

SCPEAC

2016 Annual Report

Presented to

The President Pro Tempore of the Senate
The Speaker of the House of Representatives

By The South Carolina Planning Education Advisory Committee

South Carolina



Planning Education Advisory Committee

Committee members:

Stephen G. Riley, Chairman
Representing MASC
Term Expires 2017

Phillip L. Lindler
Representing SCAC
Term expires: 2019

Cliff Ellis
Representing Clemson
University
Term expires: 2016

Dennis Lambries
Representing USC
Term expires: 2016

Wayne Shuler
Representing SCAPA
Term expires: 2018

Date: February 9, 2017

TO: The Honorable Hugh K. Leatherman, Sr.,
President Pro Tempore for the Senate

The Honorable James H. Lucas,
Speaker of the House of Representatives

FROM: Stephen G. Riley, Chairman

RE: Annual Report of the South Carolina Planning Education
Advisory Committee

In 2003, the Legislature established Educational Requirements for Local Government Planning or Zoning Officials or Employees and established a five-member Advisory Committee to compile and distribute a list of approved orientation and continuing education courses to satisfy the requirements of the statute and to determine categories of persons that are eligible for exemption from these educational requirements. The Advisory Committee elected to operate under the title of the South Carolina Planning Education Advisory Committee.

Please accept this as the 2016 Annual Report of the South Carolina Planning Education Advisory Committee pursuant to Section 6-29-1330(D)(3) of the Code of Laws of South Carolina.

Table of Contents

	Page
Letter of Transmittal	2
Table of Contents	3
Introduction	4
Committee Member Information	6
Activities	8
Expenses	9
Fees Collected	9
Determinations Concerning Approved Education Programs and Categories of Exemptions	9

Introduction

Article 9 of Title 6, Chapter 29 of the South Carolina Code of Laws establishes Educational Requirements for Local Government Planning or Zoning Officials or Employees. These provisions apply to all members of locally-appointed Planning Commissions, Boards of Zoning Appeals, Architectural Review Boards and all professional employees engaged in planning and zoning activities.

Unless expressly exempted, each locally appointed official and professional employee must attend a minimum of six hours of orientation training in certain subjects and annually attend no fewer than three hours of continuing education in any of the subjects determined by the State Advisory Committee.

The subjects for the education may include, but not be limited to, land use planning; zoning; floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee; or
- (4) a license to practice law in South Carolina.

An appointed official is subject to removal from office or suspension or dismissal from employment if he fails to complete the requisite number of hours of orientation training and continuing education within the time allotted by State Code, or fails to file the certification form and documentation required by State Code.

It is the responsibility of the local governing body to track and file with the local clerk the proper certification forms for their individual planning or zoning officials or employees.

All municipalities and counties were required to come into compliance by January 1, 2007. Newly appointed Board and Commission members and newly hired staff members must receive their orientation training within one year of their start date. A minimum of

three hours of continuing education is required, each year, for all board, commission and staff members.

Sec. 6-29-1330 of the Code establishes an Advisory Committee composed of five members appointed by the Governor. The Code provides that the members shall include: a planner recommended by the South Carolina Chapter of the American Planning Association; a municipal official or employee recommended by the Municipal Association of South Carolina; a county official or employee recommended by the South Carolina Association of Counties; a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and, a representative recommended by Clemson University's Department of Planning and Landscape Architecture.

This Committee, operating as the South Carolina Planning Education Advisory Committee (SCPEAC), is charged with:

- compiling and distributing a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- determining categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and
- making an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

This 2016 Annual Report is set up to include those elements set forth in Sec. 6-29-1330(D)(3) of the Code. Specifically, this annual report provides a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

Committee Member Information

Cliff Ellis, Ph.D.

Professor and Program Director
Graduate Program in City and Regional Planning
2-215 Lee Hall, Box 340511
Clemson University
Clemson, SC 29634-0511
Phone: (864) 656-2477
E-mail: cliff@clermson.edu
Represents: Clemson University
Served Since: 2012
Term Expires: June 30, 2020
Position: Vice-Chairman

Phillip L. Lindler, AICP

Planning Director, Greenwood County
528 Monument Street, Rm B-03
Greenwood, SC 29646
Phone: 864-942-8636
Email: plindler@greenwoodsc.gov
Represents: South Carolina Association of Counties
Served Since: 2013
Term Expires: June 30, 2019
Position: Committee Member

Stephen G. Riley, ICMA~CM

Town Manager
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29926
Phone: 843-341-4700
e-mail: steve@hiltonheadislandsc.gov
Represents: Municipal Association of South Carolina
Served Since: 2004
Term Expires: June 30, 2017
Position: Chairman

Wayne Shuler

Director of Planning and Zoning

City of West Columbia

200 N. 12th Street

P. O. Box 4044

West Columbia, SC 29171-4044

Phone: (803) 939-3186

E-mail: wshuler@westcolumbiasc.gov

Represents: SC Chapter, American Planning Association

Served Since: 2014

Term expires: June 30, 2018

Position: Committee Member

Christopher Witko

Associate Professor, MPA Program Director

Department of Political Science

323 Gambrell Hall

The University of South Carolina

Columbia, SC 29208

Phone: (803) 777-4547

Email: witkoc@mailbox.sc.edu

Represents: University of South Carolina

Served Since: 2016

Term Expires: June 30, 2020

Position: Committee Member

Activities

A quarterly schedule of meetings was established, as allowed for under Section 6-29-1330(F) of the Code. The members have committed to conducting at least the first scheduled meeting of each year in person; and thus the January 20, 2016 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The May 2, July 22 and November 29 quarterly meetings were conducted via conference call.

A quarterly schedule of meetings has been approved for 2017. The first meeting will again be conducted at the offices of the MASC. The remaining meetings are scheduled to be conducted by conference call.

Every effort has and will continue to be made to facilitate public participation in these conference call meetings by posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at the Hilton Head Island office of the Chairman. The conference call phone number is provided in the posted notices such that any interested party may participate by phone. As noted above, three such meetings were held in 2016 and only the applicants themselves participated in the conference calls.

At the first meeting of 2016, Steve Riley was reelected Chairman and Cliff Ellis was elected to the position of Vice-Chairman. In reaction to increasing cases where approvals are being sought after-the-fact or only days before a scheduled presentation, the Committee agreed to add the following language to the application form:

Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. The Committee will consider extenuating circumstances where the 30 day deadline cannot be met.

One of the original members of the Committee, Dennis Lambries, completed his final term in June of 2016. The Committee expressed its thanks to Mr. Lambries and welcomed the new representative for the University of South Carolina, Christopher Witko.

With the assistance of the staffs of the Town of Hilton Head Island and the South Carolina Legislative Printing, Information and Technology Systems Department, a project was undertaken to post the approved Continuing Education Courses, including the complete application forms, to our web page. This was done for those prior applications for which electronic submittals were available. It will be continually updated going forward as each course is approved. Not only is it helpful to the public, the Committee benefits as well for any type of referencing. The link below can be used to review this new resource.

<http://www.scstatehouse.gov/SCPEAC/ApprovedProgramsContEd.htm>

Numerous individual applications were approved for specific program offerings by local governments and community organizations; as noted below in the Determinations subsection. The “consent agenda” process continues to work well for these types of applications.

Expenses

Postage, copying, and printing costs have been minimal and have been absorbed by the members' sponsoring organizations or employers. Increased use of electronic applications and email distribution of agendas has contributed to keeping such costs to a minimum.

Costs for travel to meetings of the Committee have been borne by the individual members or their employers. No costs for overnight stays or meals have been incurred.

The Committee website is maintained by the South Carolina Legislative Printing, Information and Technology Systems Department at no cost to the Committee. The domain name, www.scpeac.org, was maintained because of the ease in relaying the information to those who inquire. The annual cost for maintaining this domain name is \$11.96 and is absorbed by the Chairman's employer, the Town of Hilton Head Island.

Meeting space for the annual on-site meeting of the Committee is being donated by the Municipal Association of South Carolina. Limited refreshments are made available; in the same manner as is done with other groups that use their facilities.

Costs associated with telephone conference call meetings are absorbed by the Chairman's employer, the Town of Hilton Head Island. Limited administrative support is also provided by the Town of Hilton Head Island.

Fees Collected

No fees have been collected.

Section 6-29-1330(G) of the Code provides for the imposition of a nominal fee to each entity applying for approval of an orientation or continuing education program. The Committee has chosen not to impose such a fee at this time.

Determinations Concerning Approved Education Programs and Categories of Exemptions

Approval was given to the City of North Charleston – *Understanding the Basics: Planning Commission and BOZA* as a Continuing Education Course 2016-01.

Approval was given to the Town of Fort Mill/City of Tega Cay – *Growing Together: The Impact of Residential Growth on the Fort Mill School District* as a Continuing Education Course 2016-02.

Approval was given to the City of Rock Hill – *City of Rock Hill Long Range Planning Efforts* as a Continuing Education Course 2016-03.

Approval was given to City of Camden – *Citizens Planning College – Historic Preservation* as a Continuing Education Course 2016-04.

Approval was given to the City of Rock Hill – *Transportation Update* as a Continuing Education Course 2016-05.

Approval was given to the City of Tega Cay/Town of Fort Mill – *Utility Agreements as an Annexation Tool* as a Continuing Education Course 2016-06.

Approval was given to the City of Rock Hill – *Historic Architecture and Preservation Issues* as a Continuing Education Course 2016-07.

Approval was given to the City of Rock Hill – *Rock Hill's Economic Development Efforts* as a Continuing Education Course 2016-08.

Approval was given to the Town of Fort Mill/City of Tega Cay – *Identification and Preservation Strategies for Native American Archaeological Sites* as a Continuing Education Course 2016-09.