



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
AGENDA**

Tuesday November 10, 2020, 10:00 a.m.

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 May 12, 2020
- b. Special meeting of June 16, 2020

4. UNFINISHED BUSINESS - NONE

5. NEW BUSINESS

- a. Proposed 2021 Meeting Dates
- b. Consideration of the Draft 2020 Annual Report
- c. Discussion of Transition of Administrative Responsibilities to MASC

6. CONSENT AGENDA

- a. City of Tega Cay/Fort Mill – *Advancing a Regional Trail and Greenway Network*

7. ADJOURNMENT

PUBLIC NOTICE:

INTERESTED PARTIES WHO WISH TO PARTICIPATE IN THIS MEETING MAY PARTICIPATE BY TELEPHONE USING THE CONFERENCE CALL LINE ABOVE.

**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, May 12, 2020, 10:00 a.m.
Telephone Conference Call

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

1. CALL TO ORDER

Mr. Riley called the meeting to order at 10:05 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, February 3, 2020

Mr. Lindler moved to approve. Mr. Shuler seconded. The minutes from the February 3, 2020 meeting were unanimously approved.

4. UNFINISHED BUSINESS

a. Discussion of the South Carolina Association of Counties Proposed Online Orientation Training Modules

Anna Berger, Sr. Director of Operations with the South Carolina Association of Counties, gave a presentation to the members of the Committee with their proposed online Orientation Training Modules. She explained that they are still in the development phase of the modules, but that they hoped to be able to provide the final product to the Committee by the fall. The members of the Committee discussed, noting this would be similar to what the Municipal Association of South Carolina was currently offering. Ms. Berger said that she would provide each member of the Committee a link to review and see how their current training modules work, and what they require from the participants.

b. Discussion of Virtual/Online/Teleconference Continuing Education Training

Mr. Riley opened the discussion reviewing the information the Municipal Association of South Carolina provided. The information showed the number of participants in their online Orientation Training Modules since mid-March. The Committee overall was impressed with the number of participants in such a short period of time. Mr. Riley asked if the Committee would be opposed to potentially allowing for virtual Continuing Education Training. He said, the training would need to provide a way to ensure participation, but would eliminate the need for classroom training. Mr. Lindler said considering the current climate, referencing the COVID-19 pandemic, allowing for virtual training would be easier to meet the training requirements. Mr. Riley said he would begin drafting the proposed changes in anticipation of the Committee meeting for a Special Meeting in the next month.

c. Discussion of Updates to Website and Application Materials

The Committee reviewed and discussed the proposed updates to the website and application materials. Mr. Riley said, because of the previous discussion action on this item would be tabled until the Committee met again. He said additional updates and changes to the application materials would be necessary. Mr. Shuler and Mr. Linder both agreed, and the item was tabled for action at a later meeting.

5. NEW BUSINESS - None

6. CONSENT AGENDA

a. Berkeley County – *Conducting Effective Public Meetings in a Socially and Politically Dynamic Climate*

b. Horry County – *Overview of Growth Patters, Comprehensive Planning, and Capital Improvements*

Mr. Shuler moved to approve. Mr. Lindler seconded. The Consent Agenda was approved unanimously.

7. ADJOURNMENT

Mr. Shuler moved to adjourn. Mr. Lindler seconded. The meeting was adjourned at 11:11 a.m.

SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE MEETING

Tuesday, June 16, 2020, 10:00 a.m.
Telephone Conference Call

Members Present: Steve Riley, *Chairman*; Phil Lindler, *Vice-Chairman*, 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. UNFINISHED BUSINESS

a. Consideration of Updates to the Committee Website and Application Forms

The Committee reviewed and discussed the proposed updates to the website and application forms. With no objections, and agreement to the changes regarding virtual Continuing Education Training, Mr. Lindler moved to approve. Mr. Shuler seconded. The changes were unanimously approved.

4. ADJOURNMENT

Mr. Shuler moved to adjourn. Mr. Lindler seconded. The meeting was adjourned at 10:15 a.m.

**SOUTH CAROLINA PLANNING EDUCATION
ADVISORY COMMITTEE**

2021 MEETING SCHEDULE

<u>DATE:</u>	<u>TIME:</u>	<u>LOCATION:</u>
Tuesday, February 9, 2020	11:30 a.m.	Municipal Association of South Carolina Administrative Offices
Tuesday, May 11, 2021	10:00 a.m.	Conference Call
Tuesday, August 10, 2021	10:00 a.m.	Conference Call
Tuesday, November 9, 2021	10:00 a.m.	Conference Call

The Municipal Association of South Carolina is located at 1411 Gervais St., Columbia, S. C.

Please note: At the discretion of the committee, additional meetings may be conducted via telephone conference. For information, please contact [name] at [email & phone].

SCPEAC

2020 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: [enter]

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 2020 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 2020 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

Cliff Ellis, Ph.D.

Professor and Program Director
Graduate Program in City and Regional Planning
2-215 Lee Hall, Box 340511
Clemson University
Clemson, SC 29634-0511
Phone: (864) 656-2477
E-mail: cliffloe@clemson.edu
Represents: Clemson University
Served Since: 2012
Term Expires: June 30, 2020
Position: Committee Member

Phillip L. Lindler, AICP

Planning Director, Greenwood County
528 Monument Street, Rm B-03
Greenwood, SC 29646
Phone: 864-942-8636
Email: plindler@greenwoodsc.gov
Represents: South Carolina Association of Counties
Served Since: 2013
Term Expires: June 26, 2023
Position: Vice-Chairman

Stephen G. Riley, ICMA-CM

Town Manager
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29926
Phone: 843-341-4700
e-mail: stever@hiltonheadislandsc.gov
Represents: Municipal Association of South Carolina
Served Since: 2004
Term Expires: June 30, 2017
Position: Chairman

Wayne Shuler, AICP

Director of Planning and Zoning
City of West Columbia
200 N. 12th Street
P. O. Box 4044
West Columbia, SC 29171-4044
Phone: (803) 939-3186
E-mail: wshuler@westcolumbiasc.gov
Represents: SC Chapter, American Planning Association
Served Since: 2014
Term expires: June 30, 2018
Position: Committee Member

University of South Carolina

Pending Confirmation from the Governor's Office

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 3, 2020 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The May 12, and November 10 quarterly meetings were conducted via conference call, as was a special meeting on June 16. Due to lack of agenda items, the August 11 meeting was cancelled.

A quarterly schedule of meetings has been approved for 2021. The first meeting will again be conducted at the offices of the MASC on Tuesday, February 9, 2021. 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 2020 and only the applicants themselves participated in the conference calls.

At the first meeting of 2020, Steve Riley was reelected Chairman and Phil Lindler was reelected to the position of Vice-Chairman.

To date, the Committee is waiting to hear from the Governor’s office on the confirmation of four outstanding reappointments or appointments to the Committee. In the fall, the Municipal Association began looking into the status of all outstanding confirmations, and hopes to report back early 2021.

Chairman Riley has announced his intent to retire from the Town of Hilton Head Island as of the close of 2020. With his retirement, the administrative support the Town has been providing will be transferred to MASC.

The Committee continues to receive support from the General Assembly Legislative Services Agency staff. Staff with the Town of Hilton Head Island worked with the Agency to maintain this resource as new applications are approved. In 2021, MASC will take over and begin working with the Agency.

In response to the circumstances surrounding the COVID-19 pandemic, the Committee provided guidance regarding the requirements for Orientation and Continuing Education Training. The guidance from the Committee coincided with the release of the new on-demand Orientation Training from MASC. The online model from MASC provides the six-hour mandatory Orientation Training; breaking it into six 1-hour sessions. To ensure engagement, the participants are required to take quizzes upon completion of each training modules. The South Carolina Association of Counties (SCAC) is currently developing similar on-demand training, and hopes to have a finished product soon. Providing an online options eliminated the need for in-person training to satisfy the Orientation Training requirements.

As part of the same guidance, the requirements that the Continuing Education Training be conducted in a classroom or group setting and in the presence of a Coordinator were lifted. The Committee further advised that the training could be conducted in a virtual or on-demand format, and must provide a method for confirming participation.

The Committee undertook for updating all application forms and the website information to incorporate these changes to the methods of delivery of the Orientation and Continuing Education training.

Due in part to the COVID-19 pandemic, fewer applications were received and approved for specific program offerings by local governments; 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. In 2021, MASC will begin providing the support previously 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 Berkeley County, *Conducting Effective Public Meetings in a Socially and Politically Dynamic Climate* as a Continuing Education Course 2020-01.

Approval was given to Horry County, *Planning for Growth* as a Continuing Education Course 2020-02.

Approval was given to the City of Tega Cay/Town of Fort Mill, *Advancing a Regional Trail and Greenway Network* as a Continuing Education Course 2020-04.