

SCPEAC

2022 - 2023 ANNUAL REPORT

PRESENTED TO:

The President of the South Carolina Senate
The Speaker of the South Carolina House of Representatives

BY: THE SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

SOUTH CAROLINA



PLANNING EDUCATION ADVISORY COMMITTEE

Committee Members:

Stephanie Monroe
Tillerson, Chairperson
Representing SCAPA

John Gaber
Representing Clemson
University

Mary Catherine
Lawton Representing
MASC

Andrea Melocik
Representing SCAC

Neal Woods
Representing USC

DATE: May 7, 2024

TO: The Honorable Thomas C. Alexander
President of the Senate

The Honorable G. Murrell Smith
Speaker of the House of Representatives

FROM: Stephanie Tillerson, Chairperson

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. It also 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 2022 and 2023 Annual Reports 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.

Approved training topics include, but are not 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 master's or doctorate degree in planning from an accredited college or university;
- (3) a master's 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 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.

The local governing body is responsible for tracking and filing the proper certification forms for their planning or zoning officials or employees with their municipal or county clerk.

Newly appointed Board and Commission members and newly hired staff members must receive the required orientation training within one year of their start date. All board, commission, and staff members require a minimum of three hours of continuing education each year following completion of the orientation training.

Section 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.

As required by Section 6-29-1330(D)(3) of the Code. The annual report provides a detailed account of the following areas:

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

This report covers calendar years 2022 and 2023. From 2020 to 2022, the Committee experienced vacancies resulting from the retirement of three members with extensive service: Stephen Riley, Cliff Ellis, and Phil Lindler. These vacancies and confirmation delays for new appointments resulted in the Committee's inability to establish a quorum of committee members to conduct business. This issue was resolved in August 2023 when the Governor's Office confirmed the appointment of three new members.

South Carolina Planning Education Advisory Committee Members

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Activities

Following the new appointments, efforts to establish a functional Committee began immediately. The Committee held its first meeting on September 7, 2023, electing Stephanie Tillerson as Chairperson and Andrea Melocik as Vice Chairperson. The Committee also approved a quarterly meeting schedule for 2023 and 2024. It confirmed the practice of holding its February meeting in person at the offices of the Municipal Association of South Carolina, located at 1411 Gervais Street, Columbia, SC. The remaining quarterly meetings were scheduled as virtual meetings with public notice and a virtual meeting link posted to the [South Carolina Planning Education Advisory Committee website](#), maintained by the South Carolina Legislative Services Agency. Additionally, the Committee agreed to accept an offer of administrative support, at no cost, from the Municipal Association of South Carolina for one year, after which the arrangement would be reevaluated.

Expenses

The Committee incurs minimal operating expenses. De minimis postage, copying, printing, and domain costs have been absorbed by the Municipal Association of SC. South Carolina Legislative Printing, Information and Technology Systems Department maintains the Committee's website. The South Carolina Legislative Printing, Information, and Technology Systems Department maintains the Committee's website at no cost to the Committee. The domain name, www.scpeac.org

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

The Municipal Association of South Carolina donates the meeting space for the Committee's annual on-site meeting. Limited refreshments are provided similarly to other groups that use their facilities.

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

In 2023, the South Carolina Planning Education Advisory Committee approved the following continuing education courses:

- City of Tega Cay / Town of Fort Mill – Pennies for Progress - Local Option Sales Tax for Transportation
- City of Rock Hill – South Carolina Commerce Corridor Study

- Aiken County – Zoning Appeals Training
- City of Folly Beach – Folly Boards and Commissions Ethics Training
- City of Greenville – Annual Board Training
- City of North Augusta – 2023 Planning and Zoning Update Training
- Dorchester County – Center for Hiers’ Property Training, From Land Divided to Land Sustained
- York County – Board of Zoning Appeals Variance Training