



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE MEETING MINUTES

Thursday, August 7, 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: 865 092 295#

Members Present: 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 – 11:01 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 May 8, 2025, were motioned for approval by Dr. Gaber and seconded by Mary Catherine Lawton. The motion passed 4-0.

4. NEW BUSINESS

- a.** Administrative Action Update

- i.** Administrative update from the Municipal Association

- 1. Urica Floyd reported that the Municipal Association mailed out a planning and zoning postcard to everyone in their municipal database, updating planning officials on the new policy changes instituted by the Advisory Committee. Floyd recommended that the other stakeholders like the Association of Counties and SCAPA also send something out to their members.

- 2. Applications for the Continuing Education Instructor certification following the mailing of the postcard started coming in. Several applications were processed and are noted for approval with the Consent Agenda.

- ii.** Progress report for appointment renewals through the Governor's office: Eric Budds gave an update on the Advisory Committee appointments. Budds thanked Dr. Gaber and Dr. Woods for promptly submitting their appointment letters following the May 8 Committee meeting. The appointment letters were submitted to the Governor's Office through Casey Fields, Director of Advocacy, at the Municipal Association. For the Municipal Association's appointment to replace Mary Catherine Lawton,

the Association is still trying to identify a suitable candidate to make the replacement.

1. Dr. John Graber, Clemson, 6.30.24 – Submitted 7.31.25
2. Dr. Neal Woods, University of SC, 6.30.24 – Submitted 7.31.25
3. Mary Catherine Lawton, Municipal Association, 6.30.25 – Active candidate search

5. CONSENT AGENDA

a. Continuing Education Instructor Submittal and Approval

Dr. Gaber motioned for approval; the motion was seconded by Dr. Woods. The motion passed 4-0.

- i. **Kiera Reinertsen**, Director of Planning & Zoning Dorchester County, approved 7.1.25
- ii. **Heather Davis**, Deputy Planning Director, Horry County, approved 7.11.25
- iii. **Jeffrey Guilbault**, Planning Director, Appalachian Council of Governments, approved 7.31.25
- iv. **Jennifer L. Vissage**, Senior Planner Appalachian Council of Governments, 8.4.25

6. ADJOURNMENT – The meeting was motioned for adjournment by Dr. Gaber and seconded by Mary Catherine Lawton. The motion passed 4-0. The Meeting adjourned at 11:09 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**