

2008 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: 2009

January 30, 2009

Philip England
Representing SCAC
Term expires: 2007

TO: The Honorable Glenn F. McConnell, President Pro Tempore
for the Senate
The Honorable Robert W. Harrell, Jr., Speaker of the House of
Representatives

J. Terrence Farris
Representing Clemson
University
Term expires: 2008

FROM: Stephen G. Riley, Chairman

Dennis Lambries
Representing USC
Term expires: 2008

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

Donna London
Representing SCAPA
Term expires: 2010

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 2008 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.

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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.

As amended by the Legislature during the 2004 Session, municipalities and counties with populations above 35,000 were required to be in compliance with these educational requirements by January 1, 2006. Municipalities and counties with populations below

35,000 were required to come into compliance by January 1, 2007. The Committee believes all local governments did meet these deadlines. Newly appointed Board and Commission members and newly hired staff members must receive their orientation training within one year of their start date. Continuing education is required 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 with the advice and consent of the Senate. 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 2008 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

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Represents: S. C. Association of Counties
Term expires: June 30, 2011
Position: Committee member

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Position: Committee member

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Position: Vice-Chairman

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Director

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Position: Committee member

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Represents: Municipal Association of South Carolina

Term expires: June 30, 2009

Position: Chairman

Activities

A quarterly schedule of meetings was established, as allowed for under Section 6-29-1330(F) of the Code, but a lack of agenda items led to the cancellation of two of these meetings. A quarterly schedule of meetings has been approved for 2009. All scheduled meetings are conducted in Columbia and rotate between the offices of the Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC).

Telephone conference meetings were used routinely in an effort to expedite approvals of proposed continuing education programs. Every effort was made to facilitate participation in these meetings by the public through posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at offices in both Hilton Head Island (office of the Chairman) and in Columbia. The conference call phone number was also provided in the posted notices.

After operating for several years with the five original members of the Committee, two new members were welcomed this year. Christopher Karres was appointed to represent the South Carolina Association of Counties. He replaces Phil England who recently retired from the Aiken County Planning Department. Mr. Karres appointment runs through June of 2011. Dr. Barry Nocks was named as Clemson University’s representative for a term expiring June 30, 2012. He replaces Terry Farris who decided not to seek reappointment. Original member Dennis Lambries was reappointed to a four year term that will expire in June of 2012.

The first of the Orientation Programs to have been granted approval in 2005 was scheduled to expire in August of 2008. The Municipal Association of South Carolina (MASC) asked for and received an extension through December of 2009. During 2009, an updated program will be developed that reflects changes in State law.

Several organizations and local governments asked for and received approvals for continuing education offerings. The SC Department of Archives and History asked for and received approval as a Sponsor of Continuing Education offerings; meaning their individual programs and offerings do not need to be approved separately.

Discussions were held regarding ways to encourage a greater variety of continuing education offerings; particularly low cost offerings. The Committee learned that similar conversations were going on between MASC, the 10 COG Directors, and representatives from SCAPA. Additional discussions will be conducted.

Numerous inquiries were answered, although the Committee takes care to make clear that we do not have access to legal advice and consultation with the local government’s attorney is advisable.

An overhaul of the Committee website was undertaken.

Expenses

Postage, copying, and printing costs have been minimal and have been absorbed by the members' sponsoring organizations or employers.

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 \$9.95 and is absorbed by the Chairman's employer, the Town of Hilton Head Island.

Meeting space for the quarterly meetings of the Committee is being donated, on a rotating basis, by the Municipal Association of South Carolina and the South Carolina Association of Counties. Limited refreshments are made available; as is done with other groups that use the facilities of these two associations.

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

A Request for Proposals for both orientation programs and continuing education programs is available on our webpage and through the State Register.

The City of Conway received continuing education approval for a program entitled *Architectural Design Review Training*. The City of Conway also received approval for *Board of Zoning Appeals: Overview of Statutory Requirements and Relevant Case Law* as a Continuing Education Course.

Approval was granted to a joint request from MASC/SCAPA/SCARC for continued use of their existing orientation program. Accreditation of this program was scheduled to expire August 5, 2008. The request for extension was granted through December of 2009 and was conditioned on the understanding that any additions/revisions needed to address recent amendments to the Comprehensive Planning Enabling Act of 1994 will be included as a handout and incorporated into a revised program to be developed in 2009.

Approval for continuing education credit was granted for the Town of Bluffton's *Roberts Rules of Order and Parliamentary Procedure*.

The Southeast Watershed Forum sought and received approval for continuing education credit for a program entitled *Building Sustainable Communities*.

The S.C. Department of Archives and History initially made application for continuing education credit for a specific program entitled *Law and the Local Preservation Commission*. This approval was granted. Later, the Department sought and received approval as an approved sponsor of Continuing Education programs. This means that all programs put on in the future by the Department of Archives and History are pre-approved for continuing education credit.

Continuing Education credit was granted for Upstate Forever's *Creating Partnerships for Healthy Communities: The Priority Investment Act and School Facility Planning*.

Approval was granted by the Committee for continuing education credit for the S.C. Urban and Community Forestry Council's program *Sustainable Parking Lot Design with Canopy Trees*. Subsequently, this organization was also granted approval for *Trees: A Community of Relationships* as a continuing education program.

The Town of Lexington developed a series of continuing education offerings drawing from a number of source materials. Approval was granted for three year period to use these course offerings under the *Continuing Education Programs covering Current Topics in Land-Use Planning* for Town of Lexington staff members and members of the Planning Commission, Board of Zoning Appeals and Board of Appearance.

Charleston County's Planning Department initially sought continuing education approval for a specific training program developed for Kiawah Island. After discussion, it was agreed that the program *Planning Commission Planning & Zoning Training* could be modified to the specific needs and circumstances of each of the municipalities in Charleston County and used for continuing education training in each of those communities.

A request that architects be exempted from the education requirements of Section 16-29-1340 of the State Code was rejected, although the Committee agreed to engage in a discussion with the South Carolina Chapter of the American Planning Association (SCAPA) to see if some portions of their annual continuing education requirements might also qualify for credit from the SCPEAC. As of this report, only limited follow-up action has been taken.

ATTACHMENTS

ENABLING LEGISLATION

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
- (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

- (1) municipalities and counties with a population above 35,000: by January 1, 2006; and
- (2) municipalities and counties with a population under 35,000: by January 1, 2007.

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor with the advice and consent of the Senate. The advisory committee consists of:

(1) a planner recommended by the South Carolina Chapter of the American Planning Association;

(2) a municipal official or employee recommended by the Municipal Association of South Carolina;

(3) a county official or employee recommended by the South Carolina Association of Counties;

(4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and

(5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment or the Governor's appointment is not confirmed by the Senate, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualified; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

(1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;

(2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

(3) make an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing 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.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;

(16) land subdivision; and

(17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

(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;

(4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

EDUCATIONAL REQUIREMENTS

CERTIFICATION FORM

**FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR
EMPLOYEES**

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: _____

Position: _____

Initial Date of Appointment or Employment: _____

Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name	Sponsor	Location	Date Held	Hours of Instruction
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Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

____ I am certified by the American Institute of Certified Planners.

____ I hold a masters or doctorate degree in planning from an accredited college or university.

____ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

____ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

(1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or

(2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

(1) sponsoring and providing approved education programs; or

(2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

(1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and

(2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

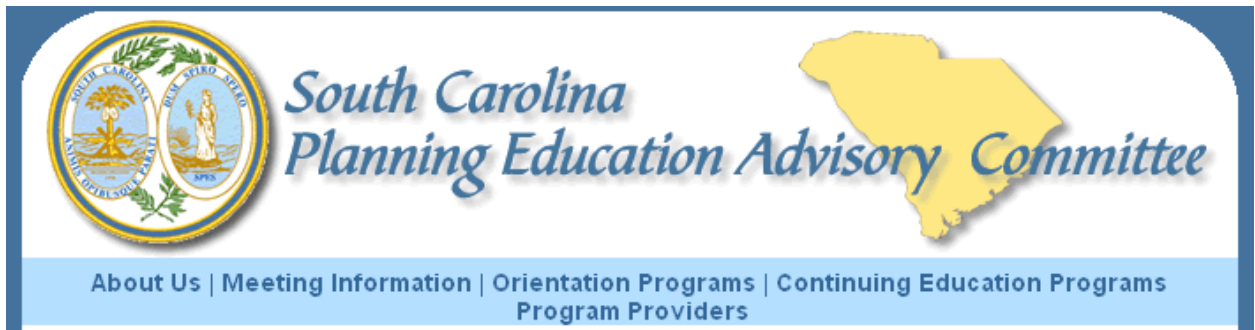
(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

INFORMATION ON SCPEAC WEBPAGE



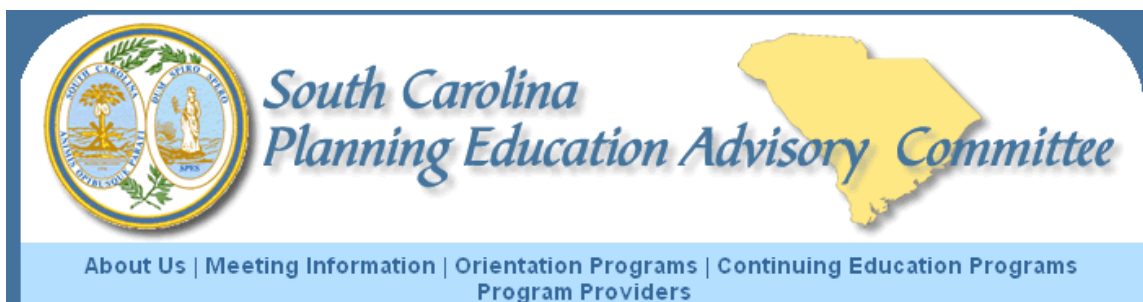
Welcome to the South Carolina Planning Education Advisory Committee's Website.

We are looking forward to assisting you in meeting the South Carolina State Code education requirements for Local Government Planning or Zoning Officials and Employees.

[2008 Annual Report](#)

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Donna London



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Represents: SC Chapter, American Planning Association
Term Expires: June 30, 2010

Barry Nocks, PhD., AICP



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Term Expires: June 30, 2012

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South Carolina Planning Education Advisory Committee



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[Program Providers](#)

[Meeting Schedule](#) | [Meeting Agenda](#) | [Meeting Minutes](#)

2009 Meeting Schedule

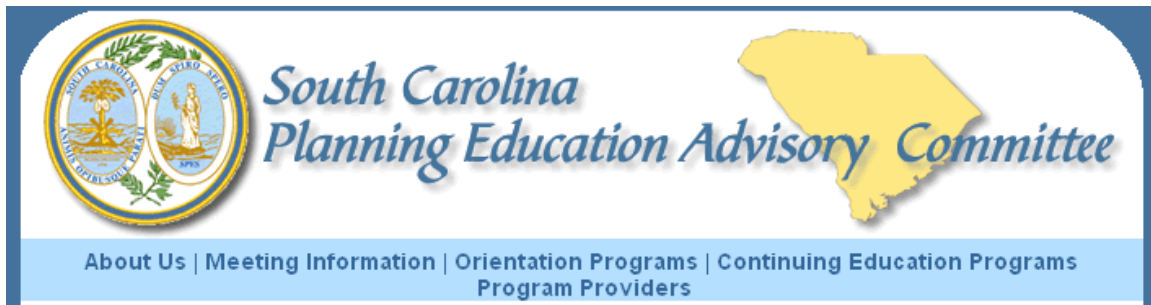
Date	Time	Location
January 22, 2009	9:30 a.m.	Conference call meeting
April 20, 2009	10:00 a.m.	Municipal Association of South Carolina - Board Room
July 28, 2009	10:00 a.m.	South Carolina Association of Counties – Attorney's Conference Room
October 27, 2009	10:00 a.m.	Municipal Association of South Carolina - Board Room

Meetings may be conducted by conference call at the discretion of the Chairman. Click on [Meeting Agendas](#) for upcoming meetings or contact the Chairman, Mr. Steve Riley, at steve@hiltonheadislandsc.gov

MASC offices are at 1411 Gervais Street, Columbia, SC

SCAC offices are at 1919 Thurmond Mall, Columbia, SC

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[South Carolina Department of Archives and History](#)

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South Carolina Planning Education Advisory Committee



About Us | Meeting Information | Orientation Programs | Continuing Education Programs
Program Providers

Certified Education Programs

Orientation Programs

SCAC Orientation Program - [Contact SCAC](#) (go to Education link)

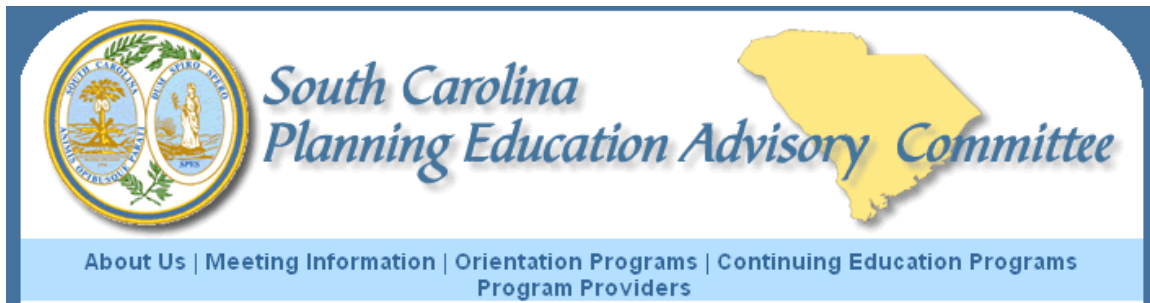
MASC/SCAPA/SCARC Orientation Program - [Contact MASC](#)

Prior Approval: Planning Academy - [Contact SCAPA](#)

Prior Approval: Introduction to Local Comprehensive Planning - [Contact SCAPA](#)

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Continuing Education Programs

Municipal Association of South Carolina - [Contact MASC](#)

The following MASC Continuing Education Programs have been approved:

- Public Hearing Procedures/Conducting Public Meetings
- Ethics in the Public Sector/Disharmony on the Board

SC Association of Counties - [Contact SCAC](#)

The following SCAC Continuing Education Programs have been approved:

- Economic Development
- Ethics and Public Service
- Managing and Conducting Meetings
- Planning and Zoning
- Strategic Planning
- Introduction to Geographical Information Systems
- Ethics is More Than the Law
- Making Affordable Housing Happen: A Key Element of the Comprehensive Plan

S.C. Chapter American Planning Association - [Contact SCAPA](#)

Conferences and Seminars Hosted or Sponsored by SCAPA

American Planning Association - [Contact APA](#)

Conferences and Seminars Hosted or Sponsored by APA

APA-approved DVDs, CD-ROMs, taped rebroadcasts of seminars or conferences, web seminars, audio tape presentations, or other similar media may be used provided a Coordinator is present.

Please see below for Coordinator Qualifications

Conferences and seminars certified by APA/AICP as qualifying for Certification Maintenance (CM) credits - [APA Calendar](#)

Any other education programs certified by APA/AICP as qualifying for CM credits provided a coordinator is present. - [APA Calendar](#)

Note: Books or self-directed (home study) courses are not approved

S.C. Department of Archives and History - [Contact SCDAH](#)
Planning and Zoning Conferences and Seminars Sponsored by SCDAH

Planning Accreditation Board (PAB) - accredited planning schools

In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at http://showcase.netins.net/web/pab_fi66/documents.htm (go to Accredited Planning Programs). Conferences and Seminars Hosted or Sponsored by a PAB-accredited planning school.

School-sponsored DVDs, CD-ROMs, taped rebroadcasts of seminars or conferences, audio tape presentations, or other similar media may be used provided a Coordinator is present.

Please see below for Coordinator Qualifications

Note: Books or self-directed (home study) courses are not approved

Coordinator Qualifications

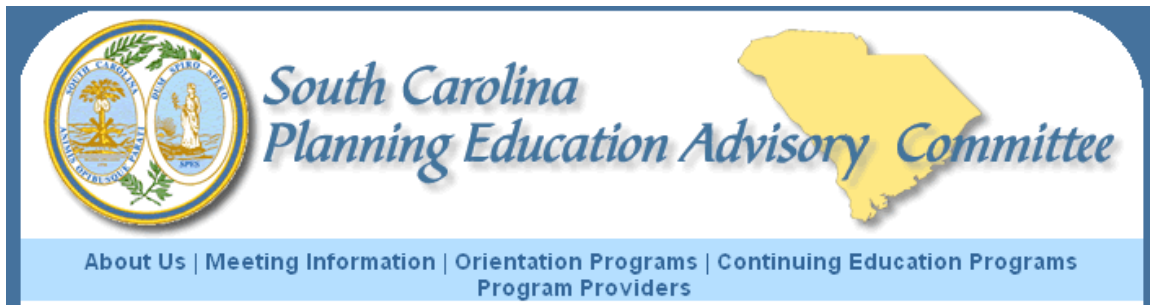
Coordinators are required for specified Continuing Education Programs

All Coordinators must meet the following requirements:

- Be in a position of authority
- Have a working knowledge of the subject material as it pertains to the jurisdiction
- Have knowledge of the jurisdiction(s) attending the presentation
- Be able to facilitate discussion
- Be able to confirm attendance of participants
- Coordinators need not meet the exemption requirements of the State Code

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REQUEST FOR PROPOSALS FOR EDUCATIONAL PROGRAMS



**The South Carolina Advisory Committee on Educational Requirements for
Local Government Planning or Zoning Officials and Employees
(SC Planning Education Advisory Committee--SCPEAC)**

Request for Program Certification

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to Section 6-29-1310 (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum 6-credit orientation program and minimum 3 credits of continuing education (CE) annually for those who are not exempt pursuant to Section 6-29-1350 . Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions—with compliance for municipalities and counties above 35,000 population by January 1, 2006 and below 35,000 by January 1, 2007. See Section 6-29-1310 (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include “faculty” presentations or professional planners as discussant leaders; no self-educational methods are authorized.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class.

Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

ALL PROPOSALS WILL BE REVIEWED BY THE ADVISORY COMMITTEE AND APPLICANTS WILL BE INFORMED OF THE ACTION TAKEN WITHIN 30 DAYS OF RECEIPT BY THE SCPEAC CHAIRMAN.

This RFP covers the array of application forms for:

- Appendix A--Uniform Application for Orientation Program Proposals
- Appendix B--Uniform Application for Approved Sponsors of Continuing Education
- Appendix C--Uniform Application For Accreditation of Continuing Education Course(s)
- Appendix D--Uniform Certificate of Attendance (suggested model)

ORIENTATION PROGRAM PROPOSALS

Proposals will be taken separately for the Orientation and Continuing Education programs. The SCPEAC allows for more flexibility with respect to various proposals for continuing education. Pursuant to its responsibilities to compile and distribute a list of approved orientation programs/courses, the Committee has established minimal requirements for applicants to provide orientation programs. While the Committee will accept individual proposals for modules within the orientation program, the Committee will give priority to those sponsors submitting a complete orientation program proposal.

A 6-credit orientation program should cover at least the following topics:

- Overview of the Comprehensive Planning Act
- Description of Zoning and Land Development Regulations
- Description of Related Regulations such as Capital Improvements Programs, Development Agreements, Design Regulations
- Description of the roles and responsibilities of the Council, Planning Commission, Zoning Officer, Boards of Zoning Appeals and Architectural Review, and Appellate Processes—concepts of legislative, administrative, and quasi-judicial functions
- Legal Issues for Planning and Zoning
- Freedom of Information, Conflicts of Interest Provisions, Section 1983 Liability, and related Ethics

See [Appendix A](#) for the Uniform Application for Orientation Program Proposals.

APPROVED SPONSORS OF CONTINUING EDUCATION

The Committee has determined that certain organizations, including the American Planning Association (APA) and the South Carolina Chapter of the American Planning Association (SCAPA), provide conferences and training programs that meet the standards for continuing education and are pre-approved as Sponsors of such programs. Sponsors do not need to gain separate approval for individual program offerings. For a complete list of Approved Sponsors, click on [Continuing Education Programs](#).

Organizations wishing to become an Approved Sponsor should use [Appendix B](#), Uniform Application for Approved Sponsors of Continuing Education. The Committee reserves the authority to audit and review programs of Approved Sponsors and to revoke the Approved Sponsor status if, in the sole determination of the Committee, the standards for continuing education programs are not being upheld.

ACCREDITATION OF CONTINUING EDUCATION COURSE(S)

Article 9 requires a minimum of 3 credits of continuing education on a variety of subjects as listed in Section 6-29-1340 , Subsection (C). Individual courses/activities need to be approved by the SCPEAC.

Any organization may make application for approval of a proposed Continuing Education Program. Use [Appendix C](#) -- Uniform Application for Accreditation of Continuing Education Course.

MODEL FOR A UNIFORM CERTIFICATE OF ATTENDANCE FOR ORIENTATION PROGRAM AND CONTINUING EDUCATION

We have provided Appendix D--Model For A Uniform Certificate of Attendance For the Orientation Program and Continuing Education. This is a suggested model to document attendance at the Orientation Program and Continuing Education activities for providers to give to attendees as a form of documentation. This is not a requirement but a suggested model.

See [Appendix D](#) -- Uniform Certificate of Attendance

Questions pertaining to any of these applications or general information should be directed to:

Mr. Steve Riley, AICP
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island , SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4700