



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

AGENDA

Wednesday, November 14, 2018

9:00 a.m.

Conference Call Line: 605.472.5637 Access Code: 632250

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 1, 2018

4. NEW BUSINESS

- a. Consideration of an Application for Accreditation – South Carolina Beach Advocates
- b. Proposed 2019 Meeting Dates
- c. Discussion Regarding Website Updates

5. CONSENT AGENDA

- a. Anderson County Planning, Anderson County Planning Commission Workshop – *Legislation & Parliamentary Procedures;*
- b. City of Rock Hill, *York County Transportation Programs; and*
- c. City of North Charleston, *2018 Training and Update for ZPA and PC.*

6. 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
Monday, May 1, 2018 at 10:00 a.m.
Telephone Conference Call

Members via Conference Call: Steve Riley, *Chairman*; Phil Lindler, *Vice-Chairman*, Christopher Witko, Cliff Ellis, and Wayne Shuler *Committee Members*.

Other Call Participants: Karen Hauck and Robbie Derrick, *TreeSC*, Anna Berger, *SCAC*, Eric Budds, *MASC*

1. CALL TO ORDER

Mr. Riley called the meeting to order at 10:02 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 5, 2018

Mr. Witko moved to approve. Dr. Ellis seconded. The minutes from the February 5, 2018 meeting were approved by a vote of 5-0.

4. NEW BUSINESS

a. Consideration of an Application for Accreditation – TreesSC

Mr. Witko moved to approve TreeSC as an approved Sponsor for Continuing Education programs. Dr. Ellis seconded. The motion was approved by a vote of 5-0.

b. Approved Sponsor Status for State or Federal Agencies or Departments

Dr. Ellis moved to approve. Mr. Witko seconded. At the conclusion of a brief discussion, the motion was approved by a vote of 5-0.

c. Discussion Regarding Locally Sponsored Continuing Education Programs

Mr. Riley opened the discussion, by noting that the intent of the discussion was to begin looking at the Committee's rules or procedure with regard to the Continuing Education Programs submitted for consideration. He introduced Eric Budds with the MASC and Anna Berger from the SCAC so they could discuss options that could be available should the Committee want to look into changing the rules for submission of CE applications. Mr. Budds explained that municipal participation in the CE program has declined. He felt that it could be due to the current requirements which allow for courses to be given or taken in person. Mr. Budds said that utilizing an on-line platform could allow for more participation. The Committee raised questions about utilizing such a platform, the primary question being if there is a way to track the training and verifying competition. Mr. Budds noted that the training platform could essentially be set up in any way the Committee needed in order to remain compliant. He said that currently, the platform they have set up is with 20-30 minute training modules. The platform keeps track of training, quizzes, and all training materials. Ms. Berger echoed everything Mr. Budds stated, noting that the SCAC is currently working on this type of training platform. She said she felt that if a new easier way to obtain training wasn't available, compliance and participation would continue to decline. The Committee members agreed that further discussion on this topic is necessary, but that a new way to offer training should be considered. It was noted that this is a priority item, but not one that a commitment could be given. Mr. Budds indicated that he would begin looking at what type of options would be available for the Committee to offer on-demand training.

Additional Discussion Item: Membership Appointments

Mr. Witko asked what needed to take place in order to move forward with his replacement from the University of South Carolina. Mr. Riley said that a nomination letter would need to be sent to the Governor's office. Mr. Witko confirmed that the letter would be sent right away. Mr. Riley asked Mr. Budds if he could look into some of the outstanding nominations. He noted that he will continue to serve on the Committee until otherwise notified. Mr. Riley also noted that a nomination replacing Dr. Ellis had also been sent some time ago. Mr. Budds noted the outstanding nominations, stating he would look into them.

5. CONSENT AGENDA

- a. Charleston County Zoning & Planning Dept. - *Our Community Forest: Why and How to Protect it?* and *Board of Zoning Appeals: Law and Practice*;**
- b. City of Myrtle Beach - *Strengthening Tree Protection Planning*;**
- c. Tega Cay/Fort Mill - *Using Creative On-Road Facilities to Fill In Network Gaps*;**
- d. City of Myrtle Beach - *Meeting Facilitation*;**

Mr. Witko moved to approve the entire consent agenda. Mr. Lindler seconded. The consent agenda was approved by a vote of 5-0.

6. ADJOURNMENT

Mr. Witko moved to adjourn. Dr. Ellis seconded. The meeting was adjourned at 10:34 a.m.

**SOUTH CAROLINA PLANNING EDUCATION
ADVISORY COMMITTEE**

2019 MEETING SCHEDULE

<u>DATE:</u>	<u>TIME:</u>	<u>LOCATION:</u>
Monday, February 4, 2019	11:30 a.m.	Municipal Association of South Carolina Administrative Offices
Tuesday, May 13, 2019	10:00 a.m.	Conference Call
Friday, August 13, 2019	10:00 a.m.	Conference Call
Tuesday, November 12, 2019	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 Krista Wiedmeyer at kristaw@hiltonheadislandsc.gov or 843.341.4701.

MEMORANDUM

To: Members, SC Planning Education Advisory Committee
Date: October 18, 2018
Re: Corrections/Updates to the SCPEAC Website

It has been noted that many of the links throughout the website may not work properly or that the links within the forms/applications may not work properly. Also, after reviewing the website, some minor errors have been noted, and require some correcting. Below notes the corrections/updates necessary throughout the website.

PAGE	CORRECTION/UPDATE
<u>Approved Orientation Training Programs</u>	<ul style="list-style-type: none">• Correct the link for SCAC: http://www.sccounties.org/planning-and-zoning-education. Remove the instructions to access the education/training.• Correct the link for MASC: http://www.masc.sc/education-events/training-programs/planning-and-zoning.
<u>Orientation Training Program Application</u>	<ul style="list-style-type: none">• Provide corrected/updated application for accreditation of an orientation program.• Provide the model Uniform Certificate of Attendance (currently link goes to “blank” page).• Correct Chairman’s credentials and phone number.
<u>Approved Sponsors of Continuing Education Programs</u>	<ul style="list-style-type: none">• Under the first bullet, correct “self study” to self-study.• Provide the model Uniform Certificate of Attendance (currently link goes to “blank” page).
<u>Request for Certification as and Approved Sponsor of Continuing Education Programs</u>	<ul style="list-style-type: none">• Provide corrected/updated application for accreditation as a sponsoring organization of a continuing education programs.• Provide the model Uniform Certificate of Attendance (currently link goes to “blank” page).

	<ul style="list-style-type: none"> • Correct Chairman’s credentials and phone number.
<p><u>Request for Certification of an Upcoming Continuing Education Program</u></p>	<ul style="list-style-type: none"> • Provide corrected/updated application for accreditation of a continuing education program. • Provide the model Uniform Certificate of Attendance (currently link goes to “blank” page). • Correct Chairman’s credentials and phone number.
<p><u>Local Official’s Certification of Need for a Continuing Education Program</u></p>	<ul style="list-style-type: none"> • Provide corrected/updated application for local official’s certification of need for continuing education program. • Provide the model Uniform Certificate of Attendance (currently link goes to “blank” page). • Correct Chairman’s credentials and phone number.
<p>Addition of New Page/Removal of Another</p>	<ul style="list-style-type: none"> • Suggestion of removing the page that lists the exemptions. • Adding an FAQ page that would include the exemptions.

Approved Orientation Training Programs

S. C. Association of Counties Orientation Program - [Contact SCAC](#)
~~(go to Education & Training link under Services menu)~~

Municipal Association of South Carolina / S. C. Chapter of the American Planning Association /
[or](#)

S.C. Association of Regional Councils Orientation Program - [Contact MASC](#)

[Interested in becoming an approved provider of Orientation Training programs?](#)

Please continue to visit our website for any updates.

Commented [KW1]: Correct link - <http://www.sccounties.org/planning-and-zoning-education>. This takes the user to the correct page within the SCAC website.

Commented [KW2]: Correct link - <http://www.masc.sc/education-events/training-programs/planning-and-zoning>.

Approved Sponsors of Continuing Education Programs

The following agencies, departments and organizations have been approved by the Committee as Continuing Education Program Sponsors; under the conditions outlined below:

Conditions for Sponsor-Provided Continuing Education Programs

Continuing Education Programs provided by approved Sponsors can be delivered in a variety of formats, including but not limited to: conferences; seminars; training sessions and programs; live remote broadcasts of conferences and seminars; taped rebroadcasts of conferences or seminars; audio tape presentations; web-based presentations; CD-ROMs; DVDs; or similar media under the following conditions.

- The training is conducted in a group or classroom setting. No ~~self study~~ self-study or home study is allowed.
- The subject matter of the continuing education training program must be consistent with the requirements of [SC Code Sec 6-29-1340\(c\)](#).
- There must be a Coordinator present during all portions of the continuing education training program. See below for Coordinator Qualifications.

Approved Agencies, Departments and Organizations

- Any Department or Agency of the United States Government
- Any Department or Agency of the State of South Carolina
- Any of the 10 Regional Councils of Government in the State of South Carolina
- ACE Basin NERR Coastal Training Program – [Contact CTP](#)
- AIA/South Carolina (South Carolina American Institute of Architects) – [Contact AIA/South Carolina](#)
- American Institute of Architects – [Contact AIA](#)
- American Institute of Certified Planners Certification Maintenance (CM) approved programs – [Contact AICP-CM program](#)
- American Planning Association – [Contact APA](#)
- American Society of Landscape Architects – [Contact ASLA](#)
- Coastal Carolina University/Division of Academic Outreach. - [Contact Coastal Carolina University/Division of Academic Outreach](#)
- Coastal Waccamaw Stormwater Education Consortium – [Contact CWSEC](#)
- College of Charleston North Campus – [Contact College of Charleston North Campus](#)
- International City/County Management Association – [Contact ICMA](#)
- Municipal Association of South Carolina – [Contact MASC](#)
- National Association of Counties – [Contact NACo](#)
- National Trust for Historic Preservation – [Contact NTHP](#)
- North Inlet Winyah Bay NERR Coastal Training Program – [Contact CTP](#)
- Planning Accreditation Board (PAB) Accredited Planning Schools
In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately

65 other accredited schools. See the list of PAB approved planning schools at <http://www.planningaccreditationboard.org> (go to Accredited Planning Programs).

- SCASLA (South Carolina American Society of Landscape Architects) - [Contact SCASLA](#)
- South Carolina Association of Counties – [Contact SCAC](#)
- South Carolina Chapter of the American Planning Association – [Contact SCAPA](#)
- South Carolina Community Loan Fund – [South Carolina Community Loan Fund](#)
- Trees SC – [Contact Trees SC](#)
- Urban Land Institute – [Contact ULI](#)

Coordinator Qualifications

All Coordinators must meet the following requirements:

- Be in a position of authority
- Have a working knowledge of the subject material as it pertains to the jurisdiction
- Have knowledge of the jurisdiction(s) attending the presentation
- Be able to facilitate discussion
- Be able to confirm attendance of participants
- Coordinators need not meet the exemption requirements of the State Code

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[A model Uniform Certificate of Attendance](#)

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Becoming an Approved Sponsor of Continuing Education Programs

[Information on becoming an Approved Sponsor of Continuing Education Programs](#)

Request for Certification as an Approved Sponsor of Continuing Education Programs

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to [Section 6-29-1310](#) (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum of 3 hours of continuing education (CE) annually for those who are not exempt pursuant to [Section 6-29-1350](#). Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions. See [Section 6-29-1310](#) (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include a Coordinator. See below for information on Coordinator qualifications; no self-educational methods are authorized.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

The Committee has determined that certain organizations provide conferences and training programs that meet the standards for continuing education and may be pre-approved as Sponsors of such programs. Sponsors do not need to gain separate approval for individual program offerings. [List of Approved Sponsors](#).

Organizations wishing to become an Approved Sponsor should use the Application for Accreditation as a Sponsoring Organization of Continuing Education Programs. The Committee reserves the authority to audit and review programs of Approved Sponsors and to revoke the Approved Sponsor status if, in the sole determination of the Committee, the standards for continuing education programs are not being upheld.

Application Form

All proposals will be reviewed by the Advisory Committee and applicants will be informed of the action taken with 30 days of receipt by the SCPEAC Chariman.

[Application for Accreditation as a Sponsoring Organization of Continuing Education Programs](#)

Conditions for Sponsor-Provided Continuing Education Programs

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live remote broadcasts of conferences and seminars; taped rebroadcasts of conferences or seminars; audio tape presentations; web-based presentations; CD-ROMS; DVDs; or similar media under the following conditions.

- The training is conducted in a group or classroom setting. No self-study or home study is allowed.
- The subject matter of the continuing education training program must be consistent with the requirements of [SC Code Sec. 6-29-1340\(c\)](#).
- There must be a Coordinator present during all portions of the continuing education training program. See below for Coordinator Qualifications.

Coordinator Qualifications

All Coordinators must meet the following requirements:

- Be in a position of authority
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[The model Uniform Certificate of Attendance.](#)

Questions pertaining to any of these applications or general information should be directed to:

Mr. ~~Steve~~ [Stephen G. Riley](#), [ICMA](#)-CM
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
~~843-341-4700~~ [4701](tel:843-341-4701)

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Request for Certification of an Upcoming Continuing Education Program

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Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class. Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

Application Form

All proposals will be reviewed by the Advisory Committee within 10 working days of receipt. If no concerns or objections are raised by the committee members, the application will be considered approved. If there are concerns, or additional information is required, applicants will be informed and a committee meeting will be scheduled at the earliest opportunity. Applicants will receive notice from the SCPEAC Chairman of the action taken.

[The Application for Accreditation of a Continuing Education Program](#)

Continuing Education Program Conditions

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SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-~~4700~~[4701](tel:843-341-4701)

Local Official's Certification of Need for a Continuing Education Program

The Committee recognizes that there may be occasions where a local government official identifies an existing continuing education program or offering, or an upcoming seminar, webinar, or other presentation, that would be particularly relevant and could meet all or a portion of the annual continuing education needs of that community.

However, for any number of reasons, getting the provider of the program to make application for South Carolina Planning Education Continuing Education (SCPEAC) credits may prove too time consuming, or costly, or simply impractical.

In such instances, the local government Planning Director, or the regional COG Director providing training for that local government, may make application on behalf of that local government only, certifying that this particular Continuing Education training offering meets the needs of the local government.

Local government certification is not needed for training programs provided by SCPEAC-approved Sponsors of Continuing Education Training Programs. [List of Approved Sponsors](#).

Application Form

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[The Local Official's Certification of Need for a Continuing Education Program](#)

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FREQUENTLY ASKED QUESTIONS

Where can the requirements for local government planning or zoning officials or employees?

- South Carolina Code 6-29-1310 – 6-29-1380

Who is required to receive educational training?

- Appointed officials who serve on a planning commission, board of zoning appeals, or board of architectural review
- Professional employees who are employed as a planning professional, zoning administrator, zoning official, or as a deputy or assistant to these positions

What training is required?

- Officials and employees must attend a minimum of six (6) hours of orientation training, which must be completed within 180 days prior to and no later than 365 days after initial appointment or employment
- Each year after, there is an annual requirement to attend at least three (3) hours of continuing education

Who is exempt from the education requirements?

An appointed official or professional employee who has one or more of the following qualifications:

- Certification by the American Institute of Certified Planners
- Holds a master's or doctorate degree in planning from an accredited college or university
- Holds a master's or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee
- Licensed to practice law in South Carolina

The official or employee must file a certification form and documentation of exemption with the clerk to council by the first anniversary date of appointment or employment.

What are the consequences for failure to comply?

An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

- Fails to complete the requisite number of hours of orientation training and continuing education within the time
- Fails to file the certification form and documentation required

A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

- Fails to complete the requisite number of hours of orientation training and continuing education within the time allotted
- Fails to file the certification form and documentation required

A local governing body must not appoint a person who has falsified the certification form or documentation required to serve in the capacity of an appointed official.

A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required to serve in the capacity of a professional employee

Can online or recorded training materials count towards Orientation Training or Continuing Education?

- At this time all trainings must be live facilitator led. The facilitator must be in a position of authority, be able to lead discussion and confirm the attendance of all participants.
- Orientation Training program facilitators must meet one of the following:
 - Certification by the American Institute of Certified Planners
 - A master's or doctorate degree in planning from an accredited college or university
 - A license to practice law in South Carolina
 - A master's degree in public administration and a role in local government
- Continuing Education program facilitators must meet the following:
 - Be in a position of authority
 - Have a working knowledge of the subject material as it pertains to the jurisdiction
 - Have knowledge of the jurisdiction(s) attending the presentation
 - Be able to facilitate a discussion
 - Be able to confirm attendance of participants
 - Coordinators need to meet the exemption requirements of the State Code