



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, November 7, 2024, 11:00 a.m.

Conference Call Line: +1 323-486-1906

Phone Conference ID: 734 208 040#

Members Present: Stephanie Tillerson, Chairperson; and Committee Members, Mary Catherine Lawton; and Dr. Neal Woods

Administrative Support Present: Eric Budds and Urica Floyd with the Municipal Association of SC

- 1. CALL TO ORDER** – Chair, Stephanie Tillerson called the meeting to order at 11:00 a.m.
- 2. FREEDOM OF INFORMATION ACT COMPLIANCE**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.
- 3. APPROVAL OF MINUTES**
 - a.** The meeting minutes from August 8, 2024, were motioned for approval by Mary Catherine Lawton and seconded by Dr. Woods. The motion passed 3-0.
 - b.** The Special Called meeting minutes from September 24, 2024, were motioned for approval by Mary Catherine Lawton and seconded by Dr. Woods. The motion passed 3-0.
- 4. NEW BUSINESS**
 - a.** Administrative Action Update
 - i.** Administrative update from the Municipal Association
 1. The applications for continuing education program approvals have increased as it gets closer to the end of the year. The turnaround time to process an approval is currently less than 24 hours.
 2. Eric Budds and Urica Floyd are working on crafting a message that will be sent to all planning officials about the newly approved Continuing Education Instructor option, as well as reminding officials about the two current methods for getting CE programs approved.
 - ii.** Vote on whether to continue the Municipal Association’s administrative support role.

1. September 2023 the Advisory Committee voted to allow the Municipal Association to provide administrative support; it was agreed that the arrangement would be reevaluated after one year. The attending committee members approved of the administrative work provided by the Association and voted to continue the administrative support role. Dr. Woods motioned for approval; Stephanie Tillerson seconded the motion. The motion was approved 3-0.
- iii. Advisory Committee review of a request for exemption from the 6-hour Orientation Training: A retired attorney with a law degree and many years of practice in a different state; is requesting exemption from the Orientation Training.

Advisory Committee Decision:

1. Section 6-29-1330(D)(2) grants to the Committee the authority to determine “categories” of persons exempt from training. The Committee interprets this to mean that it lacks any authority to grant exemptions to individuals.
 2. The requesting individual has not provided documentation to meet the standard requirements for exemption. (See exemption requirements)
 3. The Committee has reasoned that everyone can benefit from the training, and it is not a time burden considering each appointee is given a year to complete the training.
 4. Therefore, the request for a special exemption is denied.
- iv. Advisory Committee review of a request for Continuing Education credit: A planning member is asking for the SC7 Resiliency Conference held May 20-24, 2024, be considered for CE certification hours. The conference was sponsored by the non-profit organization Global Eco Adventures and the SC National Heritage Corridor. [Conference Agenda](#)

Advisory Committee Decision:

1. The Advisory Committee agreed that because the SC National Heritage Corridor is a federally funded program, it can be considered as a pre-approved sponsor. Therefore, any individual using this pre-approved status to attend the SC7 Resiliency Conference would need to self-certify that the sessions being attended meet the topic requirements outlined in Section 6-29-1340 of the South Carolina Code of Laws.
 2. The Committee agreed to look at a method of approving organizations to be preapproved sponsors without applying.
- v. Advisory Committee review of a request for Continuing Education credit: A planning member is asking the Committee if all planning related courses provided by College of Charleston are eligible as pre-approved.
 1. For CofC MPA classes, in general if any courses that are planning related. CofC is on the approved list, but does this also include webinars or conferences?
 2. Also, could the Local Government Leadership Institute (LGLI)

through the Riley Center—the planning sessions—which is associated with CoC, fall under the pre-approved umbrella.

Advisory Committee Decision:

The Advisory Committee agreed that because the College of Charleston is a South Carolina publicly funded institution, it can be considered as a pre-approved sponsor. Therefore, any individual using this pre-approved status to attend planning related classes as well as planning sessions held by the Local Government Leadership Institute also sponsored at the College of Charleston, would need to self-certify that the sessions being attended meet the topic requirements outlined in Section 6-29-1340 of the South Carolina Code of Laws.

5. CONSENT AGENDA

a. Continuing Education Program Submittals

Dr. Woods motioned for approval of the item listed on the consent agenda. Mary Catherine Lawton seconded the motion. The motion passed 3-0.

i. City of Sumter - “Best Practices for an Effective Local Preservation Commission” - ***Authorized Course No.: 2024-06***

ii. City of Goose Creek - “Planning Commission & BZA Training” - ***Authorized Course No.: 2024-07***

iii. Town of Hilton Head Island - “Floodplain Management for Local Officials” - ***Authorized Course No.: 2024-08***

iv. City of Greenville - “Greenville History and Architectural Mobile Workshop” - ***Authorized Course No.: 2024-09***

v. City of North Augusta - “North Augusta Annual Boards & Commission Training” - ***Authorized Course No.: 2024-10***

6. ADJOURNMENT – The meeting was motioned for adjournment by Mary Catherine Lawton and seconded by Dr. Woods. The motion passed 3-0. The Meeting adjourned at 12:04 p.m.

PUBLIC NOTICE

**INTERESTED PARTIES MAY ATTEND THIS MEETING
BY TELEPHONE OR VIRTUALLY**

**FOR QUESTIONS REGARDING ATTENDANCE,
PLEASE CONTACT URICA FLOYD AT 803-354-4754**