



## **SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE MEETING MINUTES**

**Thursday, February 6, 2025, 11:00 a.m.**

**Municipal Association of SC, 1411 Gervais Street, Columbia, SC 29201**

**Conference Call Line: +1 323-486-1906**

**Phone Conference ID: 129 631 467#**

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**Members Present:** Stephanie Tillerson, Chairperson; and Committee Members, Dr. John Gabor; Mary Catherine Lawton; Andrea Melocik; and Dr. Neal Woods

**Administrative Support Present:** Eric Budds and Urica Floyd with the Municipal Association of SC

### **1. CALL TO ORDER – 11:01**

### **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.** The meeting minutes from November 6, 2024, were motioned for approval by Mary Catherine Lawton and seconded by Dr. Woods. The motion passed 5-0.

### **4. NEW BUSINESS**

- a.** Administrative Action Update

- i.** Administrative update from the Municipal Association.
    1. The applications for continuing education program approvals are being processed quickly, the turnaround time is currently less than 24 hours.
    2. A postcard is being planned to be sent out to all planning officials to update all officials on the new procedures approved by the planning committee. Work still needs to be completed on the SCPEAC website before that can proceed.
  - ii.** The Committee approved a request to add the National Council for Architectural Review Boards, [NCARB](#), as an approved sponsor organization. Stephanie Tillerson made the motion, seconded by Dr. John Gabor. The motion passed 5-0.
  - iii.** The Committee determined that a new organization can be added to the Approved Continuing Education Sponsor Organization list by a referral and review process by the Committee. Therefore, new organizations can be added without that new organization submitting an application.

iv. The draft SCPEAC Annual Report for 2024 was reviewed, with one edit to Dr. Wood's title. Mary Catherine Lawton motioned to approved; it was seconded by Dr. Gabor. The motion passed 5-0.

**5. CONSENT AGENDA**

a. Continuing Education Program Submittals

Dr. Woods motioned for approval of the item listed on the consent agenda. Mary Catherine Lawton moved to approved and seconded by Dr. Gabor. The motion passed 5-0.

i. City of Rock Hill- "Zoning - Annexations"

*- Authorized Course No.: 2024-11*

ii. Town of Summerville - "Conducting Effective Meetings"

*- Authorized Course No.: 2024-12*

**6. ADJOURNMENT** – The meeting was motioned for adjournment by Mary Catherine Lawton and seconded by Dr. Woods. The motion passed 5-0. The Meeting adjourned at 11:18 a.m.

**PUBLIC NOTICE**

**INTERESTED PARTIES MAY ATTEND THIS MEETING BY TELEPHONE OR VIRTUALLY  
FOR QUESTIONS REGARDING ATTENDANCE, PLEASE CONTACT URICA FLOYD AT 803-354-4754**