



SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

AGENDA

Thursday, November 9, 2023, 11:00 a.m.

Conference Call Line: +1 323-486-1906

Phone Conference ID: 823 296 843#

Members Present: Stephanie Tillerson, Chairperson and Committee Members, Dr. John Gaber, Dr. Neil Woods, and Mary Catherine Lawton. Andrea Melocik, Vice Chairperson, was absent.

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

1. CALL TO ORDER – Chairperson Tillerson called the meeting to order at 11:02 a.m.

2. FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act.

3. APPROVAL OF MINUTES

a. Meeting minutes of September 7, 2023

The meeting minutes from September 7 were motioned for approval by Dr. Woods and second by Dr. Gaber. The motion passed 4-0.

4. UNFINISHED BUSINESS

a. Discussion and Clarification of Traditional Practices and Procedures

Chairperson Tillerson recognized Eric Budds to review the SCPEAC's July 2020 Guidance Letter, which made permanent changes to orientation and continuing education training temporarily approved during the COVID-19 pandemic. After a discussion, the Committee agreed that approved on-demand orientation training programs could be delivered in both an on-demand or group setting. When used in a group setting, a coordinator must be present to record and certify attendance.

The committee also agreed to continue the previous practice of allowing approved continuing education training to be conducted in a classroom or group setting in the presence of a coordinator to record and certify attendance or in an on-demand format, provided that there is a method for confirming participation and certifying attendance. Home study or self-study methods where participation or attendance cannot be independently verified are prohibited.

- b. Discussion of Changes to the Continuing Education Training Approval Process**
Next, Urica Floyd was recognized to summarize recommended changes to the Continuing Education Program Application and approval process. She asked the Committee to consider approval of an online application form that streamlines the application and approval process. The online process would end the practice of applicants emailing the approval forms directly to the committee members. As part of the changes, the Association will establish an email address, SCPEAC@masc.sc. All applications and communications to the committee would be directed to this address.

Dr. Woods motioned to approve the discussed changes to the orientation and continuing education programs and the recommended process changes. Dr. Gaber seconded the motion, which passed 4-0.

5. NEW BUSINESS

- a. City of Rock Hill – Request to Use Recorded Continuing Education Training**
Dr. Woods moved to approve the City of Rock Hill’s request to use recorded versions of approved continuing education programs that comply with the policies approved earlier in the meeting by the Committee. Mary Catherine Lawton seconded the motion, which passed on a 4-0 vote.
- b. Consideration of the National Alliance of Preservation Commissioners as a Continuing Education Sponsor.**
Eric Budd informed the Committee that a city planner who participated in training offered by the [National Alliance of Preservation Commissioners](#) asked for the organization to be approved as a continuing education sponsor. Current policy requires the organization, not a participant, to request approval as a sponsor. Dr. Woods's motion to defer action on the approval until additional information was provided. Dr. Gaber seconded the motion, which passed on a 3-0 vote. Mary Catherine Lawton recused herself because the request was made by an employee of the City of Aiken, her current employer.

6. CONSENT AGENDA

- a. Continuing Education Program Submittals –**
Dr. Woods motioned for approval of the items listed on the consent agenda. Dr. Gaber seconded the motion, which passed 4-0.
- i.* Aiken County – County Board of Zoning Appeals 10.12.23 -
 - ii.* City of Folly Beach – Folly Boards and Commissions Ethics Continuing Education 11.6.23
 - iii.* City of Greenville – Annual Board Training 11.6.23
 - iv.* City of North Augusta – 2023 Planning & Zoning Update 11.29.23

- 7. ADJOURNMENT –** Motion to adjourn by Dr. Woods, second by Dr. Gaber. The motion passed 4-0.

PUBLIC NOTICE

**INTERESTED PARTIES MAY ATTEND THIS MEETING
BY TELEPHONE OR VIRTUALLY**

**FOR QUESTIONS REGARDING ATTENDANCE,
PLEASE CONTACT URICA FLOYD AT 803-354-4754**