EDUCATION

University of Colorado Denver, Denver, CO

Master of Urban and Regional Planning Concentrations: Regional Sustainability, Environmental Planning, Parks and Open Space

University of Rhode Island, Kingston, RI

Bachelor of Science in Nutrition and Dietetics

Other Concentrations: Urban Planning, Wildlife Conservation Biology

RELEVANT PROFESSIONAL EXPERIENCE

City of Boulder (Planning and Development Services Department), Boulder, CO

Zoning Plans Senior Examiner

- Verify development proposals comply with Land Use Code, including standards controlling height, floor area, building coverage, setback, solar access, bulk plane, wall articulation, minimum parking, outdoor lighting, density, and use
- Provide interpretive services to customers and colleagues, particularly through detailed written narratives which are retained ٠
- Author Standard Operating Procedure manuals, including that for handling local Board of Zoning Adjustment variance requests •

American Planning Association (Colorado Chapter), statewide

Vice President of Communications

- Executive Board member; Co-chair and Committee Representative of the Outreach and Communications Committee
- Editor-in-Chief of Association and primary contact for internal and external customers as it relates to content publishing
- Experience with Legislative Committee (including authoring position statements), Awards Committee, and conference planning

Town of Estes Park (Community Development Department), Estes Park, CO Planner II

- Provide a wide range of planning services to guide applicants through site plan, subdivision, rezoning, variance, annexation, and • other development processes from initial submittal through decision-making body approval at televised public hearings
- Performed planning and zoning review for all applicable building permit applications
- Interpreted and applied Development Code and greater Municipal Code, with emphasis on environmental concerns including . ridgeline development, landscaping, slope issues, wildlife habitat, and flood, wildfire & geologic hazard mitigation
- Authored and earned approval for code amendments on a variety of topics including housing, renewable energy, and signage •

City of Cherry Hills Village (Community Development Department), Cherry Hills Village, CO January 2017 – January 2019 **Community Development Clerk**

- Clerked Board of Adjustment & Appeals and Planning & Zoning Commission Meetings, including taking of minutes and roll call
- Managed day-to-day operations of the Building Department including building permit processing and referrals to consultants

CAP Management (Sustainability Department), Denver, CO

Chief Sustainability Officer

- Managed the implementation of large-scale environmental sustainability projects for homeowner associations (HOAs), • including oversight of budgets, agreements, contractors, timelines, community engagement, and evaluation of results
- Author or editor of resolutions, rules & regulations, contracts, & policy documents for HOAs and business marketing materials •
- Served as primary contact for governmental program inquiries and was responsible for government relations

City of Wheat Ridge (Community Development Department), Wheat Ridge, CO **Planning Intern**

• Assisted planners with current & long-range planning activities and recordkeeping, including collecting observational data, engagement related to area planning, and conversion of land use cases and special use permits into digital formal (GIS/Excel)

City of Providence (Department of Planning and Development), Providence, RI **Mayoral Fellow**

Performed analyses of neighborhood market districts to identify economic development opportunities, made recommendations

OTHER HONORS, RECOGNITION, MEMBERSHIPS

- Citizen Citation of Recognition (Providence, RI), Events Chair (APA Student Chapter, 2013), Dean's List, RI Honor Society member
- Denver Water 'Top Partner' and Community Association Institute 'HOA of the Year' awards for success in water conservation
- Proficient in technical writing, entitlement processes, meeting facilitation, and interpersonal communication

January 2013 - November 2016

January 2023 – Present

January 2023 – December 2024 (end of term)

November 2019 – June 2022

February 2012 – July 2012

June 2009 – August 2009