

— ORIENTATION TRAINING FOR PLANNING AND ZONING OFFICIALS/EMPLOYEES —
PART II: Understanding Key Concepts in Planning and Zoning

— *This orientation is the SECOND of TWO three-hour orientation segments* —

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.

- **Legal Concepts in Planning and Zoning:** 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.

WHO: This **FREE** teleconference is for members of local planning commissions, boards of zoning appeals, and boards of architectural review as well as employees who are planning professionals, zoning administrators/officials, or their deputies/assistants. The teleconference is open to all who register, including municipal officials and employees.

INSTRUCTORS: Michael Criss, AICP, Richland County Planning Director; Harold J. LeaMond, Jr., AICP, Dorchester County Director of Planning and Codes; and Mark Tollison, Greenville County Attorney and Part-time Lecturer, Clemson University.