



MEMBERS OF LANCASTER COUNTY BOARD OF ZONING APPEALS

BEVERLY WILLIAMS, DISTRICT 1
KEMESHA LOWERY, DISTRICT 2
KEYE JONES, DISTRICT 3
, DISTRICT 4
SHERESA INGRAM, DISTRICT 5
MIKE COUCH, DISTRICT 6
FRANCES LIU, DISTRICT 7

**MINUTES OF THE LANCASTER COUNTY BOARD OF ZONING APPEALS
REGULAR MEETING**

July 5, 2022 at 6:00 PM

1. Call to Order

Chair Liu called the meeting to order at 6:00 p.m.

2. Roll Call

Board Members present:

Frances Liu Mike Couch
Keye Jones Kemesha Lowery Beverly Williams
Sheresa Ingram

District 4 Board Member Miller Devenny resigned as of January 11, 2022.

Absent:

Staff: Ashley Davis, Senior Planner

Jennifer Bryan, Administrative Assistant and Clerk to Board of Zoning Appeals

Press was notified via email of the time, date and location; notice was posted on the County website and in the lobby of the County Administration Building. No public hearing items were submitted for this agenda.

3. Election of Officers for 2022-23

In the absence of County Attorney DuBose, officer elections were moderated by Senior Planner Ashley Davis.

Nomination for Board Chair: Frances Liu nominated by Kemesha Lowery; 2nd by Sheresa Ingram. No other nominations.

Called vote: 6:0. Motion approved unanimously.

Nomination for Vice Chair: Beverly Williams nominated by Frances Liu; 2nd by Keye Jones. No other nominations.

Called vote: 6:0. Motion approved unanimously

4. Approval of Agenda

Kemesha Lowery moved to Approve the Agenda; 2nd by Beverly Williams.
The motion was approved by unanimous consent.

5. Citizen's Comments: [See attachment Sign- In Sheet] none signed in.

6. Approval of Minutes from November 2, 2021

Chair Frances Liu asked if there were any comments, changes or corrections to the Minutes of the November 2, 2021 meeting. Sheresa Ingram moved to approve minutes as written, seconded by Keye Jones.
The motion was approved by unanimous consent.

7. New Business:

[see attachments]

- Powerpoint “Resources for Continuing Education”
- Handout: “Statutory Requirements for Planning and Zoning Officials
- Handout: “Approved Sponsors of CE Programs”

a. Administrative Review

b. Resources for Continuing Education

c. Other:

- August Agenda: one Special Exception application
- Future meetings with Public Hearing items will be livestreamed.
- Discussion of new Council Districts: new districts and Board appointees will go into effect in January, (after fall elections).

8. Adjournment:

With there being no further business, Beverly Williams moved to adjourn; motion seconded by Kemesha Lowery. The motion was approved by unanimous consent.
Meeting adjourned at 7:30 p.m.



*None
Signed
eu*

Board of Zoning Appeals Sign In Sheet

Item 4: CITIZEN'S COMMENTS

General Comments or comments on matters not on tonight's agenda.

Council Chambers
101 N. Main Street, Lancaster South Carolina
Tuesday, July 5, 2022

Citizens are allowed 3 minutes per person to speak. Everyone speaking before the Board will be required to do so in a civil manner. The Board will not tolerate personal attacks on individual Board Members, County Staff or any person or group. Racial slurs will not be permitted. The Board's number one priority is to conduct business for the citizens of this county.

PLEASE PRINT

1.
2.
3.
4.

Resources for Continuing Education

Planning and Zoning Officials

“ ...It could also be grounds for a legal challenge of official actions taken by a board or commission...”

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About

Advocacy & Legislation

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Resources



19

Planning and zoning training

Staff Contact:

Kallin Bethel

803.933.1276

kbethel@nasc.sc

Related Links

Orientation training

Continuing education

New Guidance on Orientation and Continuing Education Requirements

SC Planning Education Advisory Committee

A 2003 amendment to the South Carolina Local Government Planning Enabling Act established mandatory training requirements for all appointees and staff involved with local planning and zoning. These individuals must complete an initial six-hour orientation followed by at least three hours of continuing education training each year thereafter to comply with state law.

The consequence for not meeting the training requirement is severe. An appointed official can be removed from office, and a professional employee can be suspended or dismissed. It could also be grounds for a legal challenge of official actions taken by a board or commission.

Restricted Content

This resource is for planning and zoning officials, staff and others who have planning and zoning responsibilities with a local government in South Carolina.

Listserve

SCAC Planning and Zoning Education

www.sccounties.org/planning-zoning-education

Once you have registered an account, you can log in to the Learning Portal to select courses.



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Planning & Zoning Education

Home > American Association >

General Information About Planning and Zoning Education

- [Introduction](#)
- [How to Register for an Account](#)
- [Introduction to the Learning Portal](#)
- [Introduction to the Learning Portal](#)
- [Introduction to the Learning Portal](#)

Events & Education

Conferences / Meetings

Education & Training

Institute of Government

Webinars & Webinars

Planning & Zoning

Other Events of Interest

Planning and Zoning Training Videos

Recorded planning and zoning training videos are available through the SCAC Learning Portal. SCPEAC has approved this method since the Learning Portal tracks participant completion. To access the Learning Portal, **Planning and Zoning officials will first need an account with us if they do not have one yet. This is to ensure they are a local government official and can earn a certificate.** To create an account or retrieve a password, use the following link: <https://sccounties.org/learning-portal>

DVD - Planning and zoning webcast videos are available from SCAC's lending library. To request a DVD loan of a recorded session, please contact [Ryan.Toolley](mailto:Ryan.Toolley@scac.org) or call 1-800-922-6081, ext. 335.

Learning Portal - Recorded planning and zoning training is available through the SCAC Learning Portal. SCPEAC has approved this method since the Learning Portal tracks participant completion. To access the Learning Portal, **Planning and Zoning officials will first need an account with us if they do not have one yet. This is to ensure they are a local government official and can earn a certificate.** To create an account or retrieve a password, use the following link: <https://sccounties.org/learning-portal>

Once an account has been created, proceed to the Learning Portal to log in using the credentials. The planning and zoning courses vary by length, so please read the course descriptions. Upon completion of a course, a certificate will be emailed to the participant which must be filed with the appropriate department for retention.

Planning and Zoning Training Videos

Recorded planning and zoning training requirements are governed by the South Carolina Planning Education Advisory Committee (SCPEAC). There are two methods for viewing recorded training that will meet the requirements set forth by SCPEAC:

DVD - Planning and zoning webcast videos are available from SCAC's lending library. To request a DVD loan of a recorded session, please contact [Ryan.Toolley](mailto:Ryan.Toolley@scac.org) or call 1-800-922-6081, ext. 335.

Learning Portal - Recorded planning and zoning training is available through the SCAC Learning Portal. SCPEAC has approved this method since the Learning Portal tracks participant completion. To access the Learning Portal, **Planning and Zoning officials will first need an account with us if they do not have one yet. This is to ensure they are a local government official and can earn a certificate.** To create an account or retrieve a password, use the following link: <https://sccounties.org/learning-portal>

Once an account has been created, proceed to the Learning Portal to log in using the credentials. The planning and zoning courses vary by length, so please read the course descriptions. Upon completion of a course, a certificate will be emailed to the participant which must be filed with the appropriate department for retention.

This is the login screen at the Learning Portal. Note the options resetting your password, or creating an account if you do not already have one.



SOUTH CAROLINA
ASSOCIATION OF COUNTIES

[Print Page](#) [Sign In](#) [Register](#) 

Member Login

Welcome to the online community. Because of the built-in security features, you must first create a profile and be approved before accessing many site sections. If you are not a member of the site yet, please create a profile - we'd love you to be part of our online community.

sign in using your credentials

.....

☒ Remember Me

SIGN IN

Forgot your password?

Click here to reset your password.

Create Profile

Click here to Register

Membership Management Software Powered by YourMembership

Legal

Many courses may not appear to be directly related to Zoning appeal issues. Think BIG: How do your decisions affect larger issues in the community?



The login page has links for assistance



Special Exception:

- Special exceptions are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses.
- **Special exceptions ensure the appropriateness of the use at a particular location within a given zoning district.**

Findings:

Findings of Fact: In addition to determining that the application meets all other requirements of this ordinance (no variances are permitted), the Board of Zoning Appeals must find the following:

- That the proposed special exception conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site;
- That adequate measures will be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;
- That adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use;
- That the proposed use will not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas;

Regulation Example:

5.3.3 CAMPGROUND [AR, RR, OSP]

- A. Campground Use:** Campgrounds are limited to temporary occupancy by travel trailers, tents, and recreational vehicles (RVs) used by campers, vacationers, tourists, visitors, or the traveling public. Auxiliary uses, including retail store for guests, laundry, recreational facilities, snack shop, office, and security watchmen structure are also permitted. One office modular or site built office building may be allowed within the campground to be used as an office for the persons responsible for the operation and maintenance of the campground.
- B. Access:** No campsite shall be located so as to allow direct vehicular access to a road. A 25-foot wide safe, convenient private drive shall be provided to each camp site, except in the case of one-way drives which shall not be less than 12 feet in width. Such drives shall be maintained at all times the campground is open to provide a smooth, all weather, well-drained surface, free of objectionable dust. Cul-de-sacs shall not exceed 1,000 feet in length and shall have an improved run-around radius of 90 feet.
- C. Registration of Occupants and Guests:** Every owner or manager of a campground shall maintain a register containing a record of all campsite or travel trailer occupants (guests). Such register shall be made available for inspection by law enforcement officials. Such register shall contain:
1. Names of all campsite or trailer occupants (guests).
 2. Make and license number of the travel trailer.
 3. Dates of arrival and departure of travel trailer or occupants of a campsite.

Special Exception:

- Site Analysis
- Preliminary Plat
- Building Elevations
(if needed)

STATUTORY REQUIREMENTS:

PLANNING AND ZONING OFFICIALS

Frequently Asked Questions

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES [S.C. Code §§ 6-29-1310 – 6-29-1380](#)

The South Carolina Planning Education Advisory Committee (SCPEAC) is charged with approving education programs and determining categories of persons who are eligible for exemption from the educational requirements.

Who is required to receive educational training?

- Appointed officials who serve on a planning commission, board of zoning appeals, or board of architectural review
- Professional employees who are employed as a planning professional, zoning administrator, zoning official, or as a deputy or assistant to these positions

What training is required?

- Officials and employees must attend a minimum of six hours of **orientation**
- Thereafter, there is an annual requirement to attend at least three hours of **continuing education**.
- New officials and/or employees must attend orientation training within 180 days prior to and no later than 365 days after initial appointment or employment.

Are there limits or restrictions on the types of training or methods of delivery for the orientation or continuing education offerings?

Yes, SCPEAC guidelines restrict the type of training and method of delivery. SCAC's course offerings comply with SCPEAC guidelines.

- **Orientation Training** – SCAC offers planning and zoning orientation training that meets the SCPEAC requirements online at no cost. This is accomplished through SCAC's Learning Portal which tracks progress and completion. The orientation course is composed of four different modules that are each 1.5 hours long; totaling 6 hours of training. completing each module, individuals will receive a certificate of completion. [Access the SCAC Learning Portal.](#)
- **Continuing Education** – SCAC offers live continuing education webinars annually at no cost. Additionally, online recorded training can be viewed so long as it meets the requirement that participation or attendance can be confirmed. This is accomplished through SCAC's Learning Portal which tracks progress and completion. Certificates of completion are emailed upon completion.

Who is exempt from the educational requirements?

An appointed official or professional employee who has one or more of the following qualifications is exempt:

- Certification by the American Institute of Certified Planners
- Holds a master's or doctorate degree in planning from an accredited college or university
- Holds a master's or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee
- Licensed to practice law in South Carolina
- A certification form and documentation of exemption must be filed with the clerk to council by the first anniversary date of appointment or employment. This documentation only needs to be filed once and must be retained while the official/employee is performing relevant duties.

What are the requirements of the local governing body?

- To identify their appointed officials and professional employees who are required to receive training no later than Dec. 31 of each year and provide a list to the clerk to council and to each planning or zoning entity in the jurisdiction
- To annually inform each planning or zoning entity of the educational requirements
- To sponsor and provide approved education programs or to fund approved education programs provided by another sponsor

What is the clerk to council's responsibilities?

The clerk must keep in the official public records originals of:

- All filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed
- All filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee
- SCAC does not maintain records on behalf of the local governing body.

What are the consequences for failure to comply?

An appointed official is subject to removal from office and a professional employee is subject to suspension or dismissal from employment if he/she:

- Fails to complete the requisite number of hours of orientation training and continuing education within the allotted time or
- Fails to file the required certification form and documentation with the clerk.

Failure to comply may also call into question any decision or recommendations made by officials or employees and open the county up to liability.

A local governing body is prohibited from appointing or employing a person who has falsified the certification form or documentation.

ARTICLE 9.

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
- (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

- (1) municipalities and counties with a population of 35,000 and greater: by January 1, 2006; and
- (2) municipalities and counties with a population under 35,000: by January 1, 2007.

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor with the advice and consent of the Senate. The advisory committee consists of:

- (1) a planner recommended by the South Carolina Chapter of the American Planning Association;
- (2) a municipal official or employee recommended by the Municipal Association of South Carolina;
- (3) a county official or employee recommended by the South Carolina Association of Counties;
- (4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and
- (5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture.

Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment or the Governor's appointment is not confirmed by the Senate, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualify; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

- (1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- (2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

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

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

- (1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or
- (2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

- (1) sponsoring and providing approved education programs; or
- (2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

- (1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and
- (2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

- (1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or
- (2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

- (1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or
- (2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

- (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;
- (4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

**EDUCATIONAL REQUIREMENTS CERTIFICATION FORM
FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES**

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, 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 to dismissal.

Name of Appointed Official or Employee: _____
Position: _____
Initial Date of Appointment or Employment: _____
Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name	Sponsor	Location	Date Held	Hours of Instruction
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Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

- ☐ I am certified by the American Institute of Certified Planners.
- ☐ I hold a masters or doctorate degree in planning from an accredited college or university.
- ☐ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

☐ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

(3) make an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing 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.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;
- (16) land subdivision; and
- (17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

APPROVED SPONSORS OF CE PROGRAMS



South Carolina Planning Education Advisory Committee



[About Us](#) | [Orientation Training](#) | [Continuing Education Programs](#) | [FAQ](#)

Approved Sponsors of Continuing Education Programs

The following agencies, departments and organizations have been approved by the Committee as Continuing Education Program Sponsors:

Note to Local Governments Using Sponsor Provided Continuing Education Program.

It is required that attendance and participation in any sponsor-provided continuing education program be tracked and a certificate of attendance generated. This can be accomplished through the use of technology or via a designated individual who is in attendance for that purpose.

Approved Agencies, Departments and Organizations

- Any Department or Agency of the United States Government
- Any Department or Agency of the State of South Carolina
- Any of the 10 Regional Councils of Government in the State of South Carolina
- ACE Basin NERR Coastal Training Program – [Contact CTP](#)
- AIA/South Carolina (South Carolina American Institute of Architects) – [Contact AIA/South Carolina](#)
- American Institute of Architects – [Contact AIA](#)
- American Institute of Certified Planners Certification Maintenance (CM) approved programs – [Contact AICP-CM program](#)
- American Planning Association – [Contact APA](#)
- American Society of Landscape Architects – [Contact ASLA](#)
- Coastal Carolina University/Division of Academic Outreach. - [Contact Coastal Carolina University/Division of Academic Outreach](#)
- Coastal Waccamaw Stormwater Education Consortium – [Contact CWSEC](#)
- College of Charleston North Campus – [Contact College of Charleston North Campus](#)
- International City/County Management Association – [Contact ICMA](#)
- Municipal Association of South Carolina – [Contact MASC](#)
- National Association of Counties – [Contact NACo](#)
- National Trust for Historic Preservation – [Contact NTHP](#)
- North Inlet Winyah Bay NERR Coastal Training Program – [Contact CTP](#)
- Planning Accreditation Board (PAB) Accredited Planning Schools
In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at <http://www.planningaccreditationboard.org> (go to Accredited Planning Programs).
- SCASLA (South Carolina American Society of Landscape Architects) - [Contact SCASLA](#)
- South Carolina Association of Counties – [Contact SCAC](#)
- South Carolina Chapter of the American Planning Association – [Contact SCAPA](#)
- South Carolina Community Loan Fund – [South Carolina Community Loan Fund](#)
- Trees SC – [Contact Trees SC](#)

- Urban Land Institute – [Contact ULI](#)

Model for a Uniform Certificate of Attendance

Note: State law requires certification of attendance.

We have provided a model for A Uniform Certificate of Attendance for use in the Continuing Education training. This is a suggested model to document attendance at the activities. See [SC Code Sec. 6-29-1360](#). This is not a requirement but a suggested model.

[A model Uniform Certificate of Attendance](#)

[Contact Us](#) | [Home](#)

WEB LINKS

Municipal Association of South Carolina (MASC) Planning and Zoning education:

<https://www.masc.sc/education-events/training-programs/planning-and-zoning>

South Carolina Association of Counties (SCAC)

www.sccounties.org/

www.sccounties.org/planning-zoning-education

American Planning Association (APA) courses:

<https://learn.planning.org/catalog/>