



South Carolina Planning Education Advisory Committee (SCPEAC)

February 17, 2026

NOTICE OF DECISION

Title of Program:

2026 Historic Preservation Annual Business Meeting

Organization: Charleston County

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

APPLICATION RECEIVED Date: February 6, 2026

APPLICATION REVIEWED Date: February 11, 2026

ACCEPTED WITHOUT OBJECTION Date: N/A

- a) X ACCREDITED for: 45 minutes (.75 hours) CE credit hours
- b) _____ DENIED ACCREDITATION
- c) _____ RETURNED for more information

If accredited:

- a) Authorized Course No.: 2026-01
- b) Date of accreditation: February 16, 2026

Certification Signature, MASC Administrative Representative: _____

L.P. Floyd

Certification Signature, SCPEAC Representative: _____

Stephanie Monroe Tilson

**For further information, contact Urica Floyd at 803-354-4754
or the committee at SCPEAC@masc.sc.**



Application for Accreditation of a Continuing Education Program or as a Sponsor Organization

NOTE: This certification form, together with the required information referenced therein, shall be submitted to the South Carolina Planning Education Advisory Committee (SCPEAC). Applications are due no later than at least 30 days prior to the first scheduled presentation of a program or class. Once submitted, as the applicant, if you have not been contacted within 5 business days of a submittal, you should reach out with an email or phone call to scpeac@masc.sc or to 803.354.4754 for application status. Approvals are generally granted within 24 to 48 hours. If no objections are raised by a member of the SCPEAC within 10 business days of receipt, the 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. The Committee will consider extenuating circumstances where the 30-day deadline cannot be met. The primary applicant or staff member organizing the training must meet the minimal educational requirements of at least an undergrad degree, plus 5 years experience in the planning field.

Reason for Application

Choose one:

Request as a Local Official for Continuing Education Program Approval Request as an Organization for Accreditation of a Continuing Education Training Request as an Organization to be an Approved Sponsor of Continuing Education Programs

Applicant Information

*The primary applicant or staff member submitting the training for approval must meet the minimal educational requirements of at least **an undergrad degree, plus 5 years experience in the planning field**. The submitting applicant certifies the proposed Continuing Education Program meets the educational requirements in Section 6-29-1340 of the South Carolina Code of Laws and that the proposed presenter is qualified to give the presentation.*

Name

Emily
First

Pigott
Last

Municipality/County/Organization

South Carolina

Position

Planner II

Phone

(843) 202-7225

Email

epigott@charlestoncounty.org

If you are a COG Director, indicate which jurisdiction the certification is being requested for:**Applicant Resume/Vita**

Resume 2025.pdf

Information About Organization Providing the Training

Organization Name

Charleston County Zoning & Planning

Organization Address

4045 Bridge View Drive

Address Line 1

Address Line 2

North Charleston

City

South Carolina

State

29405

Zip Code

Organization Phone

(843) 202-7200

Organization Website<https://www.charlestoncounty.gov/departments/zoning-planning/>**Name of Training Contact**

Emily Pigott

Title of Training Contact

Planner II

Training Contact's Phone

(843) 202-7225

Training Contact's Email

epigott@charlestoncounty.org

Training Program Information

Title of Planned Training or Program

2026 Historic Preservation Annual Business Meeting

Date of Training

3/18/2026

Length of Training Session (i.e. 60 minutes, 90 minutes, 3-hours, etc.)

45 minutes

Training Location

Council Chambers, 4045 Bridge View Drive, North Charleston, SC 29405

Brief description of the Training or Program and its relevant content:

The purpose of this training is for our Historic Preservation Commission to reorient themselves with their guiding ordinance and rules and procedures. Additionally, the program will cover state-mandated activities such as continuing education requirements and FOIA regulations. Lastly, we will conclude with a recap of the cases the Historic Preservation Commission reviewed in 2025, including updates on those that were denied, as applicable.

Method of presentation (in-person; virtual; or other):

In-person

When will materials be distributed (before or at the time of the program):

N/A

Description of materials to be distributed:

N/A

Method of Advertisement (Describe how you plan to notify local officials of the program):

Email, advertisement in newspaper, mailed letters, agenda posted online

Additional Comments

Required Attachments

Brochure, if available:

Course Presenter(s) and credentials (include brief resumes and qualifications, combine into one .pdf document):

Resumes_EP_ME.pdf

Copies of all handouts and course materials (combine into one .pdf document). If the course materials is a video/webinar recording include an informational sheet with video summary, links to the host site of the video, etc.:

HPC Annual Meeting Presentation 2025 Year in Review.pdf

Evaluation Form and method of evaluation (each program must be evaluated, combine into one .pdf document):

Training Eval Form.pdf

Certification. By submitting this application, the applicant agrees

to:

1. 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.
2. The applicant 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.

EMILY J. PIGOTT

21 Father Grants Court, Charleston, SC 29403

pigottej@gmail.com

215-595-6969

PERSONAL AND PROFESSIONAL INTERESTS

- Civic pride and community engagement
- Sustainability and resilience
- Urban and rural community planning, placemaking, and historic preservation

RELEVANT SKILLS

- Enthusiasm and work ethic- I am described by my peers and supervisors as an incredibly passionate worker that goes above and beyond expectations.
- Writing- I tutored writing for four years as an undergraduate student.
- Grants- I have worked on several federally funded grant projects.
- Connections- I have fostered relationships across the region throughout my eight years working for the County.

WORK EXPERIENCE

PLANNER II WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Consult with citizens about their community's needs and determine what services the County can provide for support
- Present staff reports to the Planning Commission, Historic Preservation Commission, and County Council for rezonings, including Planned Development applications; text amendments to the Comprehensive Plan and Zoning and Land Development Regulations (ZLDR); Certificates of Historic Appropriateness; and designations of historic properties/districts
- Manage the online ZLDR as the system administrator
- Collaborate with other jurisdictions to identify, address, and support community needs
- Research, draft, and present amendments to the ZLDR including, but not limited to, those to support resilience and affordable housing, as well as community preservation

PLANNER I WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Consulted with citizens about their development goals and determine the best rezoning options to achieve said goals
- Designed and drafted presentations for use at Planning Commission, Historic Preservation Commission, and County Council
- Directed the conversation during pre-application meetings to allow for an open and productive dialogue regarding County processes and the desires of the citizens
- Collaborated with coworkers to provide analysis of the Comprehensive Plan and ZLDR
- Presented staff reports to the Historic Preservation Commission
- Conducted extensive research into zoning, permit, and plat history to assist citizens and coworkers
- Provided support in all ways possible to the members of my team and department, while meeting deadlines through strict organization and prioritization of tasks

PLANNING TECHNICIAN I WITH THE CHARLESTON COUNTY ZONING AND PLANNING DEPARTMENT

- Coordinated with citizens, many other Charleston County Departments, and local municipalities to assign street addresses and street names, as well as the placement of street signs

- Provided technical assistance for the Gresham Meggett Oral History Project, funded by a National Park Service Civil Rights Grant
- Processed and researched annexation ordinances, as needed
- Provided staff assistance with various Charleston County commissions and committees including: Planning Commission, Historic Preservation Commission, and the Resilience Element Committee
- Assumed partial responsibility of four other positions in the department during periods of staff turnover, including Administrative Assistant, Planning Technician, and Planner I positions

EDUCATION

TRIDENT TECHNICAL COLLEGE- currently enrolled

Cumulative GPA: 4.0

- Associate degree in Horticultural Technology

COLLEGE OF CHARLESTON HONORS COLLEGE

Cumulative GPA: 3.468

- Bachelor of Arts in Historic Preservation and Community Planning
- Bachelor of Arts in Art History
- Bachelor of Science in Economics