

ZONING OFFICIAL CERTIFICATION PROGRAM

Schedule

April 16 – April 19, 2018

May 15 – 17, 2018

WEEK ONE

Monday, April 16

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|----------------------------------|--|
| 11:00 – 12:00 | Owens/Lovelady NCAZO Officers | Welcome and Introduction |
| 12:00 – 1:00 | | Lunch at SOG |
| 1:00 - 2:00 | Owens/Lovelady | Certification and exam overview |
| | | Break |
| 2:15 - 3:15 | Owens | Statutory authority; Types of decisions; Content and structure of ordinances; Jurisdiction |
| | | Break |
| 3:30 – 5:00 | Owens | Process for zoning amendments: Notice and hearing; Planning board review; Governing board statement; Conflicts of interest { <i>Pre-class module: Conflicts of interest</i> } |

Tuesday, April 17

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|----------------|---|
| 8:00 – 8:30 | | Light breakfast available |
| 8:30 - 9:30 | Lovelady | Permit administration: Applications; Fees; C/O; Expiration; Mistakes; Permit enforcement; Permit choice |
| | | Break |
| 9:45 - 10:45 | Lovelady | Zoning enforcement: Process; NOV; Civil penalties; Court orders; Abatement; Statutes of limitations |
| | | Break |
| 11:00 – 12:00 | Owens | Vested rights, Moratoria |
| 12:00 - 1:30 | | Lunch on your own |
| 1:30 - 2:45 | Allen | Liability |
| | | Break |
| 3:00 - 3:50 | Owens | Constitutional limits: Due process; Equal protection; Takings; First Amendment |
| | | Break |
| 4:00 – 5:00 | Owens | State and federal statutory limits |

Wednesday, April 18

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|-----------------|---|
| 8:00 – 8:30 | | Light breakfast available |
| 8:30 - 9:30 | Lovelady | Quasi-judicial procedures: Notice; Evidentiary hearings; Decision documents; Judicial review; Variances |
| | | Break |
| 9:45 - 10:45 | Lovelady | Special use permits { <i>Pre-class module: Special use permits</i> } |
| 11:00-11:45 | Smith/Robertson | Standard operating procedures |
| | | Break |
| 11:45 – 12:45 | | Lunch at SOG |
| 12:45 – 1:45 | Pearson | Research and investigative techniques |
| | | Break |
| 2:00 – 3:15 | Welty | Legal issues in field enforcement: Searches; Warrants |
| | | Break |
| 3:30 - 4:30 | Owens | Nonconformities |
| 4:30 – 5:00 | Owens/Lovelady | Catch-up/Course evaluations |

Thursday, April 19

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|----------------|-----------------------------|
| 8:00 – 8:30 | | Light breakfast available |
| 8:30 - 9:30 | Crane | Maps and site plan exercise |
| | | Break |
| 9:45 - 10:45 | Crane | Maps and site plan exercise |
| | | Break |
| 11:00 – 12:00 | Crane | Maps and site plan exercise |

WEEK TWO

Tuesday, May 15

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|----------------|--|
| 8:00 – 8:30 | | Light breakfast available |
| 8:30 - 9:30 | Stephens | Dealing with conflict and difficult situations |
| | | Break |
| 9:45 - 10:45 | Stephens | Dealing with conflict and difficult situations |
| | | Break |
| 11:00 – 12:00 | Owens | Ethics |
| 12:00 – 1:00 | | Lunch at SOG |
| 1:00 - 2:15 | Lovelady | Interpretation of ordinance |
| | | Break |
| 2:30 – 3:30 | Owens | Spot zoning, contract zoning, and conditional zoning |
| | | Break |
| 3:45 – 5:00 | Owens/Lovelady | Litigation preparation; Catch-up |

Wednesday, May 16

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|---------------|----------------|--|
| 8:00 – 8:30 | | Light breakfast available |
| 8:30 - 9:30 | Stephens | Dealing with conflict and difficult situations |
| | | Break |
| 9:45 - 10:45 | Stephens | Dealing with conflict and difficult situations |
| | | Break |
| 11:00 – 12:00 | Owens | Public records, public meetings |
| 12:00 – 1:30 | | Lunch on your own |
| 1:30 – 4:30 | Owens/Lovelady | Exam review/Course evaluations |

Thursday, May 17

| <i>Time</i> | <i>Speaker</i> | <i>Topic</i> |
|--------------|----------------|---------------------------|
| 8:30 – 9:15 | | Light breakfast available |
| 9:15 – 11:45 | | Exam |

Additional modules from Zoning Practice available for review:

- Adopting and Amending the Ordinance*
- Conditional Zoning*
- Variances*
- Appeals and Interpreting the Ordinance*
- Group Homes*