



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

AGENDA

Monday, February 3, 2020 at 11:30 a.m.

**Municipal Association of South Carolina – Board Room
1411 Gervais Street, Columbia, SC 29201**

Conference Call Line: (712) 775-7270 Access Code: 570840

1. CALL TO ORDER

2. FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act

3. APPROVAL OF MINUTES

- a. Regular meeting of November 12, 2019

4. UNFINISHED BUSSINESS

- a. Consideration of MASC's Proposed Online Orientation Training Modules
- b. Discussion of the South Carolina Association of Counties Proposed Online Orientation Training Modules

5. NEW BUSINESS

- a. Election of Officers
- b. Review and Approval of the 2019 Annual Report

6. CONSENT AGENDA

- a. City of Clemson – *Tri-County Planning Issues*

7. ADJOURNMENT

PUBLIC NOTICE:

INTERESTED PARTIES WHO WISH TO PARTICIPATE IN THIS MEETING MAY DO SO IN ONE OF TWO WAYS:

- 1. ATTEND IN PERSON**
- 2. PARTICIPATE BY TELEPHONE**

**FOR QUESTIONS REGARDING PARTICIPATION IN THIS MEETING,
PLEASE CONTACT KRISTA WIEDMEYER AT 843.341.4701**

SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE MEETING
Tuesday, November 12, 2019 at 10:00 a.m.
Telephone Conference Call

Members Present: Steve Riley, *Chairman*; Phil Lindler, *Vice-Chairman*, Cliff Ellis, Wayne Shuler,
Members

1. CALL TO ORDER

Mr. Riley called the meeting to order at 10:00 a.m.

2. FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act

3. APPROVAL OF MINUTES

a. Meeting Minutes, May 14, 2019

Mr. Lindler moved to approve. Mr. Ellis seconded. The minutes from the May 14, 2019 meeting were approved by a vote of 4-0.

4. UNFINISHED BUSINESS

a. Discussion of MASC's Proposed Orientation Training Modules

Committee members reported that they had reviewed portions of the MASC proposed Orientation Training Modules using a web-based platform. While no one had gone through each and every module, the sampling that was done indicated that the program was well put-together and very professional. The Chair will report back to the MASC staff and depending on their schedule it may be necessary to schedule a special meeting to grant formal approval.

Mr. Riley also reported that he has had conversations with staff at the Association of Counties and that the Committee should expect that they will be coming forward with a similar web-based platform.

5. NEW BUSINESS

a. Proposed 2020 Meeting Dates

Mr. Ellis moved to approve. Mr. Shuler seconded. The proposed 2020 meeting dates were approved by a vote of 4-0.

Approved Dates: Monday, February 3, 2020 at 11:30 a.m., onsite at MASC, Tuesday, May 12, 2020 at 10:00 a.m., Tuesday, August 11, 2020, at 10:00 a.m., and Tuesday, November 10, 2020, at 10:00 a.m. The last three scheduled meetings will be held via conference call.

6. CONSENT AGENDA

a. City of Tega Cay/Fort Mill – *Traffic Impact Decisions & Their Cross-Jurisdictional Importance*

b. City of Aiken – *Best Practices in Historic Window Repair & Replacement*

Mr. Lindler moved to approve. Mr. Ellis Seconded. The motion was approved by a vote of 4-0.

7. ADJOURNMENT

Mr. Ellis moved to adjourn. Mr. Lindler seconded. The meeting was adjourned at 10:05 a.m.

December 3, 2019

Mr. Stephen G. Riley, Chairman
SC Planning Education Advisory Committee
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

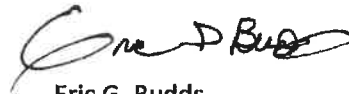
Dear Steve:

Pursuant to our recent conversation, the Municipal Association respectfully requests approval to begin the use of the six-hour on-demand orientation training product, reviewed by the SC Planning Education Advisory Committee, as an alternative to the in-person facilitated training currently required by the SCEPAC. The on-demand orientation training provides a convenient delivery method for the orientation training and contains the same substantive content as the original DVD training previously approved by the SCPEAC. The major difference is the on-demand product offers a convenient, self-paced option for officials required to obtain the training.

Additionally, the on-demand orientation training provides the ability to track the user's activity, certify course completion and generate an electronic course completion notification for the planning official or staff member completing the course and the municipal clerk.

An electronic link to the training course is provided in the email transmitting this letter. Your favorable consideration of this request would be greatly appreciated.

Sincerely,



Eric G. Budds,
Deputy Executive Director



SOUTH CAROLINA ASSOCIATION OF COUNTIES

- Copy SPEAC Brand
- File

Charles T. Jennings, President
McCormick County

December 12, 2019

Michael B. Cone
Executive Director



Steven G. Riley, Chairman
South Carolina Planning Education Advisory Committee
One Town Center Court
Hilton Head Island, SC 29928

Re: Planning Officials & Staff Education Materials

The South Carolina Association of Counties is an approved sponsor for the annual continuing education required for non-exempt planning staff & officials pursuant to S.C. Code Section 6-29-1340. Pursuant to the SC Planning Education Advisory Committee's policy, the Association's staff has provided a statewide online webcast consisting of three hours of land use and planning topics. Additionally, during calendar year 2019 individual field training programs were offered in Anderson, Hampton, and Lancaster Counties. Additionally, a three-hour training was conducted for the member counties and municipalities of the Lower Savannah COG. Each program was designed to provide Planning Commission and ZBA officials and Staff significant information on topics including legislation, meeting procedures and current land use law.

The Association last offered the 6-hour planning orientation program in 2014. The program addressed all significant statutory changes made to the applicable Code of Laws sections made through the 2014 legislative session. The Association is currently working on a web-based training program to provide a fully updated 6-hour orientation program we plan to have available in 2020. The Association will submit an outline of this program to the SC Planning Education Advisory Committee for approval shortly after the first of the year.

Please feel free to contact me at (803) 252-7255 or via email to jdeloache@scac.sc should you have any questions.

Sincerely,

John K. DeLoache
Senior Staff Attorney

SCPEAC

2019 ANNUAL REPORT

PRESENTED TO:

The President 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:

DATE: February 3, 2020

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

TO: The Honorable Harvey S. Peeler, Jr.
President of the Senate

Phillip L. Lindler
Representing SCAC
Term expires: 2023

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

Cliff Ellis
Representing Clemson University
Term expires: 2020

FROM: Stephen G. Riley, Chairman

Wayne Shuler
Representing SCAPA
Term expires: 2018

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 2019 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 2019 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.

Activities

A quarterly schedule of meetings was established, as provided 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 February 4, 2019 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The May 14, and November 12 quarterly meetings were conducted via conference call. Due to lack of agenda items, the August 13 meeting was cancelled.

A quarterly schedule of meetings has been approved for 2020. The first meeting will again be conducted at the offices of the MASC on Monday, February 3, 2020. The remaining meetings are scheduled to be conducted by conference call.

Every effort has and will continue to be made to facilitate public participation in these conference call meetings by posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at the Hilton Head Island office of the Chairman. The conference call phone number is provided in the posted notices such that any interested party may participate by phone. As noted above, three such meetings were held in 2019 and only the applicants themselves participated in the conference calls.

At the second meeting of 2019, Steve Riley was reelected Chairman and Phil Lindler was elected to the position of Vice-Chairman.

Chairman Steve Riley’s appointment to the Committee expired in June of 2017. Earlier in 2017 the Municipal Association of South Carolina (MASC) nominated him for another term as their representative. In September of 2018, MASC sent a letter to the Governor’s office, reaffirming their appointment of Mr. Riley. No action has been taken and Mr. Riley will continue to serve until his appointment is confirmed or his replacement is named.

Vice-Chairman Phil Lindler, representing the South Carolina Association of Counties received confirmation of his reappointment and will serve until 2023. Dr. John Gabor, the new Chair for the Planning and Real Estate Program at Clemson University has been nominated to replace Dr. Cliff Ellis as the University’s representative on the Committee. Dr. Ellis continues to serve until Dr. Gabor is confirmed. Mr. Wayne Shuler’s appointment as a representative of the South Carolina Chapter of the American Planning Association (SCAPA) expired in 2018 and SCAPA submitted the nomination of Ms. Andrea Pietras to replace Mr. Shuler. Mr. Shuler continues to serve until Ms. Pietras is confirmed. In the spring of 2018, Dr. Susan Miller, the new Director of the Master of Public Administration program at the University of South Carolina was nominated to replace Mr. Christopher Witko who resigned his position due to a change with his professional status. In April of 2019, the reappointment for Mr. Riley and the three referenced appointment nominations were resubmitted to the Office of the Boards and Commissions. To date, confirmations for those have not been received.

The Committee continues to receive strong support from the Legislative Printing, Information and Technology Systems staff. Staff with the Town of Hilton Head Island continues to work with the Department to maintain this resource as new applications are approved.

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

Expenses

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

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

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

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

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

Fees Collected

No fees have been collected.

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

Determinations Concerning Approved Education Programs and Categories of Exemptions

Approval was given to the City of Rock Hill, *Strategic Planning for the future* as a Continuing Education Course 2019-01.

Approval was given to the City of Tega Cay/Town of Fort Mill, *Traffic Impact Decisions & there Cross-Jurisdictional Importance* as a Continuing Education Course 2019-02.

Approval was given to the City of Aiken, *Best Practices in Historic Window Repair & Replacement* as a Continuing Education Course 2019-03.

Approval was given to City of Clemson, *Tri-County Planning Issues* as a Continuing Education Course 2019-04.