# Denise Carter

// Community Development Director

Greenville, SC (864) 555-0172 denise.carter@email.com linkedin.com/in/denisecarter

## > SUMMARY

Community Development Director with 15 years in planning, housing and economic development, now leading a 28-person department for a city of 75,000 in Upstate South Carolina. Oversees planning, building permits, code enforcement and housing, manages a $4.6M budget and CDBG administration, and has guided 2 comprehensive plans and a full zoning rewrite. AICP certified.

## > SKILLS

• Community Development • Land Use Planning • Economic Development • CDBG Administration • Budget Management
• Code Enforcement • Building Permits • Zoning • Staff Leadership • Public Speaking

## > EXPERIENCE

**Community Development Director** 05/2020 - Present
Reedy River Community Development Department Greenville, SC
*City department covering planning, building, code enforcement and housing.*

- Lead a department of 28 staff across planning, building permits, code enforcement and housing.
- Manage a **$4.6M** operating budget and $1.1M in annual CDBG funds with clean federal monitoring reviews.
- Cut average building permit review time from 21 to 9 days by adding online submittal and plan review.
- Guide economic development deals with the city manager, including 2 downtown projects adding 400 jobs.

**Planning Manager** 07/2015 - 04/2020
Piedmont Upstate Planning Department Spartanburg, SC
*County planning department serving 330,000 residents.*

- Directed a 7-person planning division handling 300 land use planning cases a year.
- Managed the zoning ordinance rewrite, adopted in 2019 after 22 public meetings.
- Wrote 5 state and federal grants worth $3.2M for sidewalks and a downtown streetscape.

**Senior Planner** 06/2011 - 06/2015
Blue Ridge Regional Council of Governments Asheville, NC

- Prepared comprehensive plans for 4 small towns, each adopted within 18 months.
- Administered community development block grants for 6 member towns.
- Trained 12 town board members a year on zoning law and hearing procedure.

## > EDUCATION

**Master of City and Regional Planning** 05/2011
Clemson University Clemson, SC
City and Regional Planning

## > CERTIFICATES

**AICP** 10/2014
American Planning Association