



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

AGENDA

Monday, February 5, 2018

Municipal Association of South Carolina - Board Room

**1411 Gervais St.
Columbia, SC 29211**

11:30 a.m.

Conference Call Line: 866.821.3338

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 31, 2017

4. NEW BUSINESS

- a. Election of Officers
- b. Review and Approval of the 2017 Annual Report
- c. Consideration of an application for accreditation: Palmetto Pride – *Crime Prevention Through Environmental Design (CPTED)*

5. CONSENT AGENDA

- a. Newberry County Planning & Zoning Department – *2017 Training for Joint Planning Commission and BZA;*
- b. Ten at the Top – Upstate Planners Group – *Shaping Our Future: Preferred Development Patterns, who chooses?*

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 AT THE ABOVE LOCATION**
- 2. PARTICIPATE BY TELEPHONE. CONTACT KRISTA WIEDMEYER AT 843-341- 4701 FOR CONFERENCE CALL INSTRUCTIONS**

SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
MINUTES OF THE COMMITTEE MEETING
Tuesday, October 31, 2017
Telephone Conference Call
10:00 a.m.

Members Participating: Steve Riley, *Chairman*; Phil Lindler, *Vice-Chairman*; Christopher Witko, *Committee Member*.

Members Absent: Cliff Ellis, Wayne Shuler, *Committee Members*

Additional Attendees: Gregory Sprouts, Anna Lewin, *SC Community Loan Fund*

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, July 25, 2017

Mr. Witko moved to approve. Mr. Lindler seconded. The minutes from the July 25, 2017 meeting were approved by a vote of 3-0.

4. NEW BUSINESS

a. Consideration of an application for accreditation – South Carolina Community Loan Fund – Housing Summit & Food Access Summit

Mr. Witko moved to approve. Mr. Lindler seconded. The above-referenced application for accreditation was approved by a vote of 3-0.

b. Proposed Meeting Dates for 2018

Mr. Lindler moved to approve. Mr. Witko seconded. The proposed meeting dates for 2018 were approved by a vote of 3-0.

5. CONSENT AGENDA

a. City of Rock Hill – Art’s Initiatives Programs

b. SC Health & Planning Advisory Committee – Health & Regional Planning

c. Town of Fort Mill & City of Tega Cay – York County Pennies for Progress: Past, Present, and Future

d. SC Food Access Task Force – 2017 Food Access Summit

e. Eat Smart Move More SC – East Coast Greenway, Planning for Active Living and Healthy Food Access at Statewide and Local Levels, and Subliminal Health: Why Transportation Planning and Design Matter to Health Outcomes.

Mr. Witko moved to approve the entire consent agenda. Mr. Lindler seconded. The consent agenda was approved by a vote of 3-0.

6. ADJOURNMENT

Mr. Witko moved to adjourn. Mr. Lindler seconded. The meeting was adjourned at 10:07 a.m.

SCPEAC

2017 Annual Report

Presented to

The President Pro Tempore 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:

Stephen G. Riley, Chairman
Representing MASC
Term Expires 2017

Phillip L. Lindler
Representing SCAC
Term expires: 2019

Cliff Ellis
Representing Clemson
University
Term expires: 2016

Dennis Lambries
Representing USC
Term expires: 2016

Wayne Shuler
Representing SCAPA
Term expires: 2018

Date: February 9, 2018

TO: The Honorable Hugh K. Leatherman, Sr.,
President Pro Tempore for the Senate

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

FROM: Stephen G. Riley, Chairman

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 2017 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 2017 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: cliffoe@clemson.edu
Represents: Clemson University
Served Since: 2012
Term Expires: June 30, 2020
Position: Vice-Chairman

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 30, 2019
Position: Committee Member

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: steve@hiltonheadislandsc.gov
Represents: Municipal Association of South Carolina
Served Since: 2004
Term Expires: June 30, 2017
Position: Chairman

Wayne Shuler

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

Christopher Witko

Associate Professor, MPA Program Director

Department of Political Science

323 Gambrell Hall

The University of South Carolina

Columbia, SC 29208

Phone: (803) 777-4547

Email: witkoc@mailbox.sc.edu

Represents: University of South Carolina

Served Since: 2016

Term Expires: June 30, 2020

Position: Committee Member

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 January 31, 2017 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 25, July 25, and October 31 quarterly meetings were conducted via conference call.

A quarterly schedule of meetings has been approved for 2018. The first meeting will again be conducted at the offices of the MASC. 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 2017 and only the applicants themselves participated in the conference calls.

At the first meeting of 2017, 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. No action has been taken and Mr. Riley will continue to serve until his appointment is confirmed or his replacement is named.

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) expires in 2018 and SCAPA has been asked to either re-nominate Mr. Shuler or nominate a new candidate.

There had been concerns early in 2017 that staff changes, due to retirements, at the Legislative Printing, Information and Technology Systems Department might negatively impact their ability to continue to be able to support our Committee’s website. Thankfully this was not the case and the Committee continues to enjoy strong support from the Department. A project to update the website in 2016 and post information on approved Continuing Education Courses, including the complete application forms, continues to provide useful information for potential applicants. Staff with the Town of Hilton Head Island continues to work with the Department to maintain this resource as new applications are approved.

For the first time in several years, a new Sponsoring Organization, the South Carolina Community Loan Fund, was 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 North Charleston – *2017 Training for BOZA and Planning Commission* as a Continuing Education Course 2017-01.

Approval was given to the Town of Fort Mill/City of Tega Cay – *Economic Development Tools and Trends* as a Continuing Education Course 2017-02.

Approval was given to Charleston County – *Planning and Zoning 101* as a Continuing Education Course 2017-03.

Approval was given to the City of Rock Hill – *Bike/PED Master Plan* as a Continuing Education Course 2017-04.

Approval was given to the City of Rock Hill – *Strategic Plan and Housing and Neighborhood Services* as a Continuing Education Course 2017-05.

Approval was given to the City of Rock Hill – *Art's Initiatives Programs* as a Continuing Education Course 2017-06

Approval was given to the SC Health and Planning Advisory Committee – *Health and Planning – Regional Planning* as a Continuing Education Course 2017-07.

Approval was given to the Town of Fort Mill/City of Tega Cay – *Pennies for Progress: Past, Present & Future* as a Continuing Education Course 2017-08.

Approval was given to the South Carolina Community Loan Fund as an Approved Sponsor of Continuing Education Courses.

Approval was given to the SC Community Loan Fund, by way of the SC Food Access Task Force – *2017 Food Access Summit* as a Continuing Education Course 2017-10.

Approval was given to Eat Smart, Move More South Carolina – *Connecting Communities with the East Coast Greenway* as a Continuing Education Course 2017-11.

Approval was given to Eat Smart, Move More South Carolina – *Planning for Active Living and Healthy Food Access at Statewide and Local Levels* as a Continuing Education Course 2017-12.

Approval was given to Eat Smart, Move More South Carolina – *Subliminal Health: Why Transportation Planning & Design Matter to Health Outcomes* as a Continuing Education Course 2017-13.

Approval was given to Newberry County Planning and Zoning Department– *2017 Training for Joint Planning Commission and BZA* as a Continuing Education Course 2017-14.

Approval was given to the Ten at the Top – *Upstate Planners Group, Shaping Our Future: Preferred Development Patterns, Who Chooses?* as a Continuing Education Course 2017-15.

**APPLICATION FOR ACCREDITATION
OF A CONTINUING EDUCATION PROGRAM**

Note: 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. Name and address of organization providing or sponsoring the orientation program:

- a. Organization Name: _____
- b. Address: _____
- c. City: _____
- d. State: _____
Zip Code: _____
- e. Telephone: _____
- f. Email: _____

2. Contact Information:

- a. Name of Contact Person: _____
- b. Title: _____
- c. Telephone: _____
- d. Email: _____

3. Information on orientation program:

- a. Title of Program:

- b. Date(s) and Location(s) of Program:

- c. Brief description of the program and its content:

4. 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) _____

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

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

6. When are materials distributed?

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

7. 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)

8. Instruction Time:

- a. Indicate the total minutes of instruction time: _____

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

9. Method of Advertisement:

- a. Describe the ways in which you intend to let potential attendees know about this orientation program:

10. 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 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.

i. Name of Organization: _____

ii. Name of Representative: _____

iii. Title: _____

iv. Phone: _____

v. Email: _____

vi. Signature: _____

vii. Date: _____

Application and all Materials may be submitted in one of the following means:

1. Electronic submission to each of the committee members listed below via email; or
2. Hardcopy via U. S. Mail, 1 copy each to each committee member; or
3. Electronic submission of the application via email to all committee members, and submit hardcopy supporting materials via U.S. Mail to each member, if materials not available electronically.
4. Please cc all applications to the Chairman's assistant, Krista Wiedmeyer at kristaw@hiltonheadislandsc.gov

To access committee members email and postal addresses visit the link below:

<http://www.scstatehouse.gov/scpeac/members.htm>

NOTICE OF DECISION

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

<input type="checkbox"/> ACCREDITED for	_____ CE credits
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DENIED ACCREDITATION

RETURNED for more information

i. Reason: _____

12. If accredited:

Accredited Course No: _____

a. Date of accreditation: _____

b. Certification is valid until: _____

Signature of SCPEAC Representative: _____

**For further information, contact Mr. Stephen Riley, Chairman,
843-341-4701 or stever@hiltonheadislandsc.gov**