



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE  
AGENDA**

**Monday, February 4, 2019  
11:00 a.m.**

**Municipal Association of South Carolina – Board Room  
Conference Call Line: (712) 775-7270 Access Code: 570840**

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**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 14, 2018

**4. NEW BUSINESS**

- a. Election of Officers
- b. Review and Approval of the 2018 Annual Report
- c. Presentation of Proposed Changes to the Orientation Training Program from the Municipal Association of South Carolina

**5. CONSENT AGENDA - None**

**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  
**Wednesday, November 14, 2018 at 9:00 a.m.**  
**Telephone Conference Call**

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

**1. CALL TO ORDER**

Mr. Riley called the meeting to order at 9:02 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, May 1, 2018**

Mr. Lindler moved to approve. Mr. Shuler seconded. The minutes from the May 1, 2018 meeting were approved by a vote of 4-0.

**4. NEW BUSINESS**

**a. Consideration of an Application for Accreditation – South Carolina Beach Advocates**

Mr. Shuler moved to approve South Carolina Beach Advocates as an approved Sponsor for Continuing Education programs. Mr. Lindler seconded. The motion was approved by a vote of 4-0.

**b. Proposed 2019 Meeting Dates**

Dr. Ellis moved to approve, correcting the May meeting date from Tuesday, May 13<sup>th</sup> to reflect Tuesday, May 14<sup>th</sup>. Mr. Lindler seconded as amended. The motion was approved as amended by a vote of 4-0.

**c. Discussion Regarding Website Updates**

Mr. Riley reviewed and discussed the proposed website updates with the Committee.

**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.**

Mr. Lindler moved to approve the entire consent agenda. Dr. Ellis seconded. The consent agenda was approved by a vote of 4-0.

**Additional Discussion:**

Mr. Riley reviewed a letter received from the Municipal Association of South Carolina regarding their request for approval to allow on-demand orientation training as an alternative delivery method to the current in-person facilitated training requirement.

**6. ADJOURNMENT**

Mr. Shuler moved to adjourn. Mr. Linder seconded. The meeting was adjourned at 9:35 a.m.

# SCPEAC

## **2018 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:

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

Phillip L. Lindler  
Representing SCAC  
Term expires: 2019

Cliff Ellis  
Representing Clemson University  
Term expires: 2020

Wayne Shuler  
Representing SCAPA  
Term expires: 2018

Date: February 4, 2019

TO: The Honorable Harvey S. Peeler, Jr.  
President 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 2018 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 2018 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](mailto: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](mailto:plindler@greenwoodsc.gov)  
Represents: South Carolina Association  
of Counties  
Served Since: 2013  
Term Expires: June 30, 2019  
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](mailto:stever@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](mailto: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 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 5, 2018 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The May 1, August 3, and November 14 quarterly meetings were conducted via conference call.

A quarterly schedule of meetings has been approved for 2019. The first meeting will again be conducted at the offices of the MASC on Monday, February 4, 2019. 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 2018 and only the applicants themselves participated in the conference calls.

At the first meeting of 2018, 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.

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. In the spring of 2018, Dr. Susan Miller, the new Director of the Master of Public Administration program at the University of South Carolina has been nominated to replace Mr. Christopher Witko who resigned his position due to a change with his professional status.

The Committee continues to receive strong support from the Legislative Printing, Information and Technology Systems staff. Throughout 2018, the Committee reviewed and updated the content on the website, including the addition of a Frequently Asked Questions page. Staff with the Town of Hilton Head Island continues to work with the Department to maintain this resource as new applications are approved.

This year two new Sponsoring Organizations, Trees SC and South Carolina Beach Advocates, were 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](http://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 Palmetto Pride, *Crime Prevention through Environmental Design (CPTED)* as a Continuing Education Course 2018-01

Approval was given to Charleston County Zoning & Planning Dept., *Our Community Forest: Why and How to Protect it?* and *Board of Zoning Appeals: Law and Practice* as a Continuing Education Course 2018-02.

Approval was given to the City of Myrtle Beach, *Strengthening Tree Protection Planning* as a Continuing Education Course 2018-03.

Approval was given to the City of Tega Cay and Town of Fort Mill, *Using Creative On-Road Facilities to Fill in Network Gaps* as a Continuing Education Course 2018-04.

Approval was given to the City of Myrtle Beach, *Meeting Facilitation* as a Continuing Education Course 2018-05.

Approval was given to the City of Rock Hill, *Sports Tourism* as a Continuing Education Course 2018-06.

Approval was given to Ten at the Top, *Shaping our Future: The Intersection of Land Use, Communities and Social Equity*, as a Continuing Education Course 2018-07.

Approval was given to TreeSC as an Approved Sponsor of Continuing Education Courses.

Approval was given to Anderson County Planning, *Anderson County Planning Commission Workshop – Legislation & Parliamentary Procedures*, as a Continuing Education Course 2018-09

Approval was given to the City of Rock Hill, *York County Transportation Programs*, as a Continuing Education Course 2018-10.

Approval was given to the City of North Charleston, *2018 Training and Update for ZPA and PC*, as a Continuing Education Course 2018-11.