

**PROFESSIONAL EXPERIENCE:**

**City of Killeen**

*Assistant Director of Development Services*

March 2022 – Present

- Oversee the Planning Division of the Development Services Department. Provide direct supervision to Planning staff.
- Serve as staff liaison to the Planning and Zoning Commission, Zoning Board of Adjustment, Heritage Preservation Board, and TIRZ Board.
- Work directly with developers and engineers to ensure proposed developments meet all applicable City standards.
- Engage with various stakeholder groups regarding proposed amendments to development regulations.

**City of Killeen**

*Director of Planning*

August 2020 – March 2022

- Served as the project lead for the adoption and implementation of the Killeen 2040 Comprehensive Plan.
- Drafted various amendments to the Code of Ordinances intended to improve development standards, including architectural and site design standards and street tree requirements.
- Worked directly with the consultant team toward the successful adoption of a parkland dedication and development ordinance.
- Graduated from Leadership Killeen Class of 2020-2021.

**City of Killeen**

*Senior Planner*

July 2019 – August 2020

- Oversaw the approval of complex planning applications, including Planned Unit Developments, Conditional Use Permits, Future Land Use Map amendments, and zoning variances.
- Prepared staff reports and made recommendations to the Planning and Zoning Commission, Zoning Board of Adjustment, and Heritage Preservation Officer regarding various planning applications.
- Served as the City's Heritage Preservation Officer and administered the façade improvement grant, North Killeen Revitalization, and vacant building registration programs.
- Assisted engineers, developers, and residents with inquiries regarding all aspects of planning, zoning, and historic preservation.

**City of Burnet**

*Director of Development Services*

November 2018 – July 2019

- Provided direct oversight of the Development Services Department, which included the Building Official, Code Enforcement Officer, and Permit Technician.
- Reviewed all subdivision plats, zoning change requests, and commercial site plans to ensure conformance with applicable City codes and State laws.
- Prepared staff reports and presentations for all planning requests requiring review by the Planning and Zoning Commission or City Council and presented staff findings and recommendations at all Commission and Council meetings.
- Drafted ordinances and text amendments for modifications to the City's zoning ordinance and subdivision regulations, including a comprehensive update to the City's tree preservation ordinance.
- Met regularly with developers, engineers, architects, and surveyors regarding all aspects of land development.

## **City of Killeen**

*Senior Planner*

May 2017 – November 2018

- Served as the case manager for all current planning applications, including subdivision plats, zoning change requests, and Future Land Use Map amendments. Reviewed applications to ensure conformance with applicable City codes.
- Prepared staff reports and made recommendations to the Planning and Zoning Commission regarding subdivision plats, zoning changes, and Future Land Use Map amendments.

## **City of Hutto**

*Senior Planner*

November 2015 – February 2017

- Served as the project manager for all planning and zoning applications, including subdivision plats, commercial site plans, zoning changes, variances, annexations, special use permits, certificates of appropriateness, and sign permits.
- Prepared all staff reports and presentations for the Planning and Zoning Commission, Historic Preservation Commission, Zoning Board of Adjustment, and City Council. Presented staff findings and recommendations at all Board and Commission meetings.
- Served as the City's Historic Preservation Officer. Created and implemented financial incentive programs for the downtown historic district, including a façade improvement grant and a historic preservation tax credit.
- Drafted revisions and text amendments to the Unified Development Code and SmartCode, including a comprehensive revision of the landscaping and buffer yard standards.
- Spearheaded efforts to amend the City's Future Land Use Map and led a series of public meetings and workshops to gather public input for the proposed amendments.

## **City of Lockhart**

*Associate Planner*

October 2014 – November 2015

- Served as the staff liaison to the Planning & Zoning Commission, Historic Preservation Commission, and Zoning Board of Adjustment. Prepared all staff reports and presentations for the Planning & Zoning Commission, Historic Preservation Commission, and Zoning Board of Adjustment and facilitated at all public meetings.
- Reviewed and processed all subdivision plats and commercial site plan applications to ensure conformance with City codes and ordinances.
- Prepared special reports and presentations including a comprehensive Branding and Wayfinding Master Plan for the historic downtown.

## **City of League City**

*Planner*

July 2013 – October 2014

- Served as the project manager for a variety of current planning projects, including commercial site plans, subdivision plats, rezoning applications, special use permits, and certificates of appropriateness.
- Prepared staff reports and presentations for the Planning & Zoning Commission, Historic District Commission, and Zoning Board of Adjustment.
- Drafted revisions to the City's zoning ordinance, including new commercial design standards to regulate the aesthetics of all commercial development.

## **EDUCATION & CERTIFICATIONS:**

### **Congress for the New Urbanism Accreditation**

Obtained December 2016

### **Savannah College of Art and Design**

*Master of Fine Arts in Historic Preservation*

August 2009 – June 2011

### **The Catholic University of America**

*Bachelor of Science in Architecture*

August 2003 – May 2007