



Thank you for taking the time to look over my portfolio on the Upper Coastal Plains of Government. I'm Shawn Lucas, owner and operator of L to Z Zoning Consultants. We want to help your Town, City, or County with current Planning Needs.

I will gladly help with subdivision regulations, ordinances, map amendments, quasi-judicial matters regarding variances or special use permits, and code enforcement matters. If your staff needs assistance with zoning permit approval, I will also help.

- Shawn Lucas, CZO, CHCO, COSS,

Statement of Qualifications

This proposal request is for Shawn Lucas to perform Current Planning, Regulatory Amendments for the Upper Coastal Plain Council of Government on a as needed basis for on-call Planning and Administration Services.

Roles: Current Planning, Regulatory Amendments,

Location: Bailey NC (Home Office)

Mr. Lucas has served in several capacity throughout his career in the Planning field. He has served as Code/Zoning Enforcement Officer, City of Wilson and Greenville & the Town of Spring Hope, Community Code Administrator, for the City of Rocky Mount, Planner Town of Nashville, Zoning Administrator Town of Bailey and Elm City, and currently is the Planning Director for the Town of Nashville.

Throughout his 15-year career he has manage project work along with communities as they get their Comp Plan and Future Land Use Plan written. Help updates ordinance for compliance for State regulations and made an impact in helping smaller communities get back on track with Planning and Code Enforcement.

His strengths are Long Range Planning, Current Planning, Downtown Revitalization project, Code and Zoning Enforcement, and most importantly being able to work along with the elected officials and citizens of the community he is helping.

Mr. Lucas, is willing to travel within the UCPCOG Service Area to assist the needs of the smaller Towns and communities.

Education: AA Associate of Art- Nash Community College

BA Communication- Campbell University



Shawn D. Lucas

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Objective

To obtain a job or contract that utilize my skills in Planning, Zoning, and Code Enforcement to help in better the lives of citizens for their community.

Education

NASH COMMUNITY COLLEGE | 2016- 2019 |

- Associate of Arts
- Broadcast Production Administration (2020)

CAMPBELL UNIVERISTIY | 2022- 2024 |

- Bachelor Arts Communication

Experience

PLANNING AND DEVELOPMENT DIRECTOR & DOWNTOWN MANAGER | TOWN OF NASHVILLE 03 / 2021 - CURRENT

- Responsible for performing work involving document research and analysis along with field investigation including identifying building, zoning and land use violations based upon proactive observation and complaints leading to the resolution of alleged or apparent violations of the Nashville Municipal Code.
- Reviews and approves permit application including sign permits, temporary use permits, zoning use permits, ABC permits and assure compliance with the Town's Land Development Code.
- Assist customers with permit review, application, and inspection process to ensure compliance with various codes and calculates application fees for services.
- Reviews applications for completeness and accuracy.
- Perform all media services for the Town.
- Help the Town obtain its own PEG channel to provide content on.

COMMUNITY CODE ADMINSTRATOR / CITY OF ROCKY MOUNT 2022- 2022

- Directs the day-to-day activities of the Community Code Division.
- Communicates with property owners, contractors, property managers, attorneys, paralegals, and citizens regarding inspections, hearings, policies, and complaints.
- Reviews inspection reports and legal notices for accuracy.



- Audits the work of inspectors and assists with problem inspections.
- Reviews/prepares demolition ordinances and assessments for Council action.
- Holds Complaint Hearings and serves as City representative.
- Represents the City at Housing Appeals Board meetings.
- Reviews and prepares RFQs for properties to be demolished.
- Prepares and administers the annual division budget; recommends fees and expenditures; monitors revenues and expenditures.
- Oversees the City's Vector Control Program.
- Trains, assigns, manages, supervises, evaluates, and disciplines personnel.
- May perform the duties of the Director of Development Services in his or her absence.
- Performs other related duties as assigned.

HQS INSPECTOR | WILSON HOUSING AUTHORITY | 08/2014 - 03/ 2021

- Pull schedule and inspection information for upcoming work shift. Conduct all types of inspections: Initial, Annual, Complaint, Abatement, and Re-Inspections.
- Issues violations on units that do not meet HUD HQS code.
- Liaison for the Wilson Housing Authority to the Wilson Association of Property Managers and Wilson Board of Realtors.

CODE ENFORCEMENT OFFICIAL | CITY OF GREENVILLE | 08/2013 - 08/2014

- Conducts routine inspections and investigates complaints to ensure code compliance with ordinances for the City of Greenville to include the minimum housing code and abandoned structure ordinance.
- Investigates substandard or dilapidated residential properties or dwellings for compliance with applicable state and local codes and ordinances.
- Performs follow-up inspections of dwellings/structures that are undergoing repair to ensure compliance with minimum housing standards.
- Testifies in court proceedings regarding violations as needed.
- Performs extensive property ownership searches.
- Writes violation reports on structures and properties inspected; documents efforts to bring properties into compliance with ordinances, codes, laws, and regulations.
- Maintains accurate case files; prepares a variety of letters, records, and files.
- Compiles information for properties presented to City Council for demolition.



NEIGHBORHOOD IMPROVEMENT SPECIALIST | CITY OF WILSON | 03/2006-08/2013

- Inspects properties to ensure compliance with local and state code and ordinances; accesses county tax records to obtain owner information; documents all cases; sends proper notification to owners.
- Identifies properties for condemnation; performs title searches; performs cost analysis to determine cost of repairs; documents condition of dwellings; performs asbestos inspections; completes necessary documentation; obtains bids for asbestos abatement and demolition of property; coordinates demolition or abatement with contractors.
- Writes up properties that are in violation of city nuisance ordinance; enters notices into computer; tags and tows vehicles that are junked and abandoned.

INDEPENT SERVICES | TOWN OF BAILEY, ELM CITY, SPRING HOPE | 2019-CURRENT

- Perform Planning Administration, Plan Review, and Code Enforcement duties for these Towns.
- Rewrite Town Ordinances for these Towns to bring them todays compliances.
- Perform Zoning and Code Enforcement duties in a timely matter to ensure for compliance.

PROFESSIONAL ORGANIZATIONS

- NC Association of Zoning Official (Board Member)
- NC Association of Housing Code Official (Board Member)
- National Association of Code Enforcement Officials