

AGENDA

**ORIENTATION TRAINING FOR  
LOCAL GOVERNMENT PLANNING/ZONING OFFICIALS AND EMPLOYEES**

*Sponsored by the South Carolina Association of Counties  
In Cooperation with the SCETV Public Services Network*

This Orientation Training has been structured to equip local government planning and zoning officials and employees with the tools needed to perform their duties in the most responsible and effective manner, with the ultimate goal of facilitating the planning process to the benefit of the community and its citizens. *This is the second of two teleconferences to satisfy the six-hour orientation requirement.*

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**PART II: Understanding Key Concepts in Planning and Zoning  
SCETV Public Services Network**

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Part II is designed to provide an in-depth understanding of key concepts in planning and zoning with an emphasis on the various planning elements that local officials and employees must understand in order to make informed decisions. An important part of this discussion includes legal concepts and how they impact the planning process.

**THE PLANNING AND ZONING PROCESS**

Why plan? Why zone? Proper planning and zoning define the character of a community and provide a blueprint for growth. This segment will provide a brief history of the planning and zoning process and the benefits derived from carefully-constructed planning, zoning and land use development ordinances and regulations. Assessing community needs is an integral part of this process, and ensuring that citizens' needs and desires are heard is crucial.

This discussion will include types of site development plans and agreements and how to review them; and principles and design elements of residential development to include subdivision regulations, planned unit developments, manufactured homes, and affordable housing. The importance of a capital improvements program and the value of long-range planning will be stressed as it relates to future needs in transportation, housing, public facilities, and utilities.

Other items to be covered include various design and land use development elements and controls, considerations in granting variances, and what constitutes nonconforming uses. Participants will be briefed on the roles that building codes, permits, and code enforcement play in the process.

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**WHY PLAN?  
WHO PLANS?**

*Segment Length: 45 Minutes (35 Minutes + 10 Minutes for Discussion/Questions)*

*Instructors: Michael Criss, AICP, Richland County Planning Director and Harold J. LeMond, Jr., AICP, Dorchester County Director of Planning and Codes.*

*Mr. Criss holds a Master of Regional Planning from the University of Pennsylvania and is a member of the American Institute of Certified Planners and a past president of the South Carolina Chapter of the American Planning Association.*

*Mr. LeMond holds a Master of Public Administration from the College of Charleston and is a member of the American Institute of Certified Planners and was previously employed as the Berkeley County Planner.*

— 10 MINUTE BREAK —

**HOW TO PLAN**

*Segment Length: 45 Minutes (35 Minutes + 10 Minutes for Discussion/Questions)*

*Instructors: Michael Criss, AICP, Richland County Planning Director and Harold J. LeMond, Jr., AICP, Dorchester County Director of Planning and Codes.*

— 10 MINUTE BREAK —

**LEGAL CONCEPTS IN PLANNING AND ZONING**

*Segment Length: 90 Minutes (65 Minutes + a 10-Minute Break + 15 Minutes for Discussion, Questions)*

Local government planning and zoning officials must understand key legal concepts and their impact upon the duties and responsibilities of their offices. This session will provide an overview of the legal foundation of local government planning and zoning and the power to regulate. Focus will be placed on legal concepts such as due process, constitutional issues, “takings,” and vested rights.

The steps in the appeals process will be explored along with an overview of significant court decisions in light of their impact on local government planning and zoning. Guidelines for making legally-defensible decisions will be provided.

*Instructor: Mark Tollison, Greenville County Attorney and Part-time Lecturer, Clemson University*

*Mr. Tollison holds a Master’s Degree in City and Regional Planning from the University of North Carolina at Chapel Hill and a Juris Doctor from the University of South Carolina School of Law. He was a co-author of the Comprehensive Planning Guide for Local Governments.*