

# South Carolina



## Planning Education Advisory Committee

Committee Members:

Stephen G. Riley, Chairman  
Representing MASC  
Term Expires: 2017

Phillip L. Lindler  
Representing SCAC  
Term expires: 2015

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Wayne Shuler  
Representing SCAPA  
Term expires: 2018

September 14, 2015

Charles Cousins  
Director of Community Development  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928

Dear Mr. Cousins:

Re: *Town of Hilton Head Island Orientation & Continuing Education Program*

On August 24, 2015 I received the Program Materials you submitted for accreditation of the Orientation Programs and Continuing Education Courses detailed above. Upon receipt of your application, I sent an email to confirm receipt by all Committee members and set a deadline for comments. I recused myself from any deliberations on the merits of your submittals and the remainder of the Committee reviewed and considered your application.

Under the "no objection policy" adopted on July 8, 2009, your request is considered approved. Your signed "Notice of Decision" is attached. Formal, after-the-fact approval will be handled as part of a Consent Agenda at the regular quarterly meeting of the Committee, which will be a conference call and is scheduled for October 19, 2015 at 10:00 a.m.

Thank you for your efforts to help make this program a success.

Sincerely,

A handwritten signature in black ink that reads "Stephen G. Riley".

Stephen G. Riley, ICMA~CM  
Chairman

cc: Phillip Lindler, Cliff Ellis, Dennis Lambries and Wayne Shuler

**NOTICE OF DECISION**

**Town of Hilton Head Island Orientation & Continuing Education Program**

**The following action has been taken by the SCPEAC on this application:**

ACCEPTED WITHOUT OBJECTION      Date: September 14, 2015

REVIEWED BY FULL COMMITTEE      Date:

- a)   X   ACCREDITED for   6   CE credits for the Orientation Program
- b)   X   ACCREDITED FOR   1   CE credit for 34 individual courses
- c) \_\_\_\_\_ DENIED ACCREDITATION

    i. Reason: \_\_\_\_\_

- d) \_\_\_\_\_ RETURNED for more information

**13. If accredited:**

- a) Authorized Course No.: 2015-08
- b) Date of accreditation: 09/14/2015

Signature of SCPEAC Representative:  \_\_\_\_\_

**For further information, contact Mr. Stephen Riley, Chairman,  
843-341-4701 or [steve@hiltonheadislandsc.gov](mailto:steve@hiltonheadislandsc.gov)**

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, SC 29928  
(843) 341-4600 Fax (843) 842-7228  
<http://www.hiltonheadislandsc.gov>

August 18, 2015

Mr. Phillip L. Lindler, AICP  
SCPEAC Vice-Chairman  
Planning Director, Greenwood County  
528 Monument Street, Rm B-03  
Greenwood, SC 29646

RE: Application for Training Program for Boards and Staff

Dear Mr. Lindler:

I had initially sent a request to recertify our Training Program to the Chairman of the Committee, Steve Riley, but he informed me that he would need to recuse himself and advised me to send the request to you. Additionally, he stated that because some of the Committee members were not on the Committee when our last request was approved in 2012 that I should re-send the entire updated program.

Enclosed is the Town of Hilton Head Island's application for a Training Program to fulfill the requirements of South Carolina's Local Government Comprehensive Planning Enabling Act of 1994.

The Town has a Council-appointed Planning Commission, Board of Zoning Appeals, and a Design Review Board. In addition, we have a Community Development Department with several AICP members and others who have not yet achieved that certification. All boards and staff members have expressed extreme interest in designing a training program that fulfills the above Act, but is tailored to specific needs and focus of Hilton Head Island. I believe the proposed 6 hour Orientation Program, the Continuing Education Program, and the Revolving Continuing Education Program achieve that goal.

Enclosed is an outline for an Orientation Program, Continuing Education Program, and a Revolving Continuing Education Program.

- 6 hour Orientation Program (see pages 1-2) would be mandatory for all new board and staff members. It focuses on orienting the new member to State Code and the daily operations of Town government, and those areas required for orientation training by the State Act.
- Continuing Education Program (see pages 3-13) consists of several courses. Our boards and staff have requested certain types of training that would assist them in reviewing typical development applications, including courses that provide knowledge in other areas such as conducting meetings, public speaking skills, interpreting site plans, wetlands preservation, etc. It also contains certain courses

geared toward educating staff and board members on various types of projects or issues that affect our town. The Continuing Education Program is set up on a 3 year program that coincides with our board terms to allow different training sessions each year. We would like to offer as wide a variety of courses as possible each year, as many of our board members hold 2 term offices (6 years total).

- Revolving Continuing Education Program (see page 14) consists of 2 courses that have specified goals, but could be taught as certain projects or issues arise. These are intended to be offered more than once during the proposed 3 year cycle of courses, due to their course nature and content.

Enclosed is a CD with the course outline and designated trainers, course agendas, and training materials and handouts for each course. Also included is a summary of resumes for the trainers, the Evaluation form and the Exemption form. Note that some of the large planning documents and codes are not included on the CD due to the number and size. These documents can be found at the Town's webpage ([www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)).

It is imperative that our boards and staff members be trained on issues that directly pertain to Hilton Head Island. As you know, this coastal area is one of the fastest growing regions in the nation, and decisions made by the boards and planning staff are crucial in providing good planning and growth management. Technical knowledge in site planning, general understanding in comprehensive planning, a thorough understanding of legal issues facing Hilton Head Island, and efficient running of meetings and providing communication skills is a must for our members.

I hope your board agrees that this recommended curriculum fulfills the requirements of the State Planning Act. If you have any questions, you may contact me at (843) 341-4698 or [teril@hiltonheadislandsc.gov](mailto:teril@hiltonheadislandsc.gov).

Sincerely,



Teri Lewis  
LMO Official

cc: Dennis Lambries, SCPEAC  
Cliff Ellis, SCPEAC  
Wayne Shuler, SCPEAC  
✓ Stephen G. Riley, SCPEAC

**LOCAL OFFICIAL'S CERTIFICATION OF NEED  
FOR CONTINUING EDUCATION PROGRAM**

**NOTE:** The Planning Director of a jurisdiction, or the COG Director serving a jurisdiction, may certify to the SCPEAC that a particular continuing education program is appropriate to meet the needs of that jurisdiction.

This certification form, together with the required information referenced therein, shall be submitted to the Committee. **If no objections are raised** by a member of the SCPEAC within 10 working days of receipt, the continuing education program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled, with appropriate public notice, as soon as reasonably possible, to review the application.

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.

**1. Certifying Official's Information:**

- a. Name: Charles Cousins
- b. Title: Director, Community Development Department
- c. Jurisdiction for which certification is being made: Town of Hilton Head Island
- d. Address of Jurisdiction: One Town Center Court
- e. City: Hilton Head Island  
Zip Code 29928
- f. Telephone: 843-341-4692
- g. Email: charlesc@hiltonheadislandsc.gov
- h. For COG Directors:
  - i. Name of COG: \_\_\_\_\_
  - ii. Address of COG: \_\_\_\_\_
  - iii. City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_
  - iv. Telephone: \_\_\_\_\_
  - v. Email: \_\_\_\_\_

**2. Information on Educational Program:**

- a. Title of Program: Town of Hilton Head Island Orientation and Continuing Education Program
- b. Name of Organization that is providing or sponsoring the Program:
  - i. Organization: Town of Hilton Head Island

- ii. Street Address: One Town Center Court
- iii. City: Hilton Head Island  
 State: SC  
 Zip Code: 29928
- iv. Contact Person: Teri Lewis
- v. Title: Land Management Ordinance (LMO) Official
- vi. Telephone: 843-341-4698
- vii. Email: teril@hiltonheadislandsc.gov

c. Date(s) and Location(s) of Program:

varies

d. Briefly describe the program and why it is relevant to your jurisdiction:

Several courses for staff and board training that pertain directly to HHI. Describes procedures, projects & programs.

**3. Method of presentation (check all that apply. All sessions must have a Coordinator present):**

- a. Presentor(s) in room with participants
- b. Live presentation via close circuit TV, video conferencing, or similar; Coordinator present
- c. Videotape or CD/DVD presentation; Facilitator present
- d. Webinar or similar; Coordinator present
- e. Other (describe) \_\_\_\_\_

**4. Description of materials to be distributed (check/fill in all that apply):**

a. Powerpoint handout:	<input checked="" type="checkbox"/>	number of slides: varies
b. Other handouts:	<input checked="" type="checkbox"/>	total pages: varies
c. CD/DVD:	<input type="checkbox"/>	
d. Other (describe)		_____
e. None:	<input type="checkbox"/>	

**5. When are materials distributed?**

- a. Sent before the program:
- b. Handed out at the program:
- c. Other (describe) \_\_\_\_\_

**6. Required attachments (5 copies distributed as described below):**

- a. Course description and outline including estimated time per section

- b. Brochure, if available
- c. Course Presenter(s) and credentials (include brief resumes and qualifications)
- d. Copies of all handouts and course materials
- e. Evaluation Form and method of evaluation (each program must be evaluated)

**7. Instruction Time:**

- a. Indicate the total minutes of instruction time: typically 1 hour/course; some are 2 hours

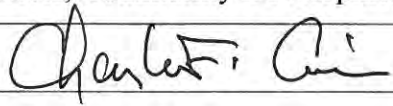
**Note:** Breaks, meals and introductions should not be counted. A reasonable period of Q and A should be included and counted.

**8. Local contact person (if other than Certifying Official):**

- a. Name: Teri Lewis
- b. Title: LMO Official
- c. Jurisdiction: Town of Hilton Head Island
- d. Telephone: 843-341-4698
- e. Email: teril@hiltonheadislandsc.gov

**9. Certification. By Submitting this application, the applicant agrees to:**

- a. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel or lodging costs will be the responsibility of the Committee member(s).
- b. The Certifying Official acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.
- c. I do hereby certify that this program satisfies the current continuing education needs of this community.

- i. Name: Charles Cousins
- ii. Title: Director, Community Development Department
- iii. Signature: 
- iv. Date: August 14, 2015

**ORIENTATION TRAINING MANDATED PROGRAM  
FOR BOARD MEMBERS AND TOWN STAFF  
8-2015**

**Note: Each hour = 1 credit**

***Orientation to Town Government and Board (1 hour):***

This course focuses on familiarizing the participant with the basic organizational structure of Town Government, the State Code, Town Code and Town Comprehensive Plan. It will be taught by an AICP staff member. Areas of particular focus are:

- Town Government Organization (All departments and, in particular, Community Development Department)
- Introduction to State Planning Enabling Act: intent and areas of regulation
- Powers & duties of each review board as per State Code
- Duties of staff secretary and Town-designated Staff board coordinator, as per State Code and Town Policy
- Individual Board Rules of Procedure as previously adopted by boards
- Brief overview of Town adopted Comprehensive Plan
- Brief overview of Town adopted Land Management Ordinance
- Early history of Hilton Head Island development

*Training Materials:*

- Town Government Organization Chart
- *Comprehensive Planning Guide for Local Governments* (MASC)—State Planning Act
- *Job of the Planning Commissioner* (APA)
- *Local Officials Guide to Zoning* (Institute of Public Affairs, USC)
- *Local Officials Guide to Comprehensive Planning* (Institute of Public Affairs, USC)
- *Town Comprehensive Plan*
- *Town Land Management Ordinance (LMO)*
- *HHI development Powerpoint*
- *Town Council Annual Goals* (updated yearly)
- *CIP Report* (updated yearly)

***Ethics (1 hour):***

This course will discuss in depth the State Ethics Act, Conflict of Interest and Disclosure Form, The Freedom of Information Act, and Section 1983 Liability. Course will be taught by the Staff Attorney.

*Training Materials:*

- State Ethics Law
- Conflict of Interest Disclosure form



- Section 1983 Liability
- MASC Ethical Dilemmas and Decision Making paper
- MASC FOIA powerpoint
- FOIA Memo from Staff Attorney

### *Conducting Meetings (1 hour)*

This course will be taught by an AICP staff member. It will review the following critical areas in conducting an efficient and effective meeting:

- Powers & duties of chairman and vice chairman
- Duties of board members and participation in discussion
- Parliamentary Procedure
- Making motions based on fact & criteria vs emotion
- Public hearing procedure
- Public Notice Requirements

#### *Training Materials:*

- *Robert's Rules In Plain English* (by Doris Zimmerman 1997)
- *Robert's Rules Cheat Sheets*
- *How to Conduct Effective Meetings* (MASC handout)
- *Adopted Rules of Procedure for each board*

### *Town's Development Review Process (1 hour)*

The Town overhauled the development review process in an effort to become more streamlined and customer friendly. The new procedure for commercial development will be explained. A good understanding of the procedures the Town has for an applicant to obtain development and building permits is necessary so the boards and new staff can understand where they 'fit' in the process. Involvement of the boards will be described. It will be taught by supervisory staff in the Community Development Department.

- Goals of the Procedure (user-friendly, efficiency, streamlining, predictability, minimizing subjectivity, improved forms, computer-submitted applications, etc.)
- Flowchart of procedure
- Duties of the Project Manager as an Advocate
- Responsibilities of the boards
- Responsibilities of the Applicant
- Timeline
- LMO Review Requirements

#### *Training Materials:*

- Flowchart
- Commercial Construction brochure
- *Planning Magazine* Article by Jill Foster, AICP

**CONTINUING EDUCATION PROGRAM  
FOR BOARD MEMBERS AND TOWN STAFF  
8-2015**

**Note: Each hour = 1 credit**

The following courses can be offered as Continuing Education to board and staff members after completion of the Orientation Training. The curriculum is set up over a 3 year period to coincide with board membership terms. *At least* 3 hours per year will be offered so that the participants are not being presented the same course each year. Some of these courses have been requested by various board or staff members; other courses are areas in which the Community Development Department managers have noted as being needed for better understanding of responsibilities.

**Course 1: Staff and Board Responsibilities and Etiquette (1 hour)**

This course is available to all boards and staff and explains the process of staff review and staff responsibilities in reviewing development or subdivision applications vs board review and responsibilities. It also further explains the different reviews undertaken by each board and the jurisdiction of each board, giving examples of specific developments and subdivisions. In addition, it gives examples of appropriate times for special public meetings that are not mandatory, but could achieve better ‘buy in’ by the public. It also describes appropriate board and staff etiquette during public meetings. It would be taught by qualified staff and overseen by an AICP staff member.

*Training Materials:*

- Land Management Ordinance and Municipal Code on Review & Decision-making Bodies
- Land Management Ordinance Development Review Procedures Code section
- Staff etiquette handout
- Board Duties powerpoints

**Course 2: Conducting Meetings (1 hour)—Refresher Course**

This course will be taught by qualified AICP staff **as a refresher** to board members and staff. It will review the following critical areas in conducting an efficient and effective meeting:

- Powers & duties of chairman and vice chairman
- Duties of board members and participation in discussion
- Parliamentary Procedure
- Making motions based on fact & criteria vs emotion
- Public hearing procedure

*Training Materials:*

- *Robert's Rules In Plain English* (by Doris Zimmerman 1997)

- *How to Conduct Effective Meetings* (MASC handout)
- *Adopted Board's Rules of Procedure*

### *Course 3: How to Interpret Site Plans and Elevations (1 hour)*

This course is offered to the Design Review Board and the Board of Zoning Appeals and staff. It explains how to interpret site and elevation plans so they can better understand what they are reviewing and can make more informed determinations. Participants would receive hands-on participation of site plans currently under review or approved by Town Staff. It would be taught by qualified staff.

#### *Training Materials:*

- Hands-on participation using real examples from applications

### *Course 4: Design Guidelines (1 hour)*

This course is offered to the Design Review Board and staff. This board has recently revised the adopted Design Guideline for development and this document in conjunction with the Pathway Guideline for Capital Improvement Pathway Projects provide direction in various examples and policies. The Guidelines are the basis for determinations on applications and CIP projects. This course will be taught by the Town Urban Designer and overseen by qualified Town Staff.

#### *Training Materials:*

- Town's *Design Guide*
- Town's *Pathway Design Guide*
- 7 Basic Principles of Charles Fraser

### *Course 5: Appeals (1 hour)*

This course will be offered to the Board of Zoning Appeals, the DRB, and staff and gives the complexities of appeals, reviews the Town's Land Management Ordinance and State Code requirements, and emphasizes the need for adequate Findings of Fact in their motions. It will include a study of the types of appeals presented to the Town BZA in the last 5 years. It will be taught by the Staff Attorney and overseen by qualified Town staff.

#### *Training Materials:*

- LMO Appeals section

### *Course 6: Special Exceptions (1 hour)*

This course will be offered to the Board of Zoning Appeals and staff and gives the rules for reviewing special exceptions. It stresses the need for consistency among decisions and cases, and provides common examples of each type. It will include a study of the types of special exceptions presented to the Town BZA in the last 5 years. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Special Exception section

***Course 7: Variances (1 hour)***

This course will be offered to the Board of Zoning Appeals and staff and gives the rules for reviewing variances. It stresses the need for consistency among decisions and cases, and provides common examples of each type. It will include a study of the types of variances presented to the Town BZA in the last 5 years. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Variances section

***Course 8: Street Naming (1 hour)***

This course is offered to the Planning Commission and staff and describes the criteria for naming or renaming a street. It emphasizes decisions based on criteria vs public emotion or inconvenience. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Street Naming section

***Course 9: Public Projects (1 hour)***

This course is offered to the Planning Commission and staff and describes the criteria for reviewing a public project. It emphasizes the Town's Capital Improvement Program and decisions based on criteria set forth in State Code and compliance with the Comprehensive Plan. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Public Projects section

***Course 10: Comprehensive Planning (1 hour)***

This course is offered to the Planning Commission, Design Review Board and staff and describes the State Law requirements for amending and adopting a Comprehensive Plan. It describes periodic scheduling for the update and adoption and public participation. Each element required by the State as well as those added by the Town will be briefed. It will be taught by qualified Town Staff.

*Training Materials:*

- *Comprehensive Plan*

### *Course 11: LMO Text Amendments (1 hour)*

This course is offered to the Planning Commission and staff and describes the process for amending the Land Management Ordinance. It describes the process staff goes through for identifying the need, seeking public participation, providing staff reports that clarify and justify the need for the amendment, and briefs board members on the procedure for amending the code. It will be taught by qualified Town Staff.

#### *Training Materials:*

- LMO Text Amendment section
- Powerpoint

### *Course 12: LMO Zoning (1 hour)*

This course is offered to the Planning Commission and staff and describes the LMO's zoning districts (including overlay and floating zones) and the procedure for amending the districts including public notice, public participation, and staff reports that clarify and justify the need for the amendment. It will be taught by qualified Town Staff.

#### *Training Materials:*

- LMO zoning section
- Staff Report Example

### *Course 13: Public Speaking (1 hour)*

This course is offered to Town staff and gives direction on and examples of good public speaking. It will be taught by qualified Town Staff.

#### *Training Materials:*

- Various Handouts

### *Course 14: Public Presentations (1 hour)*

This course is offered to Town staff and gives direction on and examples of good public presentation skills, including Powerpoint presentations, staff write-ups, use and avoiding the overuse of visual aid equipment and other forms of visual aids. It includes hands-on practicing with critique, and training on usage of audio/visual equipment. It will be taught by or overseen by qualified Town Staff.

#### *Training Materials:*

- *Winning Presentation in a Day* (by Rhonda Abrams)
- Staff Notes

### *Course 15: Sustainability and Quality of Life (1 hour)*

Participants learn what sustainability is, why it is important and its link to human quality of life (economy, environmental, social). It will be taught by the Town's Sustainable Practices Coordinator and overseen by qualified Town staff.

- Early Town development philosophy from Charles Fraser
- Current Town practices, goals and strategies
- Performance Indicators from Town's Action Plan

#### *Training Materials:*

- Town's *Sustainability Practices Action Plan*
- Sustainability Guidelines for Projects
- *Backyard Buffers* brochure
- Natural Resources Protection during Park Development
- Plan for Environmental Quality Powerpoint
- Information found at [www.epa.gov/sustainability/](http://www.epa.gov/sustainability/)

### *Course 16: Green Development Practices (2 hours)*

Participants learn the principles of green site design and green building as they relate to environment, society and economics. It will be taught by the Town's Sustainable Practices Coordinator and overseen by qualified Town staff.

- Green site design philosophy
- Green building philosophy
- Energy Efficiency
- Costs associated with green building

#### *Training Materials:*

- Information found at [www.epa.gov/greenbuilding/pubs/about.htm](http://www.epa.gov/greenbuilding/pubs/about.htm)
- Xeriscape Interpretive Garden brochure
- Hilton Head Island *Green Blueprint*

### *Course 17: Floodplain Regulations and the CRS Program (1 hour)*

This course focuses on the National Flood Insurance Program, its effect on the Town, and our participation in the Community Rating System Program. It will be taught by a staff member certified in Floodplain Management.

- National Flood Insurance Program—intent and application
- Code pertaining to Base Flood Elevation and construction
- The 50% Rule
- CRS description—intent and application
- How we achieve our rating

- Impact upon Insurance Costs

*Training Materials:*

- *Citizens Guide to Flood Awareness* brochure
- *Substantially Improved or Damaged Buildings* brochure
- *ICC Flood Cleanup* brochure

**Course 18: *Our Dynamic Beach (1 hour)***

This course describes the importance of a well maintained dune system and a renourished beach. It describes its impact upon state tourism and the importance of protecting sea life that utilizes our beach (piping plover, sea turtles, dune fauna, etc.) It will be taught by AICP staff.

- State Code on Beach Regulations
- Town Code on Beach Regulations
- Blue Ribbon Committee efforts
- Past & Future Beach renourishment efforts
- Turtle and Piping Plover survey trends
- Dune protection techniques
- Dune vegetation

*Training Materials:*

- *Town Beach Management Plan*
- Critical Protection Area District (LMO)

**Course 19 – *Importance of Wetland Preservation (1 hour)***

Course will describe the uniqueness of the wetlands, in that they are both aquatic (wet) and upland (dry) areas. They are characterized by soils that can be saturated with water, possessing aquatic flora and fauna, as well as terrestrial flora and fauna. They are areas of transition, and the animals and plants that exist, only exist there. Touches on the importance to preserve them from development, as aquifer recharging systems, storm surge protection, etc. Course to be taught by the Town’s Environmental Planner and overseen by AICP staff.

- Protection – areas are declared wetlands and can’t be developed, drained, or flooded. If deemed developable (isolated, non-jurisdictional) mitigation is to be required.
- Exclusion – to have areas set aside for public enjoyment while the remaining portion is left outside of human reach to continue functionality.
- Education – describe importance of wetlands and why we need to protect them, show that they are not merely wastelands.

### ***Course 20: Tree Preservation and Proper Pruning Techniques (1 hour)***

Course will describe importance of preserving trees, practices for doing so, and explain their many benefits, such as protection against erosion, their landscaping and aesthetic value, water quality, and other environmental benefits. Course to be taught by the Town's Environmental Planner and overseen by AICP staff.

- Limitations on tree protection, ie: Tree vigor, species, age, size and shape, use as wildlife food source
- Protection Techniques, fencing, timbers, earthworks, proper pruning, mulching techniques.
- Planning Considerations, to promote more stable and aesthetically pleasing developments, proper site evaluations to lead site development for best management practices to stabilize the soil, prevent erosion, reduce stormwater runoff, promoting infiltration, transpiration, moderate temperature changes, provide shade, reduce wind, provide buffers and screening, privacy, filter pollutants, remove carbon dioxide, produce oxygen, provide habitats, increase property values
- Pruning Techniques, per the Arboricultural Standards Guidelines

#### *Training Materials:*

- *Arborist's Certification Study Guide*
- Several brochures (see examples)

### ***Course 21: Low Impact Development Techniques for Storm Water (1 hour)***

Participants learn about impervious coverage on the island, the pollutants storm water carries and how simple techniques reduce damage to water bodies. Course to be taught by the Town's Sustainable Practices Coordinator and overseen by AICP staff.

#### *Training materials:*

- [www.seagrant.org/pdf\\_files/tidal\\_creek\\_project.pdf](http://www.seagrant.org/pdf_files/tidal_creek_project.pdf)

### ***Course 22: Water Quality in and around the Island (1 hour)***

Course to describe how environmental water quality relates to water bodies such as rivers, creeks, and oceans, and how WQ standards vary due to the differing environmental conditions, ecosystems, and intended human uses. Explain how toxic substances and large amounts of certain microorganisms (pathogens) can present a health hazard for non-drinking uses such as irrigation, swimming, fishing, rafting, boating, etc., and how these conditions may also affect wildlife, which use water body as habitat or drinking water.

Describes how current environmental laws allow for some contamination based on the designated use of the water body as long as it doesn't affect the designated uses. With on-going development, urbanization, and clear cutting over a watershed basis, return to pristine conditions is unlikely, describe how governments focus is on achieving goals for



maintaining healthy ecosystems and the protection of populations of endangered species and protecting human health. Course to be taught by the Town's Environmental Planner and overseen by AICP staff.

*Training Materials:*

- DHEC training public information materials as available

***Course 23: Disaster Recovery Planning (1 hour)***

This course focuses on the Town's Disaster Recovery Plan and its ties to the County & State Plans. It will be taught by the Deputy Director of Community Development.

- Overview of the Plan
- Relationship to the Evacuation Plan and Hazard Mitigation Plan
- Relationship to State and County Plans
- Specific Functions and Actions for Recovery (debris removal, emergency permitting, etc.)
- Role of the Public in a disaster
- How to prepare for a disaster (insurance, evacuation routes, etc.)

*Training Materials:*

- Disaster Recovery Plan
- SC EMD Damage Assessment Training powerpoint
- Federal Damage Assessment Training powerpoint
- Emergency Permitting brochure
- Citizen Preparedness Guide

***Course 24: Metropolitan Planning Organization and Transportation Planning (1 hour)***

In 2012, the Town began efforts to form a Metropolitan Planning Organization to oversee transportation efforts on a regional basis. It will be taught by the Deputy Director of Community Development.

- Federal requirements for an MPO, and its purpose
- Relationship to the Town's Comprehensive Plan
- Relationship to State Long Range Transportation Program and Improvement Program
- Study Area Boundaries
- Policy Board & Technical Committee
- State and Local Long Range Transportation Plans
- State and Local Transportation Improvement Program
- Status update on Plans and Program

*Training Materials:*

- Federal Code forming MPOs
- Frequently Asked Questions

***Course 25: Benefits of Native Plants on the Island (1 hour)***

Participants will learn about the natural services native plants provide and how using them can save them money and water and can benefit wildlife. It will be taught by the Town Sustainable Practices Coordinator and overseen by AICP staff.

- Xeriscape and landscaping philosophy
- How to identify our native plants
- What favorite plants not to use
- How to use landscaping to enhance a project

*Training Materials:*

- Photos of native plants
- List of preferred landscape plants (per LMO, per climate of area, etc)
- [Information found at :www.ncsu.edu/goingnative/index.html](http://www.ncsu.edu/goingnative/index.html)

***Course 26: Southern Beaufort County Regional Plan (1 hour)***

This course provides an introduction to regional planning efforts affecting growth in the Southern Beaufort and Jasper County areas, including implications related to transportation, land use and natural resources. It would be overseen by qualified AICP staff.

*Training Materials:*

- Southern Beaufort County Regional Plan
- Powerpoint on Plan

***Course 27: Town Manager's Perspective (1 hour)***

This course is a presentation by our Town Manager on his perspective of Hilton Head Island, its history, and its issues through the years as its leader. His thoughts on how our past is shaping our future will also be discussed. It would be overseen by qualified AICP staff.

*Training Materials:*

- Powerpoint on the subject (see example powerpoint)

### *Course 28: Giving Depositions (1 hour)*

Sometime during a planner's career, he or she will probably be involved in giving a deposition. This course gives tips and instructions on depositions. It will be taught by the Town's Staff Attorney.

Training Materials:

- Tips handout

### *Course 29: Basic Architecture 101 (1 hour)*

This course presents a basic overview of Island architecture, including definition of commonly used terms and features. Focus will be on architectural styles most common and appropriate to Hilton Head Island. It will be taught by the Town's Urban Designer and overseen by AICP staff.

- Elevation Plan Legends and symbols
- Basic architecture features
- Typical examples of HHI architecture
- Hands-on participation

Training Materials:

- Examples of Elevation Plans
- Examples of HHI architectural structures & features (photos)

### *Course 30: Recent Zoning Cases that affect HHI (1 hour)*

This course would describe any recent zoning cases that have the potential of affecting our future, our processes, or our codes. It will be taught by AICP staff.

Training Materials:

- Recent case law

### *Course 31: Signs (1 hour)*

This course focuses on the sign approval process including those that are approved by the DRB and those approved by staff. It will discuss issues that commonly arise in approving signs as well as how the Design Guideline ties into the approval process. It will be taught by the Urban Designer for the Town, with AICP staff oversight.

Training Materials:

- Design Guide (sign portion)
- Examples of approved signs
- Powerpoint presentation

*Course 32: Grants and Awards (1 hour)*

This course details the various grants and awards that the Town has received, and how they have aided in implementing the Comprehensive Plan and the Capital Improvement Program. It will be taught by the Town's Grant Administrator with AICP staff oversight.

*Training Materials:*

- List of Grants and Awards

***REVOLVING CONTINUING EDUCATION COURSES***  
***8-2015***

**The following courses are proposed to be done more often than once every 3 years because the specific topics change. The Proposed State Legislation course is dependent on the recently adopted bills at the state level and would be taught annually. The *WOW! Projects for Board Ambassadors* would be offered as the project arises—possibly averaging 2/year. However, goals for each course would remain the same.**

***Course 33: Recently Adopted State Legislation and its Impact on the Town (1 hour) – Annual course***

This course is an annual course that discusses newly adopted legislation at the state level. Impacts upon our Town and operations will be highlighted. It will be taught by qualified Town Staff.

- Description, purpose and goals of legislation
- Applicability to our Town
- Impact of project on Town’s economy and quality of life

*Training Materials:*

- List of newly adopted legislation

***Course 34: Town’s Current WOW! Projects for Board Ambassadors (1 hour for each project)—Revolving Course taught as projects arise***

This course focuses on the Town’s latest projects to enhance its image and built environment. The projects that would be presented would vary each year according to annual Town Goals set by Town Council. Our boards have requested updates on these types of projects so they may help the Town Manager and Council spread the word on positive Town efforts, and so they could act as ‘ambassadors’ for the Town. For example, current topics are a new public art program, redevelopment of the Mall, redevelopment of Coligny area, bike pathway construction, USCB Hospitality Campus, Beach Renourishment, Audubon Green Community Program, Mitchelville Project, etc. This course could be offered several times per year, but the topic of discussion would change and depend upon the project. However, goals of the course would remain the same. It will be taught by various qualified Town staff.

- Project description, purpose & goals
- Applicability to the Comprehensive Plan
- Applicability to the Town’s Capital Improvement Program
- Impact of project on Town’s economy and quality of life

*Training Materials:*

- Applicable project-related site plans, brochures and handouts (see examples)

### Trainer Summary:

Course Title	Trainer
<b><i>Orientation Courses:</i></b>	
Orientation to Town Government and Boards	AICP staff*
Conducting Meetings	AICP staff*
Ethics	Brian Hulbert, Staff Attorney
Town's Development Review Process	AICP staff*
<b><i>Continuing Education Courses:</i></b>	
Staff & Board Responsibilities and Etiquette	AICP staff*
Conducting Meetings	AICP staff*
How to Interpret Site Plans	AICP staff*
Design Guidelines	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Basic Architecture 101	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Variances	AICP staff
Appeals	Brian Hulbert, Staff Attorney
Special Exceptions	AICP staff*
LMO Text Amendments	AICP staff*
Street Naming	AICP staff*
Public Projects	AICP staff*
Comprehensive Planning	Shawn Colin, AICP, Deputy Director, Community Development
LMO Zoning	AICP staff*
Public Speaking	Anne Cyran, AICP & Toastmasters member, or AICP staff*
Public Presentations	AICP staff*
Sustainability & Quality of Life	Sally Krebs, Sustainable Practices Coordinator AICP staff Oversight
Green Development Techniques	Sally Krebs, Sustainable Practices Coordinator AICP staff Oversight
Floodplain Regulations & CRS	Nicole Dixon, CFM, Senior Planner Richard Spruce, Plans Examiner & Floodplain Manager AICP staff Oversight
Our Dynamic Beach	AICP staff oversight
Wetlands Preservation	Rocky Browder, Environmental Planner AICP staff Oversight

Tree Preservation & Pruning	Rocky Browder, Environmental Planner. AICP staff Oversight
Low Impact Development Techniques for Storm Water	Sally Krebs, Sustainable Practices Coordinator AICP staff Oversight
Disaster Recovery Planning	Jill Foster, AICP, Community Development Deputy Director
Water Quality	Rocky Browder, Environmental Planner. AICP staff Oversight
MPOs	Jill Foster, AICP, Community Development Deputy Director
Native Plants	Sally Krebs, Sustainable Practices Coordinator AICP staff Oversight
SBC Regional Plan	AICP staff*
Giving Depositions	Bryan Hulbert, Staff Attorney
Town Manager's Perspective	Steve Riley, CM AICP staff oversight
Recent Zoning Cases	AICP staff* Brian Hulbert, Staff Attorney
Signs	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Grants & Awards	Marcy Benson, Senior Grants Administrator AICP staff oversight
State Legislation	Shea Farrar, Senior Planner AICP staff oversight
Town's WOW! Projects for Board Ambassadors	AICP staff*

**\*Qualified AICP Staff:**

Jill Foster, Deputy Director of Community Development  
Shawn Colin, Deputy Director of Community Development  
Teri Lewis, LMO Official  
Heather Colin, Development Review Administrator  
Anne Cyran, Senior Planner  
Jayme Lopko, Senior Planner

**TOWN OF HILTON HEAD ISLAND  
ORIENTATION AND CONTINUING EDUCATION PROGRAM  
UPDATED 8-2015**

**RESUMES OF  
POTENTIAL TRAINING MEMBERS**

The following people will be either directly training the boards and staff, or overseeing non-AICP trainers:

Charles Cousins, AICP:

- MS in Agricultural Economics from Clemson University
- BS in Agricultural Economics from Clemson University
- 8 years as Community Development Director, Town of Hilton Head Island
- 12 years as Planning Director, Town of Hilton Head Island
- 2 years as Manager of Long Range Planning, Town of Hilton Head Island
- 5 year as Planning Analyst, Town of Hilton Head Island
- 4 years as Director of Land Resources Planning, S.C. Land Resources Commission
- 2 years as Deputy Director, Conservation Districts Division, S.C. Land Resources Commission
- 2 years as State Leader for Conservation District Operations, S.C. Land Resources Commission

Jill Foster, AICP:

- MA in Urban and Regional Planning, University of Florida, 1988
- BA in Anthropology, Kent State University, 1979
- 8 years as Deputy Director of Community Development, Town of Hilton Head Island
- 4 years as Deputy Planning Director, Town of Hilton Head Island.
- 9 years as Manager of Long Range Planning, Town of Hilton Head Island.
- 6 years as Senior Planner, Town of Hilton Head Island.
- 2 years as Grants Administrator, CDBG Program, North Central Florida Regional Planning Council.

Teri Lewis, AICP:

- MA in Urban and Regional Planning, University of New Orleans 1998
- 7 years as Land Management Ordinance (LMO) Official, Town of Hilton Head Island
- 4 years as Manager of Development Review and Zoning, Town of Hilton Head Island.
- 4 years as Senior Planner, Town of Hilton Head Island
- 1 ½ years as Planner, Town of Hilton Head Island

Jayne Lopko, AICP:

- BA of Urban Planning, University of Cincinnati, 1999
- 11 years as Senior Planner, Town of Hilton Head Island
- 1.5 years as Planner, Village of Matteson, Illinois
- 2 years as Planner I & Planner II, Marion County, Florida



Shawn Colin, AICP:

- Master of City and Regional Planning, Clemson University, 1999
- 3 years as Deputy Director of Community Development, Town of Hilton Head Island
- 2 years as Comprehensive Planning Manager, Town of Hilton Head Island
- 4 years as Senior Planner, Town of Hilton Head Island
- 1.5 years as Economic Development Project Manager, City of Greenville, SC
- 2 Years as Senior Planner, SC Appalachian Council of Governments
- 4 Years as Community and Regional Planner, SC Appalachian Council of Governments

Heather Colin, AICP:

- Master of City and Regional Planning, Clemson University, 1999
- 7 years as Development Review Administrator, Town of Hilton Head Island
- 1 year as Senior Planner, Town of Hilton Head Island
- 3 months as Senior Planner, Town of Bluffton, SC
- 18 months as Senior Planner, SC Appalachian Council of Governments
- 5 years as Zoning Officer, City of Greenville, SC
- 1 year as County Planner, Pickens County, SC

Anne Cyran, AICP

- MA in Public Administration, Michigan State University, 2005
- 5 years as Senior Planner, Town of Hilton Head Island
- 5 years as Planner, Town of Hilton Head Island
- Member of Toastmasters

Brian Hulbert, Esq.

- South Carolina and Ohio Attorney
- Staff Attorney & Town Prosecutor from 2005- present, Town of Hilton Head Island
- 21 years as Judge Advocate in USMC, working as Prosecutor, Defense Attorney, and in areas of contracts, environmental law, labor law, family law, consumer law, estate planning, and government ethics.

Greg DeLoach, Esq.

- South Carolina Attorney
- Assistant Town Manager, Town of Hilton Head Island
- Staff Attorney from 1991-2006

**Trainers to be overseen by AICP members above:**

Sally Krebs

- BA and MS degrees in Zoology, Rutgers University
- 26 years as Natural Resources Administrator, Town of Hilton Head Island
- Certified arborist by International Society of Arboriculture
- Professor at University of South Carolina teaching Environmental Science and Herpetology

Nicole Dixon

- MA in Regional Planning, California University of Pennsylvania, 1998
- BA in Geography: Travel & Tourism, California University of Pennsylvania, 1996
- ASCFM, Certified Floodplain Manager
- 5 years as Senior Planner, Town of Hilton Head Island
- 4 years as Planner, Town of Hilton Head Island
- 1 year as Planner II, Loudoun County, Virginia
- 3 years as Planner I, Loudoun County, Virginia

Rocky Browder

- BS in Marine Geology, College of Charleston
- MPA in Coastal Zone Management, College of Charleston
- 4 years as Environmental Planner, Town of Hilton Head Island
- 5 years as Natural Resources Planner, Sligh Environmental
- 18 years as Planner, OCRM

Richard Spruce

- 14 years as Plans Reviewer, Town of Hilton Head Island
- ASFPM, Certified Floodplain Manager

Jennifer Ray

- BS in Landscape Architecture, University of Kentucky, 1998
- BS in Agricultural Economics/Public Policy Analysis, University of Kentucky, 1994
- ASLA member
- 3 years as Urban Designer, Town of Hilton Head Island
- 13 years as landscape architecture, WPI

Steve Riley, ICMA-CM

- MA Urban Planning, University of Iowa, 1985
- BA Geography, University of Nebraska, 1983
- ICMA-Certified Manager
- Community Development Director, Town of Hilton Head Island 1991-1994
- Town Manager, Town of Hilton Head Island, 1994-present
- Chairman, South Carolina Planning Education Advisory Committee

Marcy Benson, Grants Administrator

- Grants Administrator, Town of Hilton Head Island, 1998-present
- BA in Hospitality Management, Johnson & Wales University, 1990

# Town of Hilton Head Island

## Board and Staff Training Evaluation Form

**Course Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PARTICIPANT'S NAME AND BOARD \_\_\_\_\_

This evaluation is used to plan future training sessions. Help us help you by completing this form and returning it to the Training Coordinator.

### PROGRAM SEGMENT

### PRESENTATION

	Excellent		Average		Poor
Materials	5	4	3	2	1
Presentation	5	4	3	2	1
Overall	5	4	3	2	1

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In general, this training session was:

Excellent      Very Good      Good   Fair      Poor

The physical facility in which the training was held was:

Excellent      Very Good      Good   Fair      Poor

The overall speaker presentation was:

Excellent

Very Good

Good Fair

Poor

The overall speaker information was:

Excellent

Very Good

Good Fair

Poor

Did you participate in the interactive part of the program – questions, comments, etc? How did you feel this worked?

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Were the frequency and length of breaks adequate? Do you have any suggestions for future scheduling of such breaks?

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Did you encounter any problems during this training program? If so, briefly explain.

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What suggestions do you have for making future training programs better/run smoother?

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What suggestions do you have for any future training topics and/or speakers?

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Town of Hilton Head Island

EDUCATIONAL REQUIREMENTS CERTIFICATION FORM FOR LOCAL  
GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

EXEMPTION FORM

To report compliance with the educational requirements of South Carolina State Code Section 6-29-1360, please complete and file this form with the Town Clerk no later than the anniversary date of your 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 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.

I certify that I am exempt from the educational requirements for local planning or zoning officials or employees. **Also attached with this form is documentation to confirm my exemption.**

Signature: \_\_\_\_\_