Professional Experience:

City of Pflugerville – Planning and Development Services Department

Planning and Development Services Director, September 2020 to present

Planning Director, October 2012 to September 2020

- Provide leadership to ensure effective and efficient operations for planning and development activities including current and long-range planning, development engineering, building inspections, as well as GIS, code compliance and environmental inspection.
- Further Downtown Pflugerville planning efforts through the creation and implementation of the Downtown Action Plan, create various engagement efforts, including the creation of the Best Little Plaza in Texas, and assist in facilitation of the 2020 Bond Advisory Committee related to Downtown efforts.
- Lead the creation of the City's Aspire 2040 Comprehensive Plan and Pflugerville Pforward Transportation Master Plan efforts.
- Serve as the City representative for the Capital Area Metropolitan Planning Organization (CAMPO) Technical Advisory Committee (TAC) and Transit Demand Management (TDM) subcommittee as well as an alternate for the Community Advancement Network (CAN).
- Engage with community groups to discuss City plans, policies, and actions, including the historic Colored Addition Subdivision Infrastructure and Land Use project.
- Coordinate with other City departments and State and local agencies to lead the preparation of plans for long-term annexation, capital improvement, land use, transportation, utility, and similar plans that influence the development of the City.
- Administer and monitor implementation of comprehensive plans, the United Development Code, and various development agreements.
- Prepare department budget and monitor budget expenses; review and approve departmental expenditures.
- Prepare various ordinances regarding a wide range of development topics, including the readoption of the Unified Development Code (UDC) and creation of an updated Downtown Overlay.
- Prepare, manage and implement the Community Development Block Grant (CDBG) Program.

City of Cedar Park – Planning and Development Services Department

Senior Planner, July 2007 to October 2012

• Lead and coordinate projects and staff for the successful implementation of various development projects; Administer local and state requirements pertaining to the development process; Collaborate and advise developers on develop projects; Assist in developing the department budget; Research and develop land development ordinances; Present to City Council, Planning and Zoning Commission and Board of Adjustment; Investigate and respond to resident concerns; Participated and completed the City of Cedar Park's Supervisor Academy and LEAD program; Serve as a member of the Cedar Park Organizational Development leadership and educational teams

City of Austin - Development Services

Senior Planner, October 2004 to July 2007

• All duties of a Planner III (see below); Lead and coordinate projects and planners; Assist in developing and evaluating plans and criteria for various projects, programs, and activities; Investigate and respond to resident concerns; Review and analyze data to discover patterns and/or discrepancies; Draft legal documents; Assist in developing the departmental budget

<u>Planner III</u>, August 2000 – October 2004

 All duties of a Planner II (see below); Train personnel in performance of job tasks; Organize, monitor and assign duties to accomplish section goals; Coordinate with other City Departments on special development issues; Serve on various committees and task forces (i.e. Roadway Plan Committee, Reward and Recognition Committee (chair and facilitator), Combined Charities Team Leader) and make formal presentation of long range plans, program and/or project recommendations; Facilitate Land Use Commissions

Planner II, January 1999 - August 2000

Apply planning principles and design criteria to land development proposals; Review and research zoning cases, plat and site plans for compliance with policy, codes, ordinances, and standards; Review and case manage traffic impact analysis to determine adequacy of road and intersection capacity and recommend needed improvements; Conduct special transportation studies; Write information reports and correspondence; Represent the department and speak as a City of Austin Representative before Land Use Commissions, developers and neighborhood groups; Respond to internal and external customers with concerns regarding land development proposals; Study or propose procedural, ordinance and regulatory changes; Assist in training of personnel in performance of job tasks; Perform field checks; Create graphic presentations

<u>Planner I</u>, February 1998 to January 1999

 Assist other planning staff with zoning, subdivision, and site plan process applications; Prepare and schedule cases for Planning Commission and City Council; Train team assistant; Respond to resident requests; Write information reports and correspondence; Track progress of applications; Research case histories for zoning, subdivision and site plan applications; Manage land development databases; Perform field checks

Texas State University – Department of Geography and Planning

<u>Grant Specialist/Research Assistant – TCEQ Texas Landfill Project</u>, June 1996 – January 1998

• Perform financial analysis including record and budget management; Research including problem solving and fact analyzation; Data base management and map generation; Coordination with University personnel, Texas school districts and the Texas Commission on Environmental Quality (TCEQ)

Honors:

City of Pflugerville, Character and Competence Award, 2020 City of Pflugerville, Project Team Award, 2019 Central Texas Chapter of the American Planning Association – Groundbreaking Planner of the Year 2018 City of Cedar Park, LEAD graduate, 2011-2012 City of Austin, City Manager ACE Award, 2000

Education:

Texas State University

Bachelor of Science, Geography and Planning: Resource and Environmental Studies with a minor in Political Science

Certifications and Memberships:

American Institute of Certified Planners (AICP) American Planning Association (APA) member Congress for New Urbanism (CNU) member