

RESUME

CAROL D. BARRETT, FAICP

EMPLOYMENT

Community Development Department, City of San Gabriel, CA December, 07 to Present.

Planning Manager

Responsible for division handling comprehensive and specific planning, development review, historic preservation, and design review. Prepare agendas and staff reports for Planning Commission. Prepare departmental budget and supervise expenditures. Develop and implement work programs. Present complex issues to the City Council and to the public. Assist with development and implementation of the City's Capital Improvements Program. Instituted service improvement initiatives. Our Housing Element was recently certified by the State and the City's first Sustainability Action Plan -- San Gabriel Goes Green was adopted by the Council in October, 2009. Prepared municipal Code revisions identified as "Quick Wins" adopted by the City Council in January, 2011. Represent the City at the San Gabriel Valley COG and participate in other multi-jurisdictional initiatives.

Planning and Development Services, City of San Marcos, TX, June, 2003 to September, 2007.

Director

Responsible for department with 10 employees including long range planning, development review, historic preservation and Community Development Block Grant Program for a city of 50,000. Confer with City officials, other governmental representatives, developers and the public regarding planning and development activities. Prepare agendas and staff reports for Planning Commission, Historic Preservation Commission, and Zoning Board of Adjustment. Prepare departmental budget and supervise expenditures. Develop and implement work programs. Present complex issues to the City Council and to the public. Coordinate the City's Development Review Team, an interdepartmental structure including city management which meets to resolve development issues. Help to design and implement new "One Stop Center" to facilitate project implementation which opened in June of 2007. Major initiatives undertaken include: City adoption of a Unified Land Development Code (2004); city wide rezoning of all parcels (2005); sector plan updates (2005-2007) and a Downtown Master Plan (underway when I left).

In 2005, the City received "Excellence in Local Planning" recognition from the Texas Chapter of the American Planning Association (APA) and Outstanding Planning Project of the Year for the Unified Land Development Code. The City also received an award from the Central Texas Section: Development Project of the Year (The Sanctuary Mixed Use Loft Project). Another "Excellence in Local Planning" Award was received in 2006. The Department's Newsletter, "Notepads" was recognized by the Texas Association of Municipal Information Officers with a First Place Award for Outstanding Achievement in 2006. In 2007, the Campus Edge Master Plan was selected for the Project Planning Award of the Texas Chapter of the APA. Envision Central Texas recognized the rehabilitation of historic buildings in Downtown San Marcos with their Community Stewardship Award for Redevelopment in 2007. Worked with the staff and leadership of Envision Central Texas to write "Mixed Use Matters" which was disseminated in 2008.

Planning and Development, City of Berkeley, CA, September, 2001 to June, 2003.

Director

Responsible for department with 68 employees and a budget of approximately \$10,000,000 budget providing a One Stop Permit Center, Building Inspection, Development Review, Advance Planning, Redevelopment, and Toxics Management Services for a city of 102,000. City named by Greenbelt Alliance and the Non-Profit Housing Association of Northern California to Honor Roll of local governments taking action to address the Bay Area housing crisis in 2002. Berkeley received an Honor Award for Achieving Sustainability through Urban Infill from the Northern Section of the California Chapter of the American Planning Association in 2003. The Infill Housing Implementation Program also won the 2003 Distinguished Leadership Planning Award from the California Chapter of the American Planning Association in that same year.

Planning, Environmental and Conservation Services Department/Neighborhood Planning and Zoning Department February, 1997 to August, 2001.

Manager of Community Information and Planning/Assistant Director

Responsible for creating award winning neighborhood planning program and helping to establish urban design program. Professional Planning Award from the Central Texas Section in 1998 for the Dawson Neighborhood Plan and in 1999 for the East Cesar Chavez Neighborhood Plan. Represent Department before City Council. Prepare budgets and work programs. Design and implement community outreach program. Facilitate integration of Smart Growth, transportation, and land use issues for City. Function was assigned to newly created city department.

Department of Aviation, October, 1994 to February, 1997.

Senior Planner, Economic Development

Responsible for planning for the closure and redevelopment of 711 acre municipal airport. Design and supervise required environmental studies. Represent Department before City Council. Prepare budgets and work programs. Develop RFP's and manage consultant contracts including major redevelopment plan and Phase I and Phase II Environmental Assessment. Design and implement community outreach program.

Environmental and Conservation Services Department, January 1991 to October, 1994.

Senior Planner, Office of the Director

Prepare elements of regional endangered species habitat plan. Write business plans and issue papers. Prepare budgets and monitor expenditures. Develop RFP's and manage consultant contracts. Track and analyze state and federal legislation. Formulate City positions. Prepare testimony. Work with Legislative Committee staff. Member of Departmental Quality Council. Lead Service Improvement Teams. Serve on Strategic Plan Team and Austin Quality Assessment Team.

Manager of Planning Services, Solid Waste Services

Design and supervise implementation of new program of solid waste services in four pilot neighborhoods. Manage all phases of customer support, billing, and routing. Based on success of the pilot program, City Council voted to expand the collection program city-wide. Supervise and hire staff. Prepare operating and capital budgets. Coordinate implementation of competitive service bidding and design process for solid waste collection. Prepare grant applications and administer grants. Represent Department before Solid Waste Advisory Commission.

Consultant, Austin, Texas, 1987 to 1990.

Primary clients:

1. James Duncan and Associates.

Designed impact fee systems for communities around the United States. Managed contracts. Prepared proposals.

2. Greater Austin Chamber of Commerce

Directed downtown revitalization and environmental program. Designed and implemented legislative strategies.

3. Environmental and Conservation Services Dept., City of Austin.

Managed marketing program for curbside recycling container program. Assisted with preparation of a business plan for Solid Waste Services. Plan lays out rationale for changing the services provided to city residents and projects costs. Methods of financing are also identified. Plan was approved by the City Council.

Greater Washington Board of Trade, Washington, DC. 1983-1987.

Bureau Manager

Directed private sector initiatives in land use, housing, economic development, and environmental protection. Organized the District of Columbia Downtown Partnership. Established a regional organization to conduct research and disseminate information about transportation improvements. Coordinated the work of fourteen task forces and committees. Lobbied federal, state, and local officials. Hired and supervised staff.

City of Annapolis, Maryland, 1981-1983.

Director of Planning and Zoning

Directed all phases of planning and land development regulation. Facilitated large scale commercial redevelopment initiatives. Hired and supervised staff of planning and community development offices. Prepared and managed budgets and grant applications. Served as staff to the City Council and to numerous boards and commissions.

EDUCATION and TRAINING

Certification Maintenance Achieved for 2009-2010

Continuing Professional Development Certificate, American Institute of Certified Planners, 1994, 1996, 1997, 1999, 2001, 2004, 2006.

Master of City Planning, Georgia Institute of Technology.

Bachelor of Arts, Political Science, cum laude, Stetson University.

PROFESSIONAL ACTIVITIES

- Planning Accreditation Board Site Visit, University of Missouri, March, 2011.
- American Planning Association Sustainable Community Planning Interest Group, Founding Coordinating Council, Spring 2010.
- AICP Nominating Committee, 2009
- Vice President for Professional Development, California Chapter of the American Planning Association, 2009 -11
- California Planning Foundation, 2009 to present
- Local Host Committee, Exhibits Chair, Congress for the New Urbanism National Conference in Austin, 2008.
- Site Accreditation Team, Planning Accreditation Board, University of Massachusetts, October, 2006.
- Local Host Committee, Co-Chair, APA National Conference in San Antonio, 2006
- Planning 101 Training Course, Chair, Austin, 2004.
- Peer Practitioner Reviewer, Practicing Planner, 2003
- AICP Ethics Code Revision Committee, 2002
- PAB Committee on Accreditation Criteria, 2002
- Secretary, College of Fellows, AICP, 2001-2003
- Author, Everyday Ethics for Practicing Planners, published by Planners Press, 2001.
- National Awards Jury, American Planning Association, 2001
- AICP Continuing Education Committee, 2001
- AICP/ACSP Planning Education and Practice Task Force 2001-2002
- Planning Accreditation Board Task Force on Practitioner Inclusion in Planning Education, 2000 –2001
- AICP Multi-Media Task Force 1997-2002

AWARDS

- Moving Forward Service Recognition, San Gabriel Rotary, September, 2010
- Texas Chapter President's Award, 2005 and 2006
- Selected as Fellow, American Institute of Certified Planners, January, 1999
- Texas Chapter President's Award, 1998
- Best Bureaucrat (co-winner) Austin Chronicle, 1998
- Spirit of Cooperation Award, United East Austin Coalition, 1997
- Distinguished Service Award of the American Planning Association, 1993
- Environmental and Conservation Services Department Quality Performer Award - 1994
- Gold Star Recognition, City of Austin, 1991, 1992, 1993
- Shining Moment Award, City of Austin, September, 1992
- Diana Donald Award, 1986, American Planning Association

MEMBERSHIPS

American Planning Association

American Institute of Certified Planners

COMMUNITY SERVICE

Church Moderator, San Marino United Church of Christ, 2011 to present.

San Gabriel Coordinating Council – 2008 to present

Women's Division, San Gabriel Chamber of Commerce – 2010 to present

Rotary Club of Greater San Marcos, Program Committee Chair 2008-to present

Board of Deacons, Congregational Church of San Marino, 2008.

La Casa de San Gabriel Personnel Committee, 2010 to present

Envision Central Texas, Community Design Committee Co-Chair, 2007

Church Moderator, Congregational Church of Austin, 2004-6

John Ben Shepperd Public Leadership Institute Facilitator, Fall, 2003, 2004 and 2006

Board of Trustees, Congregational Church of Austin, 2003, 2006-2007

Barrett D. Carol

Applicant ID: 4096589

Date Applied: 3/29/2011

Original Application Date: 10/16/2010

[Download Resume](#)

Personal Information

First Name: Barrett

Last Name: Carol

Middle Initial: D.

Address:

City:

State:

Zip:

Best Phone to Reach Me:

Home Phone:

Cell Phone:

Message Phone:

Pager:

Home Email:

Work Email:

1 Job Applying For: **Director, Planning** (20-220-110302)
Planning

Date Available: May, 2010

Income Expected: 80,000

Minimum Income Required: 80,000

Employment Preference: Full-Time

Available: Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Hours Available:

Are you willing to work overtime? Yes

Do you have any relatives employed at this company? No

If yes, who?

Have you ever filed an application with us before? No

If yes, when?

How did you hear about this position? Employee Referral

If Employee, please give name: Trey Fletcher

Are you related to any member of City Council? No

If yes, please list name:

Record of Employment

1. Current/Most Recent Employer

Company Name: City of San Gabriel

May we contact? No

Telephone: 626-308-2806, Ext. 4624

Your Starting Position: Planning Manager

Your Last Position: Planning Manager

Months In Last Position: 39

Address: 425 South Mission Drive

City: San Gabriel

State: CA

Zip: 91776

Dates Employed: From 12/2007 To Still

Rate of Pay: Start End

Supervisor's Name & Title: Jennifer Davis, Director of Community Development

Reason For Leaving: Moved to California
Wish to return to Texas.

Your Duties: Responsible for division handling comprehensive and specific planning, development review, historic preservation, and design review. Supervise three professional planners and one intern. Prepare agendas and staff reports for Planning Commission. Prepare departmental budget and supervise expenditures. Develop and implement work programs. Present complex issues to the City Council and to the public. Assist with development and implementation of the City's Capital Improvements Program. Instituted service improvement initiatives. Our Housing Element was recently certified by the State and the City's first Sustainability Action Plan -- San Gabriel Goes Green was adopted by the Council in October, 2009. Currently preparing municipal Code revisions identified as "Quick Wins" for adoption by the Planning Commission and City Council. Represent the City at the San Gabriel Valley COG and participate in other multi-jurisdictional initiatives.

2. Next Previous Employer

Company Name: City of San Marcos

May we contact? Yes

Telephone: 512-393-8230

Your Starting Position: Director of Planning and Development Services

Your Last Position: Director of Planning and Development Services

Months In Last Position: 51

Address: 630 E. Hopkins Street

City: San Marcos

State: TX

Zip: 78666

Dates Employed: From 06/2003 To 09/2007

Rate of Pay: Start End

Supervisor's Name & Title: Dan O'Leary, City Manager

Reason For Leaving: Relocate to California

Your Duties: Responsible for department with 10 employees including long range planning, development review, historic preservation and Community Development Block Grant Program for a city of 50,000. Confer with City officials, other governmental representatives, developers and the public regarding planning and development activities. Prepare agendas and staff reports for Planning

Commission, Historic Preservation Commission, and Zoning Board of Adjustment. Prepare departmental budget and supervise expenditures. Develop and implement work programs. Present complex issues to the City Council and to the public. Coordinate the City's Development Review Team, an interdepartmental structure including city management which meets to resolve development issues. Help to design and implement new "One Stop Center" to facilitate project implementation which opened in June of 2007. Major initiatives undertaken include: City adoption of a Unified Land Development Code (2004); city wide rezoning of all parcels (2005); sector plan updates (2005-2007) and a Downtown Master Plan (underway when I left).

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3. Next Previous Employer

Company Name: City of Berkeley

May we contact? Yes

Telephone: 510-981-7400

Your Starting Position: Director of Planning and Development

Your Last Position: Director of Planning and Development

Months In Last Position: 21

Address: 2120 Milvia Street

City: Berkeley

State: CA

Zip: 94704

Dates Employed: From 09/2001 To 06/2003

Rate of Pay: Start End

Supervisor's Name & Title: Weldon Rucker, City Manager

Reason For Leaving: Return to Texas

Your Duties: Responsible for department with 68 employees and a budget of approximately \$10,000,000 budget providing a One Stop Permit Center, Building Inspection, Development Review, Advance Planning, Redevelopment, and Toxics Management Services for a city of 102,000. City named by Greenbelt Alliance and the Non-Profit Housing Association of Northern California to Honor Roll of local governments taking action to address the Bay Area housing crisis in 2002. Berkeley received an Honor Award for Achieving Sustainability through Urban Infill from the Northern Section of the California Chapter of the American Planning Association in 2003. The Infill Housing Implementation

Program also won the 2003 Distinguished Leadership Planning Award from the California Chapter of the American Planning Association in that same year.

4. Next Previous Employer

Company Name: City of Austin

May we contact? Yes

Telephone: 512-974-2000

Your Starting Position: Manager of Planning Services, Solid Waste Services

Your Last Position: Director of Neighborhood Planning

Months In Last Position: 54 months

Address: 505 Barton Springs Road

City: Austin

State: TX

Zip: 78704

Dates Employed: From 01/1991 To 08/2001

Rate of Pay: Start End

Supervisor's Name & Title: Alice Glasco, Director of Neighbor Planning and Zoning

Reason For Leaving: Recruited to work in Berkeley, CA

Your Duties: Responsible for creating award winning neighborhood planning program and helping to establish urban design program. Professional Planning Award from the Central Texas Section in 1998 for the Dawson Neighborhood Plan and in 1999 for the East Cesar Chavez Neighborhood Plan. Represent Department before City Council. Prepare budgets and work programs. Design and implement community outreach program. Facilitate integration of Smart Growth, transportation, and land use issues for City.

Department of Aviation, October, 1994 to February, 1997.
Senior Planner, Economic Development
Responsible for planning for the closure and redevelopment of 711 acre municipal airport. Design and supervise required environmental studies. Represent Department before City Council. Prepare budgets and work programs. Develop RFP's and manage consultant contracts including major redevelopment plan and Phase I and Phase II Environmental Assessment. Design and implement community outreach program.

Environmental and Conservation Services Department,
January 1991 to October, 1994.

Senior Planner, Office of the Director
Prepare elements of regional endangered species habitat plan. Write business plans and issue papers. Prepare budgets and monitor expenditures. Develop RFP's and manage consultant contracts. Track and analyze state and federal legislation. Formulate City positions. Prepare testimony. Work with Legislative Committee staff. Member of Departmental Quality Council. Lead Service Improvement Teams. Serve on Strategic Plan Team and Austin Quality Assessment Team.

Manager of Planning Services, Solid Waste Services
Design and supervise implementation of new program of solid waste services in four pilot neighborhoods. Manage all phases of customer support, billing, and routing. Based on success of the pilot program, City Council voted to expand the collection program city-wide. Supervise and hire staff. Prepare operating and capital budgets. Coordinate implementation of competitive service bidding

and design process for solid waste collection. Prepare grant applications and administer grants. Represent Department before Solid Waste Advisory Commission.

Education

High School

Name: Miami Senior High School

Major/Courses: College prep

Last Year Completed: 4

Did you Graduate? Yes

Degree/Certificate: Diploma

College/Technical School

Name: Stetson University

Major/Courses: Political Science

Last Year Completed: 4

Did you Graduate? Yes

Degree/Certificate: Bachelor of Arts

Graduate Studies

Name: Georgia Institute of Technology

Major/Courses: City Planning

Last Year Completed: 2

Did you Graduate? Yes

Degree/Certificate: Master of City Planning

Other (specify)

Name: Austin Presbyterian Theological Seminary

Major/Courses: Theology

Last Year Completed:

Did you Graduate? No

Degree/Certificate:

License/Type:

Are you a Licensed Peace Officer in Texas or any other state? No

If no, are you currently enrolled in a TCLEOSE academy? No

Skills and Qualifications

Adding Machine (10 Key)

Data Entry

Personal Computer

Word Processor

WPM: 40 WPM

Software Skills: Standard Microsoft Office Suite -- Word, Excel, Powerpoint

List additional skills and qualifications: Certification Maintenance Achieved for 2009-2010 Continuing Professional Development Certificate, American Institute of Certified Planners, 1994, 1996, 1997, 1999, 2001, 2004, 2006.

References

Work Reference #1:

Name: Carol Haywood
Address: 505 Barton Springs Road, Austin, TX 78704
Company: City of Austin, Planning and Development Review Department
Telephone: 512-974-7685

Work Reference #2:

Name: Nancy Nussbaum
Address: 601 University Drive, San Marcos, TX, 78666
Company: Texas State University at San Marcos
Telephone: 512-245-2244

Work Reference #3:

Name: Mark Gallatin
Address: 425 South Mission Drive, San Gabriel, CA 91776
Company: City of San Gabriel
Telephone: 626-487-5003

Other Information

Have you ever pled guilty, or no contest to, or been convicted of, a misdemeanor or felony?

No

If Yes, please give the date(s) and details:

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial?

No

If Yes, please give the date(s) and details:

Have you ever been in the Military Service?

No

If Yes, give type of discharge:

Do you have a valid Driver's License? (Answer only Yes if the job for which you are applying requires a drivers license)

License Information

State: California

Alternate/Emergency Contact Information

Alternate/Emergency Contact:

Alternate/Emergency Phone:

Resume

Cover Letter and/or Text Resume:

March 29, 2011
Susan Word, Director
Human Resources
100 East Main Street
Suite 100
Pflugerville, TX 78660

Re: Planning Director Position

Dear Ms. Word:

I enjoyed my time visiting with you and the other members of the Pflugerville team when I interviewed for the Planning Director job in January. I received a very courteous notification from Trey Fletcher telling me that the position was being re-advertised. In the January interview, I tried to share my strong enthusiasm about the opportunity of working for the City. My enthusiasm remains undiminished. So here I am applying again. In fact, I respect the City's commitment to hiring the best and if it takes multiple advertisements to create a strong pool of candidates, so be it.

Pflugerville has adopted a well thought out planning framework to help provide guidance as the City moves forward to help achieve its vision. I'd like be a part of that work. As a planner, I am most at home in smaller communities where there are opportunities to use creative approaches when addressing community issues. With my previous experience as a planner working in Texas, I believe I could be a good addition to the staff.

I would be happy to provide you with any additional information you may require. I will be in Texas in April and could easily make myself available for an interview on April 11, 12, or 13 if I were fortunate enough to be selected for re-consideration.

Cordially,

Carol D. Barrett, FAICP

Attach Resume - OPTIONAL: [Download](#)

Barrett D. Carol

Applicant ID: 4096589

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