



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

**Thursday, May 8, 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: 297 306 783#**

---

**Members Present:** Stephanie Tillerson, Chair; Andrea Melocik Vice Chair; and Committee

Members, Dr. John Gaber; Mary Catherine Lawton; and Dr. Neal Woods

**Administrative Support Present:** Eric Budds and Urica Floyd 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. The meeting minutes from February 6, 2025, were motioned for approval by Mary Catherine Lawton and seconded by Dr. Gaber. The motion passed 5-0.

### **4. NEW BUSINESS**

#### **a. Administrative Action Update**

##### **i. Administrative update from the Municipal Association.**

- 1. The approval process for continuing education program applications is still operating effectively.
- 2. A postcard and other notifications are still in the works to update planning officials about the new procedures approved by the advisory committee. Work still needs to be completed on the SCPEAC website before that can proceed.

##### **ii. Election of board officers: With a call for nominations for board Chair, Lawton nominated Stephanie Tillerson to continue as board chairperson. The nomination was motioned for approval by Lawton and seconded by Gaber. The motion passed 5-0. Andrea Melocik was nominated for board Vice Chair. The nomination was motioned for approval by Tillerson and seconded by Woods. The motion passed 5-0.**

##### **iii. The State statute Section 6-29-1330 creating the SCPEAC provides that “C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualify....” Therefore, even though the terms have expired for board members Dr. Neal Woods,**

University of South Carolina and Dr. John Gaber, Clemson University; both are qualified to continue voting until the reappointments are completed through the Governor's office.

1. Gaber and Woods both agreed to serve another 4-year term and to work with their respective universities to get a new appointment letter written to be submitted to the Governor's Office. Once approved, the terms will last for 4 years, from 7.1.2024 - 6.30.2028.
2. The Municipal Association will work on finding a new appointment to replace Mary Catherine Lawton whose term expires on 6.30.2025. Lawton can continue to serve in the position until a replacement is approved.
3. The Governor's Office, in error, set the expiration date for Andrea Melocik, the Association of Counties appointee to 6.30.27, instead of 6.30.2025. Melocik has agreed to continue the appointment through the 2027 date.

## 5. CONSENT AGENDA

### a. Continuing Education Program Submittals and Approvals

Recusal: Due to being an employee at Charleston County, Melocik recused herself on items i-iii.

For items i-iii, Lawton motioned for approval, the motion was seconded by Dr. Woods. The motion passed 4-0.

For items iv-vi, Lawton motioned for approval; the motion was seconded by Dr. Woods. The motion passed 5-0.

- i. Charleston County - "Charleston County HPC Annual Meeting Presentation" - ***Authorized Course No.: 2025-01***
- ii. ii. Charleston County - "Charleston County PC Annual Meeting Presentation" - ***Authorized Course No.: 2025-02***
- iii. iii. Charleston County - "East Cooper Historic District Tour" - ***Authorized Course No.: 2025-03***
- iv. iv. Town of Pawleys Island - "Pawleys Island Rain Garden" - ***Authorized Course No.: 2025-04***
- v. v. Town of Pawleys Island - "Pawleys Island Rainwater Harvesting Workshop" - ***Authorized Course No.: 2025-05***
- vi. vi. City of Rock Hill - "Comprehensive Planning 101 In the City of Rock Hill" - ***Authorized Course No.: 2025-06***

### b. Continuing Education Instructor Submittal and Approval

Lawton motioned for approval; the motion was seconded by Melocik. The motion passed 5-0.

- i. **Alison R. Simmons**, Berkeley County Planning and Zoning Director, approved 3.5.25.

## 6. ADJOURNMENT – The meeting was motioned for adjournment by Dr. Gaber and seconded by Dr. Woods. The motion passed 5-0. The Meeting adjourned at 11:21 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**