

# SCPEAC

## **2015 Annual Report**

**Presented to**

The President Pro Tempore of the Senate  
The Speaker of the House of Representatives

**By The South Carolina Planning Education Advisory Committee**

# South Carolina



## Planning Education Advisory Committee

Committee members:

Stephen G. Riley, Chairman  
Representing MASC  
Term Expires 2017

Phillip L. Lindler  
Representing SCAC  
Term expires: 2019

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Wayne Shuler  
Representing SCAPA  
Term expires: 2018

Date: January 25, 2016

TO: The Honorable Hugh K. Leatherman, Sr.,  
President Pro Tempore for the Senate

The Honorable James H. Lucas,  
Speaker of the House of Representatives

FROM: Stephen G. Riley, Chairman

RE: Annual Report of the South Carolina Planning Education  
Advisory Committee

In 2003, the Legislature established Educational Requirements for Local Government Planning or Zoning Officials or Employees and established a five-member Advisory Committee to compile and distribute a list of approved orientation and continuing education courses to satisfy the requirements of the statute and to determine categories of persons that are eligible for exemption from these educational requirements. The Advisory Committee elected to operate under the title of the South Carolina Planning Education Advisory Committee.

Please accept this as the 2015 Annual Report of the South Carolina Planning Education Advisory Committee pursuant to Section 6-29-1330(D)(3) of the Code of Laws of South Carolina.

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## **Introduction**

Article 9 of Title 6, Chapter 29 of the South Carolina Code of Laws establishes Educational Requirements for Local Government Planning or Zoning Officials or Employees. These provisions apply to all members of locally-appointed Planning Commissions, Boards of Zoning Appeals, Architectural Review Boards and all professional employees engaged in planning and zoning activities.

Unless expressly exempted, each locally appointed official and professional employee must attend a minimum of six hours of orientation training in certain subjects and annually attend no fewer than three hours of continuing education in any of the subjects determined by the State Advisory Committee.

The subjects for the education may include, but not be limited to, land use planning; zoning; floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee; or
- (4) a license to practice law in South Carolina.

An appointed official is subject to removal from office or suspension or dismissal from employment if he fails to complete the requisite number of hours of orientation training and continuing education within the time allotted by State Code, or fails to file the certification form and documentation required by State Code.

It is the responsibility of the local governing body to track and file with the local clerk the proper certification forms for their individual planning or zoning officials or employees.

All municipalities and counties were required to come into compliance by January 1, 2007. Newly appointed Board and Commission members and newly hired staff members must receive their orientation training within one year of their start date. A minimum of

three hours of continuing education is required, each year, for all board, commission and staff members.

Sec. 6-29-1330 of the Code establishes an Advisory Committee composed of five members appointed by the Governor. The Code provides that the members shall include: a planner recommended by the South Carolina Chapter of the American Planning Association; a municipal official or employee recommended by the Municipal Association of South Carolina; a county official or employee recommended by the South Carolina Association of Counties; a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and, a representative recommended by Clemson University's Department of Planning and Landscape Architecture.

This Committee, operating as the South Carolina Planning Education Advisory Committee (SCPEAC), is charged with:

- compiling and distributing a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- determining categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and
- making an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

This 2014 Annual Report is set up to include those elements set forth in Sec. 6-29-1330(D)(3) of the Code. Specifically, this annual report provides a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

## **Committee Member Information**

### **Cliff Ellis, Ph.D.**

Professor and Program Director  
Graduate Program in City and Regional Planning  
2-215 Lee Hall, Box 340511  
Clemson University  
Clemson, SC 29634-0511  
Phone: (864) 656-2477  
E-mail: [cliffloe@clemson.edu](mailto:cliffloe@clemson.edu)  
Represents: Clemson University  
Served Since: 2012  
Term Expires: June 30, 2016  
Position: Committee Member

### **Dennis Lambries, Ph.D.**

Research Associate  
USC Institute for Public Service and Policy Research  
Survey Research Laboratory  
University of South Carolina  
1400 Pickens Street, Room 408  
Columbia, SC 29201  
Phone: 803-777-0351  
e-mail: [dennis-lambries@sc.edu](mailto:dennis-lambries@sc.edu)  
Represents: University of South Carolina  
Served Since: 2004  
Term expires: June 30, 2016  
Position: Committee Member

### **Phillip L. Lindler, AICP**

Planning Director, Greenwood County  
528 Monument Street, Rm B-03  
Greenwood, SC 29646  
Phone: 864-942-8636  
Email: [plindler@greenwoodsc.gov](mailto:plindler@greenwoodsc.gov)  
Represents: South Carolina Association of Counties  
Served Since: 2013  
Term Expires: June 30, 2019  
Position: Vice-Chairman

**Stephen G. Riley, ICMA~CM**

Town Manager

Town of Hilton Head Island

One Town Center Court

Hilton Head Island, SC 29926

Phone: 843-341-4700

e-mail: [stever@hiltonheadislandsc.gov](mailto:stever@hiltonheadislandsc.gov)

Represents: Municipal Association of South Carolina

Served Since: 2004

Term Expires: June 30, 2017

Position: Chairman

**Wayne Shuler**

Director of Planning and Zoning

City of West Columbia

200 N. 12th Street

P. O. Box 4044

West Columbia, SC 29171-4044

Phone: (803) 939-3186

E-mail: [wshuler@westcolumbiasc.gov](mailto:wshuler@westcolumbiasc.gov)

Represents: SC Chapter, American Planning Association

Served Since: 2014

Term expires: June 30, 2018

Position: Committee Member

## Activities

A quarterly schedule of meetings was established, as allowed for under Section 6-29-1330(F) of the Code. The members have committed to conducting at least the first scheduled meeting of each year in person; and thus the January 21, 2015 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 6, July 27 and October 19 quarterly meetings were conducted via conference call.

A quarterly schedule of meetings has been approved for 2016. The first meeting will again be conducted at the offices of the MASC. The remaining meetings are scheduled to be conducted by conference call.

Every effort has and will continue to be made to facilitate public participation in these conference call meetings by posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at the Hilton Head Island office of the Chairman. The conference call phone number is provided in the posted notices such that any interested party may participate by phone. As noted above, three such meetings were held in 2015 and only the applicants themselves participated in the conference calls.

One of the original members of the Committee, Dennis Lambries, announced that he would be retiring in 2015. Dennis had long been the Committee’s Vice-Chairman and he suggested that someone else take that role. Phil Lindler was elected as the new Vice-Chairman of the Committee. Mr. Riley was reelected to the position of Chairman.

In the very early days of the Committee’s efforts, it had expiration dates on the Orientation Training Programs that had been developed and approved for the Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC). As the time approached for a third extension on the expiration dates, the Committee engaged in a conversation to revisit how we handle the Orientation Training going forward. After much discussion among the Committee members and representatives from the MASC and SCAC, the Committee arrived at the following:

1. Annually, by December 31<sup>st</sup> of each year, the sponsor of the orientation training program shall certify to the SCPEAC that:
  - a. To the best of the sponsor’s knowledge, there have been no changes in statutes or case law, at either the State or Federal level, that, in the sponsor’s determination, require changes or clarifications to the training materials; or
  - b. The sponsor has determined that there have been changes in statutes or case law, at either the State or Federal level, which require that the training materials be updated; and that the materials have been, or are in the process of being, updated to reflect those changes.
2. If the sponsor, in their sole discretion, determines that substantial changes are needed or warranted in the Orientation Training program; then a revised application shall be submitted for consideration by the SCPEAC.

Numerous individual applications were approved for specific program offerings by local governments and community organizations; as noted below in the Determinations subsection. The “consent agenda” process continues to work well for these types of applications.

## **Expenses**

Postage, copying, and printing costs have been minimal and have been absorbed by the members' sponsoring organizations or employers. Increased use of electronic applications and email distribution of agendas has contributed to keeping such costs to a minimum.

Costs for travel to meetings of the Committee have been borne by the individual members or their employers. No costs for overnight stays or meals have been incurred.

The Committee website is maintained by the South Carolina Legislative Printing, Information and Technology Systems Department at no cost to the Committee. The domain name, [www.scpeac.org](http://www.scpeac.org), was maintained because of the ease in relaying the information to those who inquire. The annual cost for maintaining this domain name is \$11.96 and is absorbed by the Chairman's employer, the Town of Hilton Head Island.

Meeting space for the annual on-site meeting of the Committee is being donated by the Municipal Association of South Carolina. Limited refreshments are made available; in the same manner as is done with other groups that use their facilities.

Costs associated with telephone conference call meetings are absorbed by the Chairman's employer, the Town of Hilton Head Island. Limited administrative support is also provided by the Town of Hilton Head Island.

## **Fees Collected**

No fees have been collected.

Section 6-29-1330(G) of the Code provides for the imposition of a nominal fee to each entity applying for approval of an orientation or continuing education program. The Committee has chosen not to impose such a fee at this time.

## **Determinations Concerning Approved Education Programs and Categories of Exemptions**

Approval was given to the Town of Fort Mill/City of Tega Cay – *Unified Sizing Criteria for Stormwater Design: Design Criteria to Encourage LID* as a Continuing Education Course 2015-01.

Approval was given to the City of Rock Hill - *Rosenburg's Rules of Order/Robert's Rules of Order Workshop* as a Continuing Education Course 2015-02.

Approval was given to the City of Rock Hill – *The Power of the Catawba River* as a Continuing Education Course 2015-03.

Approval was given to Greenville County – *Fair Housing Seminar* as a Continuing Education Course 2015-04

Approval was given to the City of Tega Cay /Town of Fort Mill – *Planning for Local Economic Development* as a Continuing Education Course 2015-05.

Approval was given to Ten at the Top – *Shaping our Future: Growing Economic Vibrancy in Downtowns & Rural Communities* as a Continuing Education Course 2015-06.

Approval was given to the City of Camden – *Citizens Planning College* as a Continuing Education Course 2015-07.

Approval was given to the Town of Hilton Head Island – *Town of Hilton Head Island Orientation and Continuing Education Program* as Continuing Education Courses 2015-08.

Approval was given to the City of Myrtle Beach – *Basics of the NFIP (a workshop for local government ahead of the new flood maps)* as a Continuing Education Course 2015-09.

Approval was given to the Town of Fort Mill/City of Tega Cay – Regional Planning: *The ABC's of MPO's and COG's* as a Continuing Education Course 2015-10.

Approval was given to Colleton County – *Economic Development* – as a Continuing Education Course 2015-11.

Approval was given to Colleton County – *Climate Change and Sea Level Rise w/Local Impacts* as a Continuing Education Course 2015-12.

Approval was given to Horry County Government – *Horry 101 – Planning & Zoning* as a Continuing Education Course 2015-13.

Approval was given to Horry County Government – Planning & Zoning – *Title VI: Understanding and Striving for Nondiscrimination* as a Continuing Education Course 2015-14.