
MEMORANDUM

TO: CITY/COUNTY ADMINISTRATORS, MAYORS, APPOINTED BOARD/COMMISSION CHAIRS
FROM: RON MITCHUM, EXECUTIVE DIRECTOR
SUBJECT: DATE SET FOR FIRST 2018 ORIENTATION TRAINING FOR APPOINTED PLANNING AND ZONING OFFICIALS
DATE: FEBRUARY 14, 2018

The South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Title 6, Chapter 29, Article 9 Section 6-29-1350 requires all newly appointed planning/zoning board and commission members to attend a 6-credit hour orientation program. Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrators or code enforcement officials, or a deputy or assistant to the above) are required to comply with these educational provisions no later than 1 year after appointment or hiring. Failure to complete this training can result in “an appointed official being removed from office and a professional employee can be suspended or dismissed”.

The BCD Council of Governments has established the date below for the first of two orientation training sessions to be offered in 2017. Please feel free to share this date and registration notice potential registrants from your jurisdictions:

FRIDAY, MARCH 23th from 9:00 am to 4:00 pm
Barrett Lawrimore Conference Room
1362 McMillan Avenue, Suite 100, in North Charleston

REGISTRATION DEADLINE TO ATTEND THE TRAINING IS MONDAY, FEBRUARY 27TH

If you have officials or staff who have questions or would like more information on the orientation training session, please contact **Madelyne Adams at 529-0400 ext. 205** or via email at MadelyneA@bcdcog.com. **Space is limited**, so please register by noted date by submitting this registration form either by e-mail to Madelyne Adams, or via fax at: (843) 529-0305. We look forward to seeing you.

ORIENTATION TRAINING REGISTRATION (Registration deadlines are noted above)

Name of Registrant _____ **Municipality** _____

Board or Commission Serving On: _____