

# SCPEAC

## **2013 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.....

Phillip L. Lindler  
Representing SCAC  
Term expires: 2015

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Donna London  
Representing SCAPA  
Term expires: 2014

Date: January 30, 2014

TO: The Honorable John E. Courson,  
President Pro Tempore for the Senate

The Honorable Robert W. Harrell, Jr.,  
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 2013 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.

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 2013 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**

### **Dennis Lambries, Ph.D.**

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Represents: University of South Carolina  
Term expires: June 30, 2016  
Position: Vice-Chairman

### **Phillip L. Lindler, AICP**

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Term Expires: June 30, 2015  
Position: Committee Member

### **Donna London**

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Position: Committee Member

**Cliff Ellis, Ph.D.**

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Represents: Clemson University  
Term Expires: June 30, 2016  
Position: Committee Member

**Stephen G. Riley, ICMA~CM**

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Represents: Municipal Association of South Carolina  
Term Expires: .....  
Position: Chairman

## 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 23, 2013 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 8<sup>th</sup> and July 22<sup>nd</sup>, and October 21<sup>st</sup> quarterly meetings were conducted via conference call. A conference call meeting was also held on June 24.

A quarterly schedule of meetings has been approved for 2014. 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, four such meetings were held in 2013 and only the applicants themselves participated in the conference calls.

Phil Lindler, the Planning Director for Greenwood County, was appointed as the new representative for the South Carolina Association of Counties with a term expiring in 2015. Chairman Stephen Riley, whose term expired in 2013, was re-nominated by the Municipal Association of South Carolina and awaits confirmation. Donna London, one of the original members of the Committee, representing the South Carolina Chapter of the American Planning Association, has a term expiring in 2014. She intends to step aside once a replacement has been named and confirmed.

The College of Charleston North Campus was approved as a sponsor (provider) of continuing education programs. Discussions with the National Association of Counties (NACo) have culminated in the submission of an application to become a sponsor of continuing education programs that will be considered by the Committee in early 2014.

The Municipal Association of South Carolina (MASC), already an approved sponsor of continuing education programs, gained approval for the first online self-directed continuing education offerings. This was a major step for the MASC and the Committee. These online offerings, although limited in number for the time being, offer the ability to track and confirm that the individual has in fact gone through the materials and passed a knowledge test. The Committee has rejected prior inquiries about self-directed study because of the potential for abuse. The initial five offerings were approved for a three year trial and will be evaluated at that time.

The conversations that led to the applications by the MASC and NACo were part of the ongoing efforts by the Committee to improve the variety, accessibility and affordability of training options for the continuing education requirements under the law. The Committee continues to seek out organizations that may be able to expand the available training opportunities.

Numerous individual applications were approved for specific program offerings by local governments and community organizations. 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](http://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 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 granted to the City of Beaufort “*Designing Healthy Communities*” as a Continuing Education Course.

Approval was granted to Town of Clover “*Online Tools for York County Planning & Zoning Officials*” as a Continuing Education Course.

Approval was granted to the County of Lexington and the Lexington Soil and Water Conservation District “*2013 Lexington Tree Care Workshop*” as a Continuing Education Course.

Approval was granted to Charleston County “*The Ethics, Government Accountability, and Campaign Reform Act of 1991- Presented by The State Ethics Commission*” as a Continuing Education Course.

Approval was granted to Horry County “*Horry County Planning Department: Overlays*” as a Continuing Education Course.

Approval was granted to College of Charleston North Campus as an *Approved Sponsor*. Criteria for sponsorship approvals is limited to programs Planning eligible and consistent with State Law.

Approval was granted to Ten at the Top “*Community Vibrancy Workshops*” as a Continuing Education Course.

Approval was granted to the Municipal Association of South Carolina (MASC) *OnLine Training Program: Ethical Behavior for Elected Officials; Ethical Behavior for Local Government; Meeting Management; Parliamentary Procedures; Running and Effective Board Meeting*” a Continuing Education Courses.

Approval was granted to Upstate Forever “*Form Based Codes: What a Long, Strange Trip It’s Been*” as a Continuing Education Course.

Approval was granted to Richland County Planning and Development Services “*9<sup>th</sup> Annual Neighborhood Planning Conference: Plan It or Chance It, Planning for the Future of Our Neighborhoods*” as a Continuing Education Course.

Approval was granted to City of North Charleston “*Nuts and Bolts of Planning: Understanding Lane Use*” as a Continuing Education Course.

Approval was granted to the South Carolina Forestry Commission “*Green Infrastructure: Building Great Communities*” as a Continuing Education Course.

