

# SCPEAC

## **2014 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: 2015

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Wayne Shuler  
Representing SCAPA  
Term expires: 2018

Date: January 30, 2015

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

The Honorable Thomas E. Pope,  
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 2014 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**

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

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USC Institute for Public Service and Policy Research  
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Represents: University of South Carolina  
Term expires: June 30, 2016  
Position: Vice-Chairman

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

Planning Director, Greenwood County  
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Represents: South Carolina Association of Counties  
Term Expires: June 30, 2015  
Position: Committee Member

### **Wayne Shuler**

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Term expires: June 30, 2018  
Position: Committee Member

**Cliff Ellis, Ph.D.**

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Represents: Clemson University  
Term Expires: June 30, 2016  
Position: Committee Member

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

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Represents: Municipal Association of South Carolina  
Term Expires: June 30, 2017  
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 22, 2014 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 7<sup>th</sup> conference call meeting was cancelled due to a lack of agenda items. The August 4<sup>th</sup>, and October 20<sup>th</sup> quarterly meetings were conducted via conference call.

A quarterly schedule of meetings has been approved for 2015. 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 2014 and only the applicants themselves participated in the conference calls.

Wayne Shuler joined the Committee as a representative for the South Carolina Chapter of the American Planning Association with a term expiring in 2018. Wayne replaced Donna London who retired after many years of service to the Planning profession and this Committee. Chairman Steve Riley, representing the Municipal Association of South Carolina, received confirmation of his reappointment and will serve until 2017.

Early in 2014, the National Association of Counties was approved as a provider of continuing education programs. This continues a proactive effort by the Committee to add providers and expand continuing education opportunities.

Numerous individual applications were approved for specific program offerings by local governments and community organizations. 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.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 \$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 National Association of Counties as an approved sponsor of continuing education programs.

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

Approval was given to Eat Smart Move More SC – *Health + Planning Regional Workshop* as a Continuing Education Course.

Approval was given to South Carolina Forestry Commission - *Green Infrastructure Planning for South Carolina* as a Continuing Education Course.

Approval was given to the Waccamaw Regional COG – *Green Infrastructure Planning – Landscape Scale* as a Continuing Education Course.

Approval was given to the Richland County Planning & Development Services – *Planning Conference – Striving for Happiness* as a continuing Education Course.

Approval was given to the City of North Charleston – *2014 Training for BOZA and Planning Commission* as a continuing education course.

Approval was given to the Town of Kiawah Island – *Town of Kiawah Island BZA and Planning Commission Continuing Education Training* as a continuing education course.

Approval was given to the City of Rock Hill – *Findings of Fact and Special Exception Criteria* as a continuing education course.

Approval was given to the City of Rock Hill – *Rosenburg's Rules of Order* as a continuing education course.

Approval was given to Spartanburg County – *How to fix a Boundary Line – and How Not To* as a continuing education course.