER 10, from 9:00 a.m. to 12:30 p.m.** **This session will fulfill three of the required six hours of orientation training required for any new appointments and/or employees.**

Unless expressly exempted, those officials who serve on a planning commission, board of zoning appeals, or board of architectural review are required to receive orientation training within one year of their appointment. Employees who are planning professionals, zoning administrators or zoning officials, or their deputies or assistants, are required to receive orientation training within one year of their hire.

This **FREE** teleconference will be broadcast live from the S.C. ETV Studios in Columbia and will be available at satellite sites in each county: (www.sctv.org/education/nts/etv_downlink_sites.cfm). The satellite coordinate and call-in telephone number will be provided at a later date. **If you would like participants from your county to be part of the studio audience, please note your interest on the enclosed registration form.**

You **MUST** register to view the teleconference. Specific information about viewing, setup and handouts will only be sent to those entities that have registered. The deadline to register is **Tuesday, November 3.**

This teleconference is an excellent opportunity to provide training to your county officials and employees at no cost to you. We encourage your participation.

*The South Carolina Association of Counties
in cooperation with the S.C. ETV Public Services Network
Presents*

**ORIENTATION TRAINING FOR
PLANNING/ZONING OFFICIALS AND EMPLOYEES
*PART I***

— This orientation is ALL NEW and is the FIRST of two three-hour segments —

Part I is designed to get officials and employees started in the right direction by providing:

- **Overview of the Local Government Comprehensive Planning Enabling Act** – as the foundation for local government planning. Topics include components of the planning process; elements of the comprehensive plan; powers and duties of the planning commission, board of zoning appeals, and board of architectural review, as well as their relationship with planning/zoning staff, county council, and each other.
- **Keys to Community Planning: Effective Meetings, Hearings, and the Freedom of Information Act** – will stress the importance of rules of procedure in conducting successful meetings. Topics include the roles of the chair, the public, and the staff; parliamentary procedure with emphasis on Robert’s Rules of Order; and Freedom of Information requirements for public bodies.

WHEN: Tuesday, November 10
9:00 a.m. to 12:30 p.m.

WHO: This FREE teleconference is for new members of local planning commissions, boards of zoning appeals, and boards of architectural review as well as employees who are planning professionals, zoning administrators or zoning officials, or their deputies or assistants.

WHERE: S.C. ETV Studios in Columbia or any ETV downlink site

INSTRUCTORS:

Mark Tollison, Greenville County Attorney and
Part-Time Lecturer, Clemson University

Helen McFadden, Attorney at Law, Kingtree, SC

TELECONFERENCE CHECKLIST

Before the Telecast, Here's What You Need to Do:

- Identify a "Coordinator" to be the official contact for the county and to arrange all of the logistics prior to the teleconference and to be on-site the day of the event.
- Contact the nearest satellite viewing site and arrange equipment, seating, phone access.
- Encourage employee participation – announce via interoffice memo from the County Administrator.
- Complete and fax back to SCAC the registration form to report your participation. This is the only way we will know you plan to participate. Materials will only be sent to those who register.
- Identify a "Facilitator" who will encourage participants to call in with questions and/or comments.
- Make copies of the handout and evaluation form for each participant at your site.

On the Day of the Telecast, Here's What You Need to Do:

- The Coordinator should be on site before 8:30 a.m. to confirm that all equipment is working properly and that the phone line is operating. The satellite coordinate for this telecast is Channel ___ (TBD). There will be a test feed on Channel ___ at 8:30 a.m. to check the equipment. (Please do NOT place the telephone too close to the monitor – it will interfere with the participants' ability to hear the telecast when a call is being made.) If you have any technical problems, please call 1-888-761-8132.
- Participants should arrive at the viewing site no later than 8:45 a.m. It's a good idea for Coordinators to have snacks and beverages available for everyone.
- The Coordinator should circulate the sign-in sheet (to be provided by SCAC) before the telecast begins. (For large groups, please make additional copies of this form as needed.) In addition, the Coordinator should provide each participant with a copy of the speaker's handout.
- The Facilitator needs to assist with any interactive periods of the telecast and encourage participants to call in with questions. The call in number is _____ (TBD) or in the Columbia area _____. The more participation, the better the learning experience, so please encourage participants to take part.
- There will be a minimum of two breaks during the teleconference.
- Coordinators need to have copies of the evaluation form (to be provided by SCAC) to distribute to all participants at the conclusion of the telecast.

After the Telecast, Here's What You Need to Do:

- Coordinators need to mail the sign-in sheet to SCAC or fax it to 1-803-252-0379. **Please make sure all names are legible.** SCAC will provide certificates of participation (if requested) to all participants who have signed the sheet.
- Coordinators need to mail or fax the evaluation forms back to the SCAC offices.

QUESTIONS: Contact Lisa Maseng or Kathy Williams, 1-800-922-6081

**NEW ORIENTATION TRAINING FOR
PLANNING/ZONING OFFICIALS AND EMPLOYEES**

PART I

Tuesday, November 10, 2009

9:00 a.m. to 12:30 p.m.

S.C. ETV Public Services Network

County: _____

Approximate Number of Persons to Attend: _____

Viewing Site to be Used: _____

Will you be sending anyone to view as part of the studio audience at S.C. ETV Studios in Columbia? If so,
how many? _____

CONTACT NAME: _____

Phone: _____ E-mail: _____

Mailing Address: _____

PLEASE RETURN NO LATER THAN TUESDAY, NOVEMBER 3, TO:

Lisa Maseng - lisa@scac.state.sc.us

OR fax to (803) 252-0379



Frequently Asked Questions

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

S.C. Code §§ 6-29-1310 – 6-29-1380

Who is required to receive educational training?

- Appointed officials who serve on a planning commission, board of zoning appeals, or board of architectural review
- Professional employees who are employed as a planning professional, zoning administrator, zoning official, or as a deputy or assistant to these positions

What training is required?

- Officials and employees must attend a minimum of six hours of orientation training.
- Thereafter, there is an annual requirement to attend at least three hours of continuing education.
- New officials and/or employees must attend orientation training within 180 days prior to and no later than 365 days after initial appointment or employment.

Who is exempt from the educational requirements?

An appointed official or professional employee who has one or more of the following qualifications is exempt:

- Certification by the American Institute of Certified Planners
- Holds a masters or doctorate degree in planning from an accredited college or university
- Holds a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee
- Licensed to practice law in South Carolina

The official or employee must file a certification form and documentation of exemption with the clerk to council by the first anniversary date of appointment or employment.

What are the requirements of the local governing body?

- To identify their appointed officials and professional employees who are required to receive training no later than December 31st of each year and provide a list to the clerk to council and to each planning or zoning entity in the jurisdiction
- To annually inform each planning or zoning entity of the educational requirements
- To sponsor and provide approved education programs or to fund approved education programs provided by another sponsor

What are the clerk to council's responsibilities?

The clerk must keep in the official public records originals of:

- All filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed
- All filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee

What are the consequences for failure to comply?

An appointed official is subject to removal from office and a professional employee is subject to suspension or dismissal from employment if he/she:

- Fails to complete the requisite number of hours of orientation training and continuing education within the allotted time or
- Fails to file the required certification form and documentation with the clerk.

Failure to comply may also call into question any decision or recommendation made by officials or employees and open the county up to liability.

A local governing body is prohibited from appointing or employing a person who has falsified the certification form or documentation.

What if I can't attend the teleconference training? Can it be taped?

SCAC will be taping all teleconferences and rebroadcasting them over the ETV Public Services Network. **The State Planning Education Advisory Committee has placed restrictions on the use of taping for education credit.**

You must have a LIVE proctor to facilitate discussion when viewing a rebroadcast or tape for ORIENTATION TRAINING. **The proctor must be a person who is exempt under the statute (has AICP certification, holds a masters or doctorate degree in planning, or is a licensed attorney in SC) and has filed an exemption form with the clerk OR who is exempt under the statute and works for a Council of Government (COG).**

You must have a LIVE coordinator to facilitate discussion when viewing a rebroadcast or tape for CONTINUING EDUCATION TRAINING. **All Coordinators must meet the following requirements:**

- **Be in a position of authority**
- **Have a working knowledge of the subject material as it pertains to the jurisdiction**
- **Have knowledge of the jurisdiction(s) attending the presentation**
- **Be able to facilitate discussion**
- **Be able to confirm attendance of participants**
- **Coordinators need not meet the exemption requirements of the State Code**

SCAC does NOT issue participant certificates for any rebroadcasts.