

SCPEAC

2011 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, CM
Chairman

Representing MASC
Term expires: 2013

Dennis Lambries, PhD,
Vice Chairman

Representing USC
Term expires: 2012

Christopher Karres
Representing SCAC
Term expires: 2011

Barry Nocks, PhD., AICP
Representing Clemson
University
Term expires: 2012

Donna London
Representing SCAPA
Term expires: 2014

February 10, 2012

TO: The Honorable Glenn F. McConnell, 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 2011 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

Planning Director
Lancaster County, SC
P. O. Box 1809
Lancaster, S.C. 29721
Phone: 803-285-6005
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Represents: S. C. Association of Counties
Term expires: June 30, 2011
Position: Committee member

Barry Nocks, PhD, AICP

Professor & Director
Graduate Program in City & Regional Planning
143 Lee Hall
Department of Planning & Landscape Architecture
College of Architecture, Arts & Humanities
Clemson University
Clemson, SC 29634-0511
Phone: 864-656-4094
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Represents: Department of Planning and Landscape Architecture, Clemson University
Term Expires: June 30, 2012
Position: Committee member

Dennis Lambries, PhD

Research Associate
USC Institute for Public Service and Policy Research
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Represents: University of South Carolina
Term expires: June 30, 2012
Position: Vice-Chairman

Donna London

Director

Jim Self Center on the Future

Strom Thurmond Institute

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Represents: SC Chapter, American Planning Association

Term expires: June 30, 2014

Position: Committee member

Stephen G. Riley, CM

Town Manager

Town of Hilton Head Island

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Hilton Head Island, SC 29926

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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, 2010 meeting was conducted at the offices of the Municipal Association of South Carolina (MASC). The April 11th and July 25th, and October 24th quarterly meetings were conducted via conference call. Conference call meetings were also held on March 7th and March 24th.

A quarterly schedule of meetings has been approved for 2011. 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 2011 and in each case only the applicants themselves participated in the conference calls.

The term of member Chris Karres was scheduled to expire in 2011. The South Carolina Association of Counties is in the process of re-nominating him for the position.

A conversation began among the members and with the State Legislative Printing office about how we might best post past applications and approvals online so that other interested local governments might view them and see if they fit their needs. With no staff and no budget, doing this without burdening either the members of our Committee, or the state employees who support our web page, is critical. Options are still under review. We hope to have a solution in 2012.

Another conversation arose regarding a request for exemption for Architects and Landscape Architects who serve on Architectural Review Boards. Committee members had reservations about starting down the road of carving out selective exemptions. As we discussed the matter further we raised the possibility of adding the state and national associations of representing these professionals to the list of pre-approved sponsors of continuing education credits. Contacts are being made with these organizations. The changes in our approval processes, made in 2009, continue to pay dividends as inquiries and special approval requests continue to be minor.

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.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 \$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*.