SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

MEETING MINUTES

Thursday, May 7, 2026, 11:00 a.m.
Virtual
Conference Phone Line: +1 323-486-1906 :: Conference ID: 249 805 805#

Members Present: Stephanie Tillerson, Chair; Andrea Melocik-White, Vice Chair; and Committee Members: Dr. John Gaber; Dr. Neal Woods; and Shaun Greenwood

Administrative Support Present: Jake Broom, Urica Floyd and Susan Walters with the Municipal Association of SC

1. **CALL TO ORDER – 11:00 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.** Regular Meeting Minutes of February 5, 2026: Dr. Woods moved to approve the February 5, 2026, minutes with the addition of the two appointment letters for Gaber and Woods as attachments. Second, by Shaun Greenwood. The motion passed 5-0.

4. **NEW BUSINESS**
   - **a.** Administrative update from the Municipal Association: Provided by Floyd and Broom
     - i. Floyd thanked Jake Broom and Susan Walters, who managed the review and processing of continuing education program applications during her recent medical leave.
     - ii. Four continuing education programs were received and processed during that period and are scheduled for approval.
     - iii. Board members were emailed their current appointment expiration dates for review.
     - iv. Chair Stephanie Tillerson was advised that her appointment expires June 30, 2026, and, if she wishes to continue serving, a new appointment letter should be submitted through SCAPA.
     - v. Floyd and Broom welcomed Shaun Greenwood, representing the City of Forest Acres, as the newest member of the Planning Education Advisory Committee. Mr. Greenwood replaces Mary Catherine Lawton as the Municipal Association representative.

5. **OLD BUSINESS**
    a. Urica Floyd confirmed that Shaun Greenwood's appointment to the committee is effective immediately. His appointment letter will be attached to the minutes of the meeting. The appointment was approved by the Governor's office March 30, 2026. Term expires June 30, 2029.

6. **CONSENT AGENDA**
    a. Continuing Education Program Submittals (CE approvals)
    Andrea Melocik-White disclosed a conflict of interest regarding programs 1, 3, and 4, as they were submitted by her department. She abstained from voting on those items. Shaun Greenwood moved to approve Continuing Education Programs 1, 3, and 4. Second, by Dr. Woods. The motion passed 4-0.
        i. Charleston County - "2026 Historic Preservation Annual Business Meeting" - Authorized Course No.: 01-2026, approved 2.16.26
        ii. Elko Consulting (Charleston County) - "Beaches 101" - Authorized Course No.: 02-2026, approved 2.16.26
        iii. Charleston County - "Charleston County Planning Commission Annual Meeting" - Authorized Course No.: 03-2026, approved 3.9.26
        iv. Charleston County (James Island) - "Driving Tour of James Island: Charleston County Historic Districts and National Register Historic Properties/Districts" - Authorized Course No.: 04-2026, approved 3.30.26

    Andrea Melocik-White indicated that Program 2 was not submitted by her department and participated in the vote. Shaun Greenwood moved to approve Continuing Education Program 2. Second, by Dr. Woods. The motion passed 5-0.

    b. Continuing Education Instructor Approvals -- None to approve.

7. **ADJOURNMENT –** The meeting was motioned for adjournment by Greenwood and seconded by Melocik-White. The motion passed 5-0. The meeting adjourned at 11:06 a.m.

HENRY DARGAN MCMASTER
GOVERNOR

March 30, 2026

The Honorable Mark Hammond
1205 Pendleton Street, Suite 525
Columbia, South Carolina 29201

Dear Secretary Hammond,

I have appointed Mr. Shaun M. Greenwood to serve as a member of the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees pursuant to section 6-29-1330 of the South Carolina Code of Laws.

STATEWIDE APPOINTMENT:
Term Commencement: June 30, 2025
Term Expiration: June 30, 2029
Type: Initial Appointment
Seat: Municipal
Vice: Mary Catherine Lawton

Contact Information:
Mr. Shaun M. Greenwood
5209 North Trenholm Road
Columbia, South Carolina 29206
803-917-7001
sgreenwood27@yahoo.com

Yours very truly,

Henry Dargan McMaster

HDM/lc