



## South Carolina Planning Education Advisory Committee (SCPEAC)

November 12, 2024

### NOTICE OF DECISION

**Title of Program:** Zoning - Annexations

**Organization:** City of Rock Hill

**The following action has been taken by the SCPEAC on this application:**

APPLICATION RECEIVED                      Date: November 12, 2024

APPLICATION REVIEWED                      Date: November 12, 2024


ACCEPTED WITHOUT OBJECTION              Date: N/A

- a)       X   ACCREDITED for: 90 minutes CE credit hours: 1.5
- b)     \_\_\_\_\_ DENIED ACCREDITATION
- c)     \_\_\_\_\_ RETURNED for more information

**If accredited:**

- a)     Authorized Course No.: 2024-11
- b)     Date of accreditation: November 12, 2024

Certification Signature, MASC Administrative Representative: 

Certification Signature, SCPEAC Representative: 

**For further information, contact Urica Floyd at 803-354-4754  
or the committee at [SCPEAC@masc.sc](mailto:SCPEAC@masc.sc).**



## Application for Accreditation of a Continuing Education Program or as a Sponsor Organization

NOTE: This certification form, together with the required information referenced therein, shall be submitted to the South Carolina Planning Education Advisory Committee. Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. Once submitted, if no objections are raised by a member of the SCPEAC within 10 business days of receipt, the program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled with appropriate public notice, as soon as reasonably possible, to review the application. The Committee will consider extenuating circumstances where the 30-day deadline cannot be met.

### Reason for Application

Choose one:

Request as a Local Official for Continuing Education Program Approval  Request as an Organization for Accreditation of a Continuing Education Training  Request as an Organization to be an Approved Sponsor of Continuing Education Programs

### Applicant Information

*Applicants must meet the educational requirements of at least an undergrad degree, plus 5 years experience in the planning field.*

**Name**

AMY JO  
First

DENTON  
Last

**Municipality/County/Organization**

South Carolina

**Position**

LONG RANGE PLANNING MANAGER

**Phone**

(803) 817-5129

**Email**

terese.green-thomas@cityofrockhillsc.gov

If you are a COG Director, indicate which jurisdiction the certification is being requested for:

**Applicant Resume/Vita**

Amy Jo Denton's Annexation 2025 Course.pdf

## Information About Organization Providing the Training

**Organization Name**

**Organization Address**

Address Line 1

Address Line 2

City

State

Zip Code

**Organization Phone**

**Organization Website**

**Name of Training Contact**

**Title of Training Contact**

**Training Contact's Phone**

**Training Contact's Email**

## Training Program Information

**Title of Planned Training or Program**

**Date of Training**

**Length of Training Session (i.e. 60 minutes, 90 minutes, 3-hours, etc.)**

**Training Location**

**Brief description of the Training or Program and its relevant content:**

**Method of presentation (in-person; virtual; or other):**

IN-PERSON

**When will materials be distributed (before or at the time of the program):**

SLIDE SHOW, PRINTED MATERIALS

**Description of materials to be distributed:**

COURSE EVALUATION SHEET, SIGN-IN SHEET, ANNEXATION BROCHURE

**Method of Advertisement (Describe how you plan to notify local officials of the program):**

EMAIL INVITS

**Additional Comments**

THANK YOU FOR THIS CONSIDERATION

## Required Attachments

**Brochure, if available:**

**Course Presenter(s) and credentials (include brief resumes and qualifications, combine into one .pdf document):**

Amy Jo Denton's Annexation 2025 Course.pdf

**Copies of all handouts and course materials (combine into one .pdf document). If the course materials is a video/webinar recording include an informational sheet with video summary, links to the host site of the video, etc.:**

CONTINUING EDUCATION SESSION SIGN IN SHEET.docx

**Evaluation Form and method of evaluation (each program must be evaluated, combine into one .pdf document):**

Orientation and CE Certification Form (Employees & Commissions) (1).pdf

**Certification. By submitting this application, the applicant agrees to:**

1. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member.
2. The applicant acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

**RE: Bio**

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**From** Denton, Amy Jo <AmyJo.Denton@cityofrockhill.com>

**Date** Tue 10/29/2024 1:43 PM

**To** Green-Thomas, Terese <terese.green-thomas@cityofrockhill.com>

Terese – see bio below. Thx.

Amy Jo Denton has been in the land use planning and design profession for 13 years in both the private and public sectors. She is currently the long-range planning manager for the City of Rock Hill where she is also responsible for annexation analysis/strategy. She holds several professional certifications including AICP and PMP. She has two master's degrees - Business Administration and Architecture.

**Amy Jo Denton, AICP, Assoc. AIA, PMP**

Long Range Planning Manager

Planning & Development

City of Rock Hill

P.O. Box 11706

155 Johnston Street (29730)

Rock Hill, South Carolina 29731-1706

o: 803-326-3869

amyjo.denton@cityofrockhill.com

[%20www.cityofrockhill.com%20][www.cityofrockhill.com](http://www.cityofrockhill.com)

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**From:** Green-Thomas, Terese <terese.green-thomas@cityofrockhill.com>

**Sent:** Tuesday, October 29, 2024 1:17 PM

**To:** Denton, Amy Jo <AmyJo.Denton@cityofrockhill.com>

**Subject:** Bio

Please provide your bio...

Thanks

Terese Green-Thomas

Division Assistant

Planning & Development

City of Rock Hill

P.O. Box 11706

155 Johnston Street (29730)

Rock Hill, South Carolina 29731-1706

o: 803-817-5129

# Annexation Training

8/16/2024

# What is KEY to the topic of annexation?



**Utility Service Policy for Property Outside City Limits**  
Effective May 14, 2002  
Last updated August 8, 2022

This Utility Service Policy applies to properties within the City's Water and Sewer Service Area and Future Land Use Map. The City reserves the right to grant services, in its sole discretion, under such terms and conditions as the City deems appropriate. For distribution, light and heavy manufacturing, processing, and industrial properties, the City reserves the right to waive, in its sole discretion, any provisions of the Utility Service Policy. The City reserves the right to provide water and/or sewer services, in its sole discretion, so long as the City's water and/or sewer lines and infrastructure are available in such area and such service will have a positive fiscal impact on the City's Utility System and so long as all other provisions of this Utility Service Policy are followed. All new development or redevelopment of property outside the City Limits that is served by City water and/or sewer shall comply with the City's development and design standards and Future Land Use Map.

This Utility Service Policy is in addition to the City's other policies, rules, regulations, procedures and ordinances.

**Contiguous Property**

Situation	Review process
Individual single-family residential uses except for manufactured or mobile homes.  Examples include: <ul style="list-style-type: none"> <li>Existing single-family home with well or septic tank that is no longer serviceable.</li> <li>Existing single-family home that wants water and/or sewer service but that has currently operating facilities.</li> <li>One single-family residential home proposed to be built on one lot.</li> </ul>	Staff may approve service.* If staff does approve service, property owner must execute Water and/or Sewer Service Agreement. Property is subject to immediate annexation at City Council's discretion.  At staff's discretion, property owner may need to request annexation prior to receiving service.
All other situations except for manufactured or mobile homes.  Examples include but are not limited to: <ul style="list-style-type: none"> <li>Additional development on or redevelopment of property that is currently served with City water and/or sewer.</li> <li>Utility service request for an existing use with no new development or redevelopment.</li> <li>Proposed development of any type.</li> </ul>	Property is subject to immediate annexation at City Council's discretion. In some cases, Council may decline to annex the property but may decide to serve it with water and/or sewer at County rates.
Manufactured or mobile homes, whether individual or in a park.	The City will not serve with water and/or sewer, nor annex.

**Non-contiguous property**

Situation	Review process
Residential situations other than manufactured or mobile homes that fall under one of these categories: <ul style="list-style-type: none"> <li>Existing single-family home with well or septic tank that is no longer serviceable.</li> <li>Existing single-family home that wants water and/or sewer service but that has currently operating facilities.</li> <li>Proposed single-family detached residential development with no more than four lots, provided the lots are at least 20,000 square feet each</li> </ul>	Staff may approve service.* If staff does approve service, property owner must execute Water and/or Sewer Service Agreement and staff will inform Council afterwards. Continued service is subject to City Council discretion.  At staff's discretion, property owner may need to request that City Council review a development plan or Project Standards Agreement and approve or reject utility service prior to receiving service.
All other types of development  Examples include but are not limited to: <ul style="list-style-type: none"> <li>Additional development on or redevelopment of property that is currently served with City water and/or sewer.</li> <li>Utility service request for an existing use with no new development or redevelopment.</li> <li>Proposed single-family detached development with more than four lots</li> <li>All other types or proposed development (other types of residential uses, commercial uses, industrial uses, institutional uses, etc.)</li> </ul>	Staff may recommend to Council that no annexation path is viable if the property is too far removed from the City limits. When that is the case, Council will review a development plan or Project Standards Agreement and will approve or reject utility service.  Staff may also recommend to Council that the property is not so far removed from the City limits that the developer can put together an annexation path. When that is the case, the property will be subject to immediate annexation at City Council's discretion. In some cases, Council may decline to annex the property but may decide to serve it with water and/or sewer at County rates.
Manufactured or mobile homes, whether individual or in a park.	The City will not serve with water and/or sewer, nor annex.

\* When water and sewer are both available, the property owner must connect to both services. If only sewer is available, the property owner must install a shut-off valve that will be inspected and approved by the City before using the sewer services of the City.

The City will not require a single-family residence of more than 5 acres to be connected to water and/or sewer, but the residents may still apply in accordance with this policy.

Revised: 9/9/02; 12/8/03; 10/25/04; 2/27/06; 6/25/07; 9/8/14; 3/27/17; 8/9/21; 8/8/22.

## Annexation

a formal act whereby a state proclaims its sovereignty over territory outside its domain.

i.e. – the city boundary is changed to include a parcel(s) previously in another jurisdiction, the county.

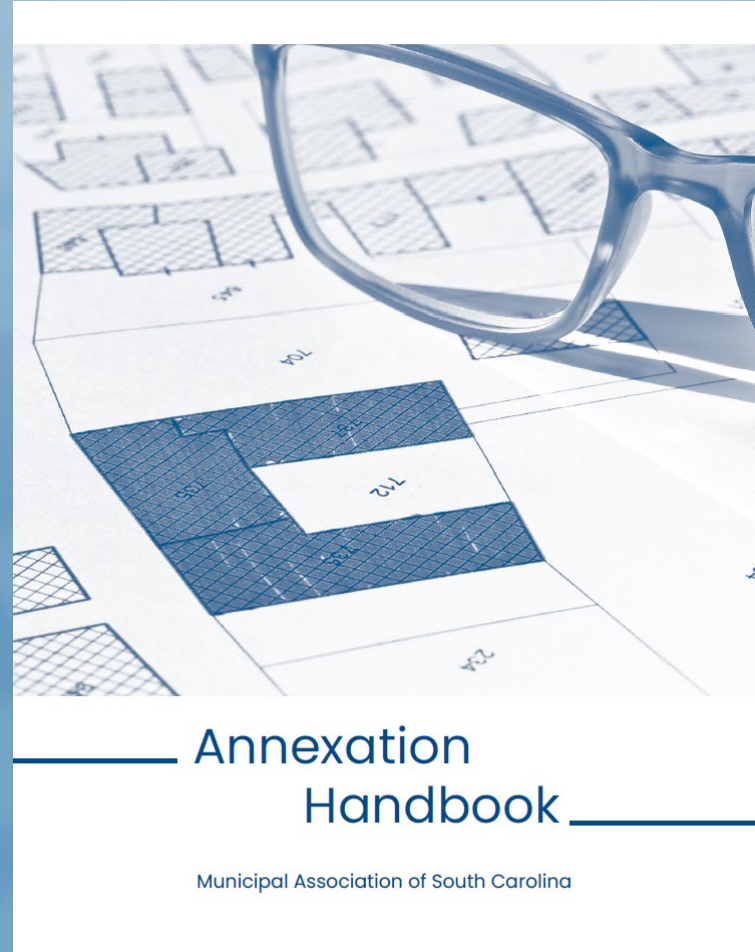
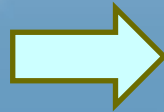


# Rules Of The Road

1. Utility Service Policy
2. S.C. Annexation  
Related Laws

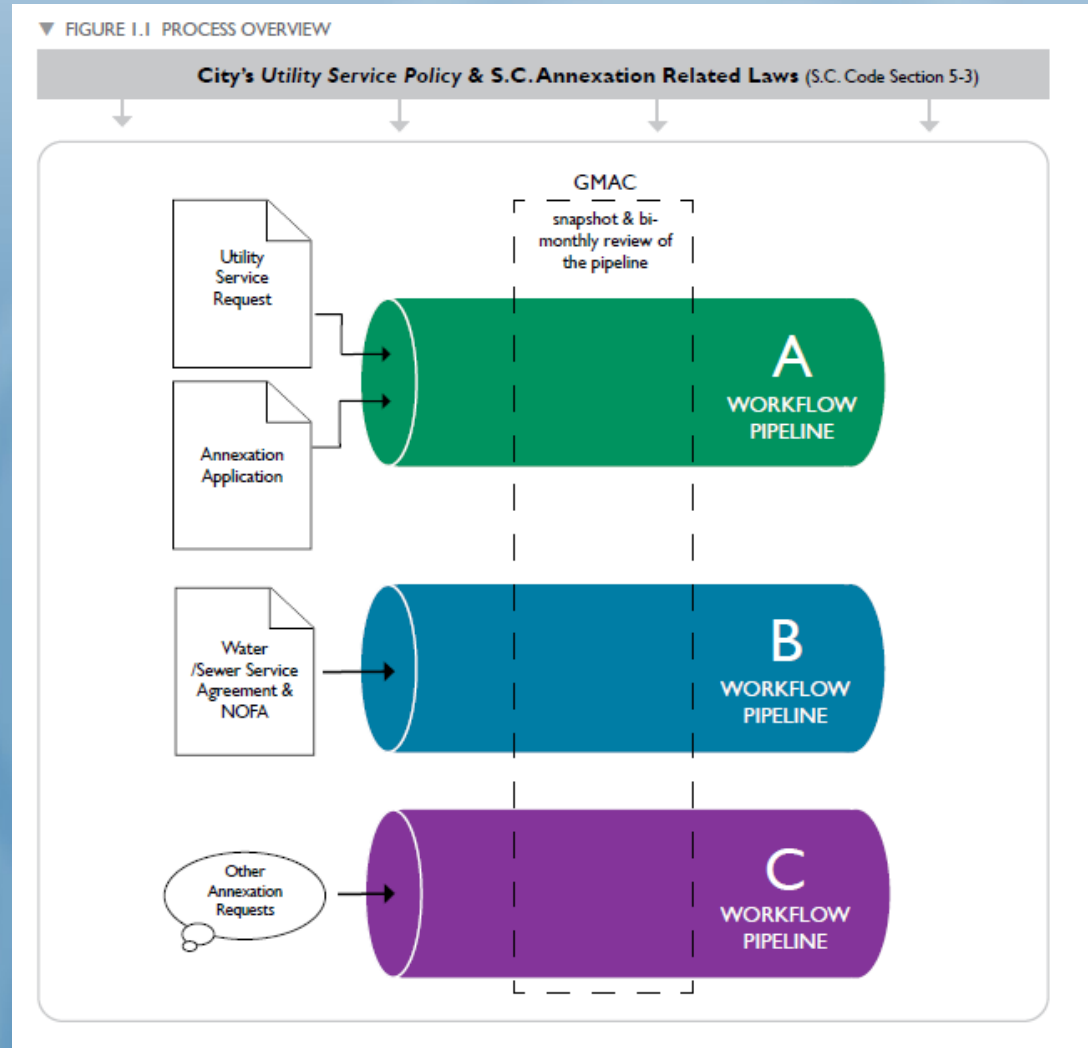
(S.C. Code Section 5-3& case law)

MASC Annexation  
Handbook 2022



# What's the process?

## LRP Annexation Guide



# What's the process?

## LRP Annexation Guide

A

[Utility Service Requests](#) and [Annexation Applications](#) are typically submitted by property owners, developers. These types of requests are primarily processed through the Evolve online workflow. There are three general possible outcomes including:

1. Deny both service and annexation
2. Deny annexation, but approve service (and obtain a signed [WIS Service Agreement](#) and [NOFA](#))
3. Approve annexation and service request via - [100%](#) or [75% annexation petition and ordinance method](#)

B

Signed [WIS Service Agreements](#) and [NOFAs](#) are received in a variety of ways including by mail and through Customer Service. For the agreement to be valid, signatures must be affixed according to property ownership type and be recorded by the York County Clerk of Courts, for details see [Table 1](#).

The Planning and Development Executive Assistant enters the information into a program that transfers the data to GIS/Parcel Search as indicated in the Water/Sewer Service Agreement layer in Parcel Search. Agreements are batched and given to LRP. LRP [processes signed Water/Sewer Service Agreements](#) which can lead to two general possible outcomes:

1. the addition of the agreement does not create an opportunity at this time for annexation; no action required
2. the addition of the agreement does create a potential opportunity for annexation - either [100%](#) or [75% method](#). This may require performing an [annexation cost analysis](#) and/or a [75% annexation analysis](#).

C

Other requests can come into the LRP team in various forms. Common requests may include a property owner asking for an [annexation cost analysis](#), or City management asking for a [75% annexation analysis](#). Each request or case is processed based on the needs of the situation. The most common types of tasks are detailed on preceding pages.

# Can my property be annexed?

Best reply is. . . . “Let me get back to you!”



Short answer – “maybe”

- What parcel(s) is interested in being annexed?
- Is the property contiguous?
- Does it have a W/S Service Agreement?
- Which annexation method?

*These are just the basic questions. . . Dial a friend! We are just down the hall.*

# What is an Annexation Agreement?

CAUTION!  
– trick question

WATER AND/OR SEWER SERVICE AGREEMENT  
AND  
RESTRICTIVE COVENANT

THIS AGREEMENT AND RESTRICTIVE COVENANT (hereinafter referred to as this "Agreement") is made between \_\_\_\_\_ ("Owner"), and the City of Rock Hill ("City").

WITNESSETH:

WHEREAS, Owner owns property located at \_\_\_\_\_ with a tax map number of \_\_\_\_\_ as described on Exhibit "A" ("Subject Property") located outside the City's municipal limits;

WHEREAS, the Subject Property is located in an area in which annexation to the City is or may become appropriate;

WHEREAS, the City is under no obligation to furnish sewer and/or water services to property located outside municipal limits, except by contract with the property owner;

WHEREAS, Owner wishes to obtain Utility Services by contract without the necessity of waiting until an annexation makes the Subject Property a part of the City;

WHEREAS, Owner requests the City to furnish such utility service to the Subject Property without regard to whether or not such property is within the City;

WHEREAS, the owner acknowledges and agrees that as part of this contract to provide services outside of the City, it is appropriate for the property to be developed to current City

## Who Signs The Agreement & Notice of Future Annexation?

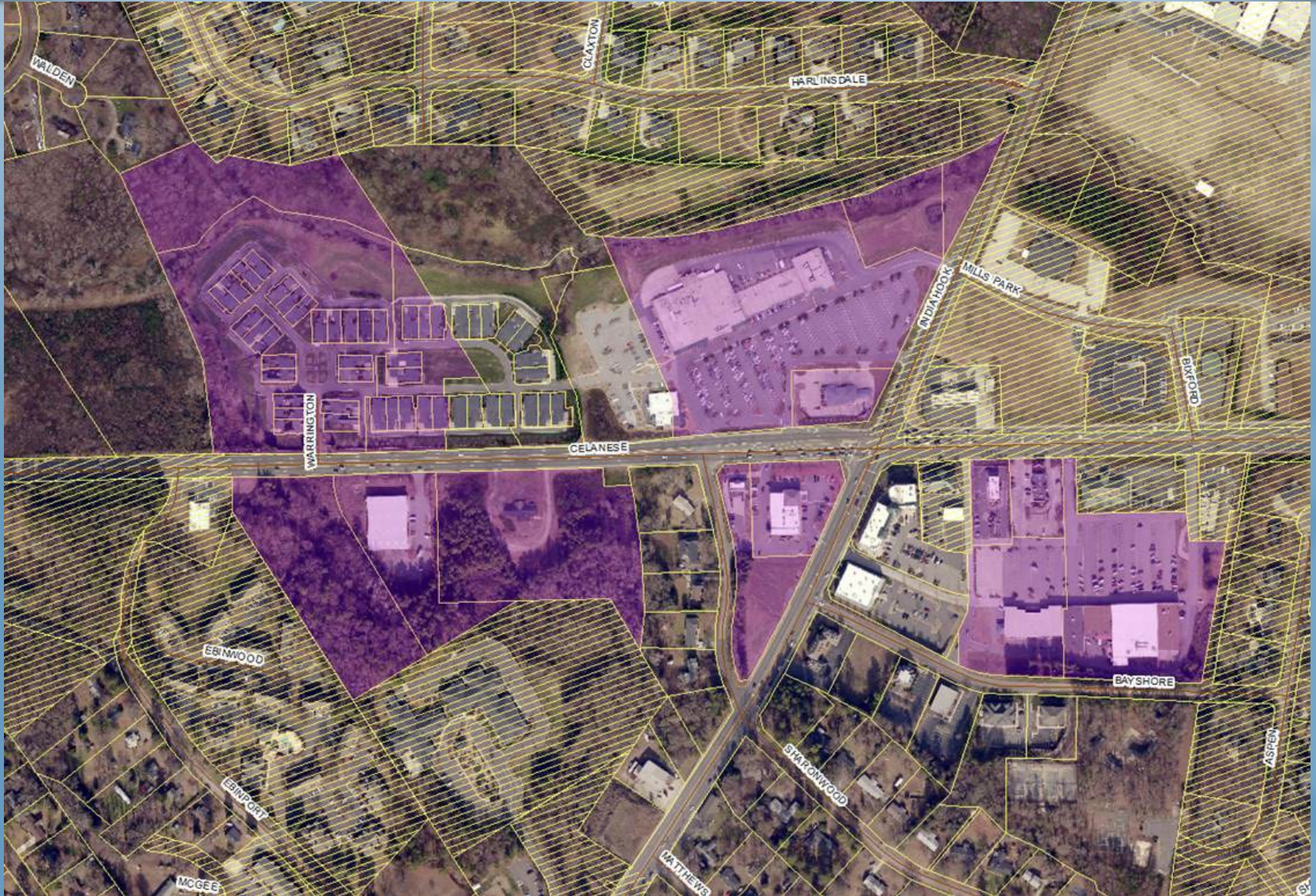
- Any **property owner** of property **OUTSIDE** of the City limits who is on (or is requesting) City water and/or sewer

**AND**

- Is not part of the Norman lawsuit



# Norman Lawsuit









Certification Form  
for  
Local Government Planning or Zoning Officials or Employees

To report compliance with the educational requirements as set forth by the SC Planning Education Advisory Committee in Article 9 of the SC Code of Laws, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee dismissal.

Name of Appointed Official or Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Initial Date of Appointment/Employment: \_\_\_\_\_

Filing Date: \_\_\_\_\_

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days:

Program Name: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date Held: \_\_\_\_\_

Hours of Instruction: \_\_\_\_\_

Please note that a program completed more than one hundred eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.

I certify that I have satisfied the educational requirements for local planning or zoning officials or employees.

Signature: \_\_\_\_\_