



ZONING OFFICIAL CERTIFICATION PROGRAM

March 11-14, 2019

April 8-10, 2019

WEEK ONE

Monday, March 11

<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, March 12

<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, March 13

<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	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, March 14

<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

Monday, April 8

<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

Tuesday, April 9

<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

Wednesday, April 10

<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