

# SCPEAC

## **2012 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: 2013

Christopher Karres  
Representing SCAC  
Term expires: 2015

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Donna London  
Representing SCAPA  
Term expires: 2014

Date: February 14, 2013

TO: The Honorable John E. Courson,  
President Pro Tempore for the Senate

The Honorable Robert W. Harrell, Jr.;  
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 2012 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 2011 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**

### **Christopher S. Karres**

527 Briarwood Rd  
Lancaster, SC 29720  
Phone: (803) 286-6135  
E-mail: None  
Term expires: June 30, 2015  
Represents: S. C. Association of Counties  
Term expires: June 30, 2015  
Position: Committee member

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

Research Associate  
USC Institute for Public Service and Policy Research  
Survey Research Laboratory  
University of South Carolina  
Columbia, SC 29208  
Ph: 803-777-0351  
Fax: 803-777-4575  
e-mail: [LAMBRIES@mailbox.sc.edu](mailto:LAMBRIES@mailbox.sc.edu)  
Represents: University of South Carolina  
Term expires: June 30, 2016  
Position: Vice-Chairman

### **Donna London**

Director  
Jim Self Center on the Future  
Strom Thurmond Institute  
Clemson University  
Silas Pearman Boulevard  
Clemson, SC 29634-0125  
Ph: 864-656-4700  
Fax: 864-656-4780  
e-mail: [dlondon@strom.clemson.edu](mailto:dlondon@strom.clemson.edu)  
Represents: SC Chapter, American Planning Association  
Term expires: June 30, 2014  
Position: Committee member

**Cliff Ellis, Ph.D.**

Associate Professor and Program Director  
Graduate Program in City and Regional Planning  
3-120 Lee Hall, Box 340511  
Clemson University  
Clemson, SC 29634-0511  
Phone: (864) 656-2477  
Fax: (864) 656-7519  
E-mail: [cliffoe@clemson.edu](mailto:cliffoe@clemson.edu)  
Represents: Clemson University  
Term Expires, June 30, 2016

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

Town Manager  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29926  
Ph: 843-341-4700  
Fax: 843-842-8511  
e-mail: [stever@hiltonheadislandsc.gov](mailto:stever@hiltonheadislandsc.gov)  
Represents: Municipal Association of South Carolina  
Term expires: June 30, 2013  
Position: Chairman

## 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 25, 2011 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 11<sup>th</sup> and July 25<sup>th</sup>, and October 24<sup>th</sup> quarterly meetings were conducted via conference call. Conference call meetings were also held on March 7<sup>th</sup> and March 24<sup>th</sup>.

A quarterly schedule of meetings has been approved for 2012. 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, five such meetings were held in 2012 and only the applicants themselves participated in the conference calls.

During 2012, Dr. Barry Nocks retired from Clemson University. Dr. Clifford Ellis, Associate Professor and Program Director, Graduate Program in City and Regional Planning was appointed by Governor Haley for a four-year term ending in June of 2016. Dr. Dennis Lambries, representing the University of South Carolina, was reappointed by Governor Haley to a new four-year term on the Committee. His term also runs through June of 2016. Late in the year, member Chris Karres, representing the SC Association of Counties, left his position with County government and the Association has proposed a new member who is awaiting confirmation.

The Committee continues to struggle to expand offerings and make it easier for people to participate in training; given our limited resources. Conversations are ongoing with representatives from the Municipal Association of South Carolina, the South Carolina Association of Counties and the Riley Center at the College of Charleston.

The South Carolina Institute of Architects and the South Carolina Chapter of the American Society of Landscape Architects were both added to the list of approved sponsors of continuing education programs in the hope that this would make it easier for members of these organizations to continue to serve on local planning and zoning boards and commissions.

Numerous inquiries were answered, although the Committee takes care to make clear that we do not have access to legal advice; and that consultation with the local government’s attorney is advisable.



## **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.scepac.org](http://www.scepac.org), was maintained because of the ease in relaying the information to those who inquire. The annual cost for maintaining this domain name is \$9.95 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 granted to consideration of an application by the Lexington County Community Development Department “*2011 Tree Care Workshop*” as a Continuing Education Course.

Approval was granted to Coastal Waccamaw Stormwater Education Consortium as an “*Approved Sponsor*”.

Approval was granted to Trees SC “*Canopy Session: Crape Myrtles Pruning, Preservation and Alternative Species Selection*” as a Continuing Education Course.

Approval was granted to the Appalachian Council of Governments “*The Tools of Planning*” as a Continuing Education Course.

Approval was granted to Update Forever’s “*Creating Active Healthy Communities through Placemaking*” as a Continuing Education Course.

Approval was granted to The Richard H. Pennell Center for Real Estate Development “*Transportation and Development in the Updates: Where Are We Going?*” as a Continuing Education Course.

Approval was granted to the City of Conway *Training for Board Members – Movie “Mr. Smith Goes to Washington”* request for removal of the “one time” stipulation from the Continuing Education Course with a clarification that repeats of this program should be for those who have not previously participated.

Approval was granted to Trees, SC “*2011 Annual Conference: Preserving Green Infrastructure: Building Communities Among the Trees*” as a Continuing Education Course.

Approval was granted to SC Forestry Commission “*Forest Resource Institute: Planning and Managing Natural Resources in the Landscape*” as a Continuing Education Course.

Approval was granted to FEMA (Federal Emergency Management Agency) as an *Approved Sponsor*.