

BOARD OF ZONING APPEALS**3 YEAR TERM**

MEMBERS	ADDRESS	PHONE	APPOINTMENT DATE	TERM EXPIRATION	TERM #
James Cameron Parker			6-12-18	2/22/2021	1
Edgar Wilson			1/10/2018	2/22/2021	3
William B. Dickson			1/14/2014	2/22/2023	6
Robert Shelley			1/26/16	2/22/2022	4
Julian DuRant			5/14/19	2/22/2022	1
Allen Rene Lee			1/10/2018	2/22/2021	5
Michael J. Schwartz			1/26/16	2/22/2022	3
Rock Smith			1/27/15	2/22/2023	3
Julie Booth			12/12/17	2/22/2023	2

NOTE: City Residents are highlighted in blue.

The terms of James Cameron Parker (Non-Resident), Edgar Wilson (City Resident), and Allen Rene Lee (City Resident) expire on February 22, 2021. All wish for reappointment. On file are the resumes of Steven Jordan (City Resident) and Thomas Robinson (City Resident). These terms will expire on February 22, 2024.

Steven W. Jordan

EDUCATION

2001-2003: Horry Georgetown Technical College, Conway, SC. Multiple certificates in the computer field, Major Networking / Minor Web design. Attended classed at night to refresh and expand my current status. A+ certificate, summer 2001 Network + certificate, summer 2001

1991-1994: Horry Georgetown Technical College. Associate Degree: Computer Technology.

1987-1991: Conway High School, Conway, SC Graduated. I was a member of S.A.D.D. and Secretary Treasurer of FBLA. I was also presented with a certificate of honor for outstanding achievement in Occupational Safety.

WORK EXPERIENCE

2012-present: Ammons Properties – Manager – Supervise employees, organize corporate on all levels, payroll, HR, IT, AP and AR.

2004-2012: Full-time at Affordable Family Resort. Manager - Job requires; front desk, reservations, customer service, some light maintenance and computer support (keeping computers and software update and in good working condition).

2003-2004: Part-time at Lowe's in Surfside Beach as Plumbing Sales Associate. Duties included, stock, customer service, and assisting customers with special orders for custom products.

2001-2001: Part-time Pizza Delivery Pizza Hut.

1999-2000: Electronic Systems Services (ESS), Gaithersburg, MD. ESS is a point-of-sale company that installs, services and maintains restaurants computer systems nationwide. I traveled nation wide to install and service POS networks.

1995-1999: Computers and More, Inc. (Wedge Computer Systems), Myrtle Beach. I was responsible for building, repairing, and upgrading customers home and business computers. Other responsibilities included inventory, shipping and receiving and Returns.

1994-1995: Field Technician for Southern Software Specialists, Inc. of Surfside Beach. Troubleshooting, installing, upgrades, and repairs to personal and business computers.

1989 - 1991: Pizza Inn Conway. Cook, wait staff, dishwasher, & building maintenance.

1989 - 1989: McDonald's Conway – Line cook, to Front line, to Drive-thru cross trained in 3 months.

1986 & 1987: Summer work SeaMist Ice cream Parlor.

1985: summer work with Group 3 Construction cleaning condos for finish work.

2002: Started raising my children.

2008 to 2015: Boy Scouts of America Den Leader then Assistant Scout Master. Pack 850 and Troop 899 with my son.

2010: Family started working with JDRF and other fundraisers for Juvenile Diabetes after daughter was diagnosed with Type I.

2016: City Of Myrtle Beach Recreation Advisory Committee Member Steven Jordan (term expires 08-22-19)

THOMAS ROBINSON

December 15, 2020

Ms. Jennifer Adkins, City Clerk
P.O. Box 2468,
Myrtle Beach, SC 29578

Dear Ms. Adkins:

I am sending you my resume in response to the announcement for a position on the Myrtle Beach Planning Commission. Please refer to my resume outlining my experience and public service history for your consideration. The position on the Planning Commission matches my desire to continue serving the public and is particularly compatible with my skills, past responsibilities, and the over thirty (30) year's experience in managing complex facilities issues, planning, design and regulatory compliance within the public sector.

As you will note from my resume, I have had considerable experience in overseeing the full spectrum of major facility developments, and the understanding of the long-term impacts of design and construction projects on communities. I have demonstrated ability to prioritize, direct, and successfully oversee the implementation of master planning projects, and the related facilities support activities for large, multi-institution agencies: Old Dominion University (ODU), the University of South Florida (USF), the Tennessee Department of Correction (TDOC), and the State of Tennessee Department of Finance & Administration (F&A).

And, I have also previously served my local communities, as noted in my resume, as a Planning Commission member, a Municipal Code Enforcement Board member and a Florida Bar Grievance Committee member.

I have now semi-retired to the Myrtle Beach area and I welcome the prospect of discussing how I can be a benefit to our local community.

Please feel free to call me at _____ if further information would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Robinson', with a horizontal line extending to the right.

Thomas Robinson

Thomas Robinson

summary A multi-talented Owner's Architect/Facilities Director with the demonstrated experience to prioritize, direct and deliver the planning and construction of capital, capital maintenance projects and routine daily maintenance projects. Specific expertise in the management of programming guidelines, design phase optimization, construction management, alternate project delivery systems and user group communications for complex, multi-institutional organizations. Extraordinary work ethic with a proven track record of managing large-scale facilities programs working with administrative leaders of state government, the architectural and construction communities and departmental user groups/committees. Currently seeking a leadership role in an organization as a talented facilities and design team leader.

career highlights	Capital Construction Environmental Compliance Design Management Government Relations	Construction Management Design-Build Customer Service Risk & Lease Management	User Group Interaction Budget Development Design/Brand Standards Emergency Response
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noteworthy projects Facilities Director/"*Educated Owner*" for the \$208M/1,444-bed Bledsoe County Correctional Complex and the \$182M/1,400-bed Morgan County Correctional Complex Expansion projects, the two single largest construction projects for the State of Tennessee. University Architect responsible for the first LEED certified higher education building in the State of Virginia. Project Leader for \$120M in **Design-Build** delivery projects and 1,600 university housing beds. Construction Manager/Project Executive for the University of Florida McGuire Hall Lepidoptera Museum (housing the 2nd largest butterfly collection in the world) and the Reitz Student Union Expansion. State of Tennessee site-liaison for the 1996 Ocoee Whitewater Venue, 1996 Olympics.

Former Planning Commission Member – City of Morristown, TN
Former Municipal Code Enforcement Board Member, Temple Terrence, FL
Former Florida Bar Grievance Committee Member, Tampa, FL

experience
 2015- Present **CBRE HEERY** **MYRTLE BEACH, SC**
Managing Director (Part Time)
CBRE Heery, a full-service architecture, interior design, engineering, construction management and program management firm

- Responsible for business development activities in the Tennessee and South Carolina, and the oversight and management of existing long term contracts and staffing.

2006--2015 **TENNESSEE DEPARTMENT OF CORRECTION** **NASHVILLE, TN**
Director of Facilities, Planning & Construction
Tennessee Department of Correction supervises more than 20,000 inmates and employs more than 5,000 people.

- Responsible for over \$600 million in capital, capital maintenance and major maintenance projects for the department's 23 institutional sites, 45 Community Services leases and over 12 million square feet of space
- Leads the development and preparation of yearly capital plans and the \$30 million annual reoccurring capital maintenance budget
- Develops TDOC policies and departmental procedures, and architectural and construction guidelines to foster safe, secure, uniform and accredited prison facilities
- Oversees the acquisition, disposition, lease management and lease space design, and joint use of department property

- Directs and provides oversight of departmental Facility Safety Officers as the Chief Facilities Safety Officer. Develops and maintains policies and procedures to effectively comply with all environmental laws, rules, and regulations pertaining to hazardous materials, storm water, and other environmental requirements as well as occupational health regulatory compliance (TOSHA)
- Responsible for State Building Commission approvals, designer selection, design and construction document approvals, occupancy approvals and statewide facility assessments
- Coordinates all risk management issues and property loss insurance records with the Treasurer's Office
- Oversees utility contracts, radio communications and security electronic systems statewide
- Maintains working relationships with departmental senior leadership and wardens to ensure facilities are safe, secure and fully functional
- Specializes in preemptive problem solving. Working collaboratively with internal and external subject-matter experts, both in central office and at institutions, enabling potential facilities problems to be fixed before they impact prison operations and/or the safety of staff and inmates. Often requires working closely with site security staff, operational experts, and design and construction consultants

2004-2006 **OLD DOMINION UNIVERSITY** **NORFOLK, VA**
University Architect

Old Dominion University is a 25,000-student public research university with four campuses.

- Served as University Architect/Chief Design Official responsible for the relationship of new buildings and landscape with their university environment, and their functional and aesthetic contribution to the campus at large
- Managed a \$265 M capital construction program for the Norfolk main campus and three ancillary campuses defining the projects to be undertaken within stated time frames, the strategy for sequencing and integrating the projects within the university calendar, and the capital budgets supporting each project
- Oversaw the selection of project architects in conjunction with user group representatives, design and construction document approvals, occupancy approvals and university design standards compliance
- Developed and implemented Design-Build RFP's for 2,000-space new parking garages, master planning, and the development of a 2-staged design-based RFP's for new on-campus housing (400-beds), intercollegiate tennis complex and on-campus 'spec' research complex

2003-2004 **CLARK CONSTRUCTION GROUP** **TAMPA, FL**
Director of Program Management

Clark Construction is the largest privately owned construction company in the US.

- Managed owner and architectural relationships critical to business development opportunities
- Responsible for constructability reviews, project scope reviews, owner and design team meetings and schedule management

2001-2003 **SKANSKA USA BUILDING INC.** **TAMPA, FL**
Projects Director for Higher Education Projects

Ranked as one largest construction companies in the US.

- Responsible for constructability reviews, design and project scope reviews, owner and design team meetings, schedule management, GMP assumptions, clarifications and owner presentations, construction site logistics, and construction team development
- Project Executive for Journalism & Graphic Communications Building, Florida A & M University; McGuire Hall Lepidoptera Museum Addition and the Mary Ann Cofrin Sculpture Pavilion, University of Florida; the Frost Art Museum, Florida International University; Hillsborough County Community College Student Services Building; and the Olympic Swimming Pool Complex, Florida Gulf Coast University

1998-2001 **UNIVERSITY OF SOUTH FLORIDA** **TAMPA, FL**
Associate Director of Facilities, Planning & Construction

USF is recognized as one of the nation's top 63 public research universities.

- Managed and provided professional guidance to the project management staff responsible for facility

planning, funding and programming, and design in the areas of new construction, repairs, and renovation projects for the three major university campuses

- Authored and implemented the 2-stage design-based Design-Build RFP's for master planning and the development for \$40 M in new and renovated on-campus housing. The RFP format became the Florida Board of Regents *Chancellor's Memorandum* for Design-Build project delivery
- Responsibilities included the Board of Regents (BOR) project approvals, designer and contractor contracts, design and construction document approval, bidding, construction, occupancy, and project coordination for all university colleges and campuses

1988-1998 **TENNESSEE DEPARTMENT OF FINANCE & ADMINISTRATION** **NASHVILLE, TN**

Director

F&A CPM provides oversight for of all capital and capital maintenance projects statewide.

- Provided professional advice, position papers and legislature analysis for the Commissioner and the Assistant Commissioner of Finance & Administration relating to matters on facilities design, long range planning and environmental issues
- Managed and provided professional guidance to architectural staff responsible for facility planning and design in the areas of new construction, repairs, renovations and capital maintenance for all state agencies except the higher education systems and Correction. Responsibilities included the capital outlay process, State Building Commission (SBC) project approvals, designer contracts, design and construction document approval, and State-Wide User Agency facility surveys
- Served as **Director of Capital Projects, Interior Services and Tennessee Architectural Services (TAS)** Selected as one of 28 senior State managers to attend the Tennessee Government Executive Institute (TGEI)

1981-1988 **THOMAS ROBINSON ARCHITECT** **MORRISTOWN, TN**

Owner/sole proprietor

TRA was an eight-man architectural practice.

- Developed the award winning "Factory Merchants Outlet Mall" in Pigeon Forge, TN

education

MONTANA STATE UNIVERSITY

UNIVERSITY OF TENNESSEE

Bachelor of Architecture

UNIVERSITY OF SOUTH FLORIDA

Graduate course work

BOZEMAN, MT

KNOXVILLE, TN

TAMPA, FL

registrations

Architect, Tennessee #12,485 (Retired)

Architect, Kentucky #3080 (Retired)

National Council of Architectural Registration Boards (NCARB) #30,795

Architect, North Carolina #4770 (Retired)

Architect, Florida #AR91777 (Retired)