PLANNING & ZONING COMMISSION

3 year term

The Commission is an advisory board to City Council and shall (1) review all new text for proposed amendments to the Unified Development Ordinance (UDO), and proposals to zone or change the zoning of all property regulated under the UDO and to make recommendations to City Council for final action thereon; (2) perform studies and surveys of the present conditions and probable future development of the City and its environs, including, but not limited to, studies and surveys of land uses, population, traffic, parking, and redevelopment needs; (3) formulate and recommend to City Council the adoption or amendment of a comprehensive plan and other plans, as necessary, for the City and its environs (4) review the terms of the UDO from time to time, as it deems appropriate, and to recommend to City Council any changes that the Commission considers necessary to regulate properly the development and use of land, buildings and structures; (5) review applications for planned unit development designation and the preliminary plans for such planned unit developments and to make recommendations to City Council for final action thereon; and (6) review and decide on approval of all proposed preliminary plats of major subdivisions.

- Seven members
  - Five appointed by City Council
  - Two residents of the extra-territorial area of the City and appointed by Buncombe County Commissioners

Planning & Zoning Commission - (3 year term)

Guillermo Rodriguez
Term to expire 08-14-21
Has served two terms

-NOT eligible for reappointment

CITY APPOINTEES

MEMBER FName	MEMBER LName	Email	TERM EXPIRES	APPOINTED	TERMS	RESIDENT	RACE	HOMEOWNER	SEX	AREA	OCCUPATION
Guillermo	**Rodriguez**		08-14-21	07-24-18	2	City	Hisp	Y	M	Central	Landscape Architect/ Urban Designer
Kimberly	**Levi**		08-14-23	09-08-20	1	City	W	Y	F	East	Project Manager
Joe	**Archibald**		08-14-23	10-03-17	2	City	W	N	M	North	Architect Woodworker
Robert Frances	**Hoke**		08-14-23	01-12-21	unexp	City	B	Y	M	Central	Crew Leader Kimberly Clark
Geoffrey	**Barton**	geoffrey@mtnhousing.org	08-14-24	09-14-21	1	City	W	Y	M	West	Dir. of real Estate Development Mountain Housing Opportunities

COUNTY APPOINTEES

Brenton	Faircloth	02-16-24	02-16-21	1	County		M
Jenifer	Bubenik	02-16-24	02-16-21	1	County		F

PLANNING AND ZONING COMMISSION

Name	Male	Female	Black	White	Other	North	East	South	West	Central	City	County	Home owner
Hoke	X		X							X	X		Y
Barton	X			X					X		X		Y
VACANT													
Levi		X		X			X				X		Y
Archibald	X			X		X					X		N
Faircloth (County)	X											X	
Bubenik (County)		X										X	

Planning Zoning Commission - Resource List

APPLICANT FNAME	APPLCANT LNAME	EMAIL	DATE SUBMITTED APPLICATION	RESIDENT	RACE	SEX	AREA	HOMEOWNER	OCCUPATION
Sherrye	**Coggiola**	Sherrye.coggiola@gmail.com	07-20-20 07-14-21 still interested	City	W	F	North	Y	Co- Owner The Cantina @ Historic Bilt. Village
Ricardo	**Seijo**	seijo.ricardo@gmail.com	12-28-20	City	H	M	Central	N	Associate/Architect Grimm + Parker Architects
Sara	**Wilcox**	sarawilcox76@gmail.com	12-28-20	City	W	F	East	Y	Pastor Land of Sky United Church of Christ
Lee	**Arevian**	lee.arevian@thinktbg.com	06-14-21	City	W	M	North	Y	Managing Director The Bridge Group
Kenneth R.	**Bussey, Jr.**	kenneth.bussey@gmail.com	06-28-21	City	W	M	West	Y	Senior Geotechnical Engineer HDR Engineering
Matthew	**Allen**	mallen@lotsar.org	07-13-21	City	W	M	Central	Y	Professional Development & Gov't. Affairs Land of the Sky Assoc. of Realtors
Mike H.	**Falknor**	mike@headwaterenvironmental.com	09-16-21	City	W	M	West	Y	Vice President Headwater Environmental Inc.
Nicholas	**Dugan**	nicholas.s.dugan@gmail.com	09-17-21	City	W	M	Central	Y	Clinical Dietitian Mission Hospital

Planning Zoning Commission - Resource List

APPLICANT FNAME	APPLCANT LNAME	EMAIL	DATE SUBMITTED APPLICATION	RESIDENT	RACE	SEX	AREA	HOMEOWNER	OCCUPATION
Howard	**Wolkowitz**	howard@healthofyourwealth.com	09-19-21	City/Plantation,FL	W	M	Central	Y	Life Insurance Consutant Self
Darin	**Prosser**	darin.prosser@gmail.com	09-24-21	City	W	M	East	Y	Project Engineer Metropolitan Sewerage District
Kelsey	**Simmons**	kelseysimmons@kw.com	10-01-21	City	B	F	South	Y	Program Director / Realtor YMI Cultural Center / Keller Williams Professionals

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning

Your name: SHERRYE COGGIOLA Home Phone #: 8646164325

Street address: 174 beaverdam rd City: Asheville Zip Code: 28802

Mailing address (if different): pob 7096 asheville 28802

Employer: The Cantina@ Historic Biltmore Village

Your position: Co-Owner Office Phone #: _____

Resident of City Asheville County Buncombe Race White * Sex M___ F_✔_ * Age 55 *

Are you a Homeowner or a Renter? * Homeowner

Residence location (check one): Central ____ North ✔ South ____ East ____ West ____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I was born and raised in Asheville with about 17 years making a living in other cities, I have been fortunate to be able to return in 2008 and plan to reside here for the remainder of my life.

I am the daughter of a local real estate developer and received my real estate licenses in 1990. I have been an active Broker in NC and SC ever since. My background has been focused in Commercial real estate investing and development.

My Husband and I own our own home and are in process of building a home and ADU on adjacent lot. My family owns commercial real estate in the Biltmore Village area.

I have served as an active SCORE member since November 2019

I would be honored to be a part of assisting the City of Asheville on the planning and zoning committee.

I have a strong staff at The Cantina which allows me to have time available to assist as needed

Return to:

Sarah Terwilliger, Deputy City Clerk
Post Office Box 7148
Asheville, N.C. 28802-7148

E-Mail: sterwilliger@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

SHERRYE COGGIOLA

Signature: _____

Date: 7/20/20

E-Mail: sherrye.coggiola@gmail.com

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Downtown Commission AND/OR Planning & Zoning Commission

Your name: Ricardo Seijo Home Phone #: 410-533-1154

Street address: 65 Furman Avenue City: Asheville Zip Code: 28801

Mailing address (if different): _____

Employer: Grimm + Parker Architects

Your position: Associate / Architect Office Phone #: 240-965-0773

Resident of City Asheville County Buncombe Race Hispanic * Sex M ✔ F ___ * Age 47 *

Are you a Homeowner or a Renter? * Renter

Residence location (check one): Central ✔ North ___ South ___ East ___ West ___

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: None. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I am a Registered Architect with a Bachelor in Architecture from Virginia Tech and 18+ years of professional experience in a wide range of project types. I grew up in Puerto Rico, and I've lived in Blacksburg, VA and historic Downtown Annapolis, MD. These experiences have given me a diverse and unique perspective which I believe relate directly to the challenges and opportunities of the built environment in Asheville. I wish to apply my expertise and insight to benefit my community by serving in either or both the Downtown Commission and the Planning & Zoning Commission. Please see the attached cover letter for more information. Than you for your consideration.

See attached

Return to:

Sarah Terwilliger, Deputy City Clerk
Post Office Box 7148
Asheville, N.C. 28802-7148

E-Mail: sterwilliger@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: eSigned via DocuSign.com Key: df76721a9fe98f4d24a1f402f0fc5678

Date: 28 DEC 2020

E-Mail: seijo.ricardo@gmail.com

Fax #: 4105331154

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

RICARDO J. SEIJO, RA, NCARB, LEED AP BD+C

65 Furman Avenue, Asheville, NC 28801 | seijo.ricardo@gmail.com | (410) 533-1154

To Whom It May Concern,

I wish to engage with and contribute to my community by serving on one or more of the committees that support the City of Asheville. I am particularly interested in the **Downtown Commission** and the **Planning & Zoning Commission** as I believe I am well suited to fulfill these functions. I am a Registered Architect with over 18 years of experience in a wide range of project types, including but not limited to: multi-use commercial, retail, office buildings and fit-outs, public and private K-12 schools, public safety facilities, religious spaces, master planning, and site design.

Growing up in San Juan, Puerto Rico, I developed a passion for architecture and the built environment at an early age. The permanence of the streetscapes there affirmed the need for sensitivity and integrity in design, and the characteristic vernacular architecture illustrated the impact of culture and climate on planning and design. I've always understood that communities must demand energy and substance from the built environment, and it is in this capacity that I wish to serve the City of Asheville.

While completing my Bachelor of Architecture at Virginia Tech, I learned to balance a thoughtful approach with practical knowledge of methods and materials. I carried forth this ideal of vitalism and mechanism, fueling my enthusiasm for civic enrichment through mindful design. My years living in Blacksburg at a critical time of growth taught me about urban development in a rural college town that must manage acute swings in population, not unlike the fluctuations Asheville faces due to seasonal tourism and the various higher-ed institutions in the area.

Prior to Asheville, I lived in historic Downtown Annapolis, Maryland which gave me first-hand insight into the obstacles of adapting modern life and energy strategies to a historic city. I witnessed the positive and negative effects of building renovations, and commercial and retail development and signage in a historic setting. Functionally, heavy tourism and traffic mixed with an unfavorable street design threaten pedestrian safety and create difficulties for commercial deliveries and parking. I recognize how Asheville shares many of the same struggles to balance character and scale with economic vitality and practical realities.

Professionally, my understanding of operational requirements has guided my work on public safety facilities. My visualization skills and attention to detail have served me in K-12 schools design, including phasing plans for work in occupied facilities. I am familiar with the opportunities and challenges of projects in dense urban settings, and with the formal policies and procedures that accompany them. These rigors are useful for clarifying objectives and providing structure to a nuanced process. Finally, thoroughness and sensitivity to context have contributed to my work on projects for the United States Naval Academy, which required balancing of stringent demands from varied stakeholders, including oversight by the State Historic Preservation Officer for work in a site listed on the National Register of Historic Places.

As an Associate at my current firm, my responsibilities include the full range of traditional management duties through all project stages, including project planning, budget reports, coordinating the work of staff, and daily communications with clients and consultants. As an architect, I am responsible for the development of projects from schematic design through full documentation. I have extensive experience in contract administration, having worked with general contractors and construction managers under different delivery systems. I have a solid background in sustainable design and have managed or collaborated on several LEED projects, including a LEED Platinum middle school in Washington, DC.

As an experienced professional, I rely on strong communication and organizational skills and regard good design as the fruit of collaborative effort. I believe my diverse background and unique perspective will yield strong contributions to the efforts of either or both referenced commissions. I am grateful for your attention and I look forward to the opportunity to serve this wonderful community I now call home.

Respectfully,



Ricardo J. Seijo, RA, NCARB, LEED AP BD+C

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning

Your name: Sara Wilcox Home Phone #: 828-505-2815

Street address: 52 Craig Circle City: Asheville Zip Code: 28805

Mailing address (if different): _____

Employer: Land of the Sky United Church of Christ

Your position: Pastor Office Phone #: 828-989-8754

Resident of City Asheville County Buncombe Race White * Sex M___ F ✔ * Age 44 *

Are you a Homeowner or a Renter? * Homeowner

Residence location (check one): Central ____ North _____ South _____ East ✔ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: Pastor a church that owns property. I'm _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

December 20, 2020

To Whom it May Con

See Attached

offer my gratitude ndertake in an
effort to shape and erve in elected
positions, on boards e who and what
we are and who and is vital to ensuring
the needs of many a n political science, I
have an understandi In shaping our
community. I left the t I have faithfully
honored for over a d l to better
understand the brea ıe location, I am
submitting my applic

The Planning and Zor : decisions and
advisments that imp nable
development. Our current system has deep intention around growth. Growth must be done

Signature: Sara R Wilcox

Date: 12/28/2020

E-Mail: sarawilcox76@gmail.com

Fax #: 8289898754

Return to:

Sarah Terwilliger, Deputy City Clerk
Post Office Box 7148
Asheville, N.C. 28802-7148

E-Mail: sterwilliger@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

Sara Wilcox

To Whom it May Concern, I offer my gratitude for the many avenues of public service that so many undertake in an effort to shape and create the communities for which we long. Those who serve in elected positions, on boards and commissions, and our paid employees deeply shape who and what we are and who and what we hope to be. A diverse representation of views is vital to ensuring the needs of many are served. With undergraduate and graduate degrees in political science, I have an understanding of policy and the importance the government plays in shaping our community. I left the field of political science to answer a call to ministry that I have faithfully honored for over a decade. In my vocation of ministry, my lens has widened to better understand the breadth and depth of needs in a community. From this unique location, I am submitting my application to serve on the Planning and Zoning Commission. The Planning and Zoning Commission is a commission tasked with important decisions and advisments that impact how we use land and create opportunities for sustainable development. Our current system has deep intention around growth. Growth must be done with intention regarding our community, including its most vulnerable and our environment. Balancing these competing needs is not simple, but it is vital to work that creates flourishing communities. Over the years, the Planning and Zoning Commission has been served by immensely qualified individuals. What makes one an expert can also create unintentional blindspots to individual and organizational impact. As a community that has named a commitment to repair the systemic injustices of history, it is vital that each area of our government include the voice and lens of those who are grounded in that commitment and its complexity. My education, training, location, and desire to serve uniquely qualify me for this commission at this time. Our economic growth cannot continue to outpace our human capacity to live and thrive across all socioeconomic sectors. The imbalance creates vast inequities that may never have been the intention, but too often arise as the unintended consequence of limited visions and concerns in the rooms of power and decisions. My hope is to bring an understanding of the human impact our policies and decisions have to allow us forethought in creating policies that are more just and community-oriented. I respectfully submit this application to serve on the Planning and Zoning Commission and do so with gratitude for the service of so many, Sara Wilcox

SARA WILCOX

52 Craig Circle
Asheville, NC 28805

sarawilcox76@gmail.com
(828) 989-8754

servant-hearted, justice-minded, receiver and giver of grace, growth mindset-oriented, connector of dots, visionary, relationship-oriented, collaborative
Ordained Minister in the United Church of Christ, 2009
International Coaching Federation, Associate Certified Coach

EDUCATION

Chicago Theological Seminary	Master of Divinity	2008
University of Wisconsin-Madison	Master of Arts (Political Science)	2000
University of Virginia	Bachelor of Arts and Sciences (Political Science) *with Distinction*	1997

THE CHURCH

Land of the Sky United Church of Christ — Asheville, NC
Pastor — July 2017-Present
Co-Pastor — March 2009-July 2017

- Co-founder of new church plant in the WNC association of the UCC, which currently has 175 threshold partners and 115 friends
- Vision and plan for continued evolution and development of community
- Plan and lead weekly worship services and special services
- Supervision of Staff and Liaison to Operations Teams: Personnel, Finance, and Building
- Visit and provide pastoral care to members and friends in need (hospital, jail and home visits)
- Plan and execute events to increase membership and expand ministries of the community
- Share responsibility for public prophetic voice on issues of social justice in our community
- Plan and lead Adult Education, seasonal series, and small group opportunities
- Identify and develop ministry skills of church members
- Design and publish materials for marketing and growth

Center for Progressive Renewal — Atlanta, GA
Director of New Church Initiatives — October 2013-Present

- Coach and support new church planters, renewing and revitalizing teams
- Support Conference Staff and New Church Development Teams to forward new church initiatives
- Promote church planting and culture change to enhance new church initiatives at regional events
- Teach Church Planting 1.0 and 2.0
- Develop ecumenical resources for church planters
- Work with national UCC staff to develop systems that support and grow new church initiatives
- Co-Creator of Revision Curriculum, Revision Coach

Warren Wilson Presbyterian Church and Chapel — Asheville, NC
Associate in Ministry — October 2007- January 2009

- Provided visitation and pastoral care for members of the congregation.
- Contributed to planning and leadership for worship services, including preaching monthly.
- Served as staff liaison to the deacons, providing assistance with various events in life of community.
- Responsible for youth programming during transition period.

Lake Edge United Church of Christ — Madison, WI
Interim Associate Pastor — August 2006- August 2007

- Provided general pastoral responsibilities such as worship leadership, education, visitation, pastoral care and counseling.
- Responsible for development of Lay Visitation Program and coordination of Prayer Chain, empowering members of the community to care for others in need

OTHER MINISTRY RELATED SERVICE

ICF, Associate Coach — 2017-Present
Faith for Justice, provoking justice for black and brown-bodied people — 2016-Present
Prison Ministry at Swannanoa Correctional Center for Women — 2011-Present
Macedonian Ministry Project, Cousins Foundation (PCUSA) — October 2013-2016
Wild Goose Festival Steering Team — March 2013-2014
National Planning Team, 2030 Clergy Network — June 2011-2013

CONTINUED EDUCATION

Boundary Training, (Every 3 Years)
Racial Equity Institute, 2019
Intentional Interim Ministry, 2020
Motivational Interviewing, 2020
Ongoing Enneagram Work

HEALTH CARE EXPERIENCE

Pavillon Treatment Center — Mill Springs, NC
Spiritual Wellness Counselor — May 2013-May 2015

- Provide spiritual care to women at residential recovery center
- Meet with women individually to discuss spiritual obstacles to recovery, including providing new insights on theology that empower them toward health, wellness and strengthen their recovery
- Lead workshops that target issues of self-esteem, grief, loss, lack of voice, shame, guilt, and regret

Care Partners Supportive and Palliative Care, Inpatient Team — Asheville, NC
Chaplain — February 2013-October 2013

- Provide interfaith spiritual care to inpatient palliative care patients and their families
- Attended and engaged in daily interdisciplinary group aimed at discerning best course of care for patients based on medical, psychosocial, emotional and spiritual needs
- Provided support to medical staff in complex conversations with patients and families

Mission Hospital — Asheville, NC
Communication in Healthcare Facilitator — February 2012-February 2013

- Trained facilitator for the Communication in Healthcare curriculum from the Mayo Clinic
- Implemented strategy for Department of Service Excellence involving intentional training of communication skills for all employees in the hospital system

Family Support Coordinator — July 2010- February 2013

- Coordinated team of Family Support Liaisons, who provide care to families of potential organ donors
- Served on-call rotation of Family Support Liaisons
- Created and executed education to hospital staff to improve hospital referral and consent rate
- Led monthly meetings for the Family Support Team, Task Team Meetings, and After Action Reviews

- Secured $10,000 grant for Mission Hospital to increase education around donor designation and produce a video on donation for the on-demand patient television station

Chaplain January 2009-February 2013

- Provided interfaith spiritual care to families and patients
- Responsible for general orientation presentation on patients' rights
- Served as Chaplain at Camp Blue Bird, Mission's adult cancer camp (Oct. 2009-2013)
- Assisted in developing redesign of our charting system

SOCIAL WORK EXPERIENCE

Western Carolinians for Criminal Justice Asheville, NC

Case Manager and Court Advocate December 2008- June 2010

- Provided case management services to men in the criminal justice system who faced substance abuse and mental health issues
- Coordinated a weekly life skills group for program participants
- Served as a court advocate for clients, advocating for alternative services to incarceration

HOBBIES

- Public Policy, Governance, Running, Yoga, Basketball Spectator, Good Food, Laughter, Creating a More Just and Generous World

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning Commission

Your name: Lee Arevian Home Phone #: 703.608.9097

Street address: 62 Gertrude Place City: Asheville Zip Code: 28801

Mailing address (if different): _____

Employer: The Bridge Group

Your position: Managing Director Office Phone #: 703.398.1185

Resident of City Asheville County Buncombe Race Caucasian * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 55

Residence location (check one): Central _____ North ✓ South _____ East _____ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: No. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

As a resident of Asheville since 1976, I have seen this city grow over the years, and believe this area is at an influx given it's tremendous upswing as a destination in the last decade. I believe the Planning and Zoning Commission plays a key role in navigating the challenges and opportunities of growth while balancing the needs of current residents and being aware of the city's infrastructure limitations.

As a government contractor I am well-versed in the rules and technicalities of local, state and federal government and have achieved great proficiency in working with stakeholders to find solutions that provide the greatest benefit to all concerned.

I currently serve on several commissions/boards and am also adept in the rules and protocols of meeting conduct. My job requires me to be highly organized and detail focused - skills I bring to my board jobs. I prepare well, extensively note and record the content, and operate comfortably within Robert's Rules thereby ensuring effective and comprehensive meetings, with all parties treated equitably.

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: Lee Arevian

Date: 6.14.21

E-Mail: lee.arevian@thinktbg.com

Fax #: 888.890.2730

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

LEE AREVIAN

62 Gertrude Place
Asheville, NC 28801

(703) 608-9097
lee.arevian@tbgevents.com

SUMMARY OF QUALIFICATIONS

High energy leader with 25 years of management, brand marketing and fundraising experience, with exceptional interpersonal and communication skills and established strength in the following broad-based competencies:

- Proven track record of successful and insightful strategic planning and execution; key message and brand delivery, financial oversight and increasing top line revenue and operating income
- Consistently innovative thought leader with ability to create, develop and implement ideas using sound judgment, negotiation, communication, and influencing to drive results
- Succinct communicator and hands-on manager who can identify issues and opportunities and act accordingly
- Strong team building, brand management and client service skills resulting in employee and client retention and achievement of financial objectives

PROFESSIONAL EXPERIENCE

THE BRIDGE GROUP, LLC – *Washington, DC* — 2009 - Present
Founder and Managing Director — 1995 - 2003

- Launched the company, transforming an idea into a successful $6 million marketing and management company specializing in turnkey solutions for government agencies, corporations, associations and nonprofits
- Led business development efforts including identification of potential clients, building the pipeline, marketing and selling consulting services to targeted organizations and negotiating contracts for services sold. Revenue has increased 85% in the last three years, and OI has increased 17%
- Worked to brand and define client properties to build them as destinations in their respective markets and lead them to Tradeshow Executive Top 50 Fastest Growing events in jewelry (Couture), defense (Navy League's Sea-Air-Space) and design (Boutique Design New York)
- Strong fiscal management practices have led to 100% of contracts coming in on time and on budget. Strong ability to work across financial platforms to present data and financial trending information as actionable to key stakeholders
- Selected to serve as the liaison to the organizing committees for multiple constituencies (White House, State Department, Department of Commerce, Navy League, Prestige Pavilion) in order to develop strong boards and committees for events
- As a development consultant for the Shakespeare Theatre (Washington, DC), helped develop developmental programs that targeted fundraising based on the Theatre's demographic make-up. This allowed us to approach major brands who wanted access to our members more than they wanted to support the art. This new, low six-figure revenue stream introduced new supporters (Lexus, Access National Bank) to the Theatre
- Organized large-scale events, up to 20,000 attendees domestically and internationally, for audiences that included the general public, media, government and corporate officials, dignitaries, and the President of the United States
- Worked with client senior leaders and staff to establish business goals and objectives, key messaging and brand objectives; recommended creative solutions; identified and managed diverse outsourced freelancers and vendors to deliver high-quality results adhering to identified budgets and timelines
- Achieved and surpassed sales goals by an average of 5-10%/year while reducing expenses on new contracts by an average of 15-20% through solid understanding of the wants and needs of both parties as well as successful negotiation practices. Maintained favorable relationships with facilities and vendors.
- Led and inspired staff to excel, resulting in ongoing inclusion in Washington Business Journal's list of Top 25 Meeting and Event Companies, INC 5000 and TSE Fastest 50
- Established start up infrastructure including incorporation, print and web-based marketing materials, human resources, and staff hiring. As the business grew and evolved, led the design of processes and protocols to maximize efficiencies and ensure adherence to common business standards.

NIELSEN BUSINESS MEDIA – *New York, New York* — 2003 – 2009
Vice President, Jewelry Group

- Managed staff of thirteen and multiple outsourced vendors in sales, marketing, finance and operations of seven products (6 domestic trade shows and 1 C-level summit) with annual revenues of $30 million

LEE AREVIAN

62 Gertrude Place
Asheville, NC 28801

(703) 608-9097
lee.arevian@tbgevents.com

- Transformed the Jewelry Group portfolio and repositioned the events to better address market needs. Positioned Couture product as the definitive destination for high-end design during a crowded Market Week in Las Vegas. This re-branding led to Couture delivering 20% OI growth
- Re-definition of the Couture brand allowed us to better develop a more coherent and focused audience generation plan, resulting in a 17% growth in attendance from jewelry retailers
- Redesigned and marketed New York-based Jewelers of America (JA) products to make them more current, relevant and accessible. Utilized negotiation, communication and influencing skills to deliver key messaging and ensure buy-in from community as portfolio changed direction
- Developed a multi-platform audience generation approach, utilizing print and digital vehicles as well as personal visits to key stakeholders and VIPs. This effort led to an 8% increase in attendance
- Developed nascent digital division (<$5000 in revenue in 2005) into important revenue stream (>$350,000 in 2009) by increasing focus on digital sales effort and utilizing numerous available Nielsen tools (Claritas data analysis, webcasting, etc.)
- Reversed downward trend in portfolio and grew overall revenue 6.5% from 2005 to 2007 utilizing creative and innovative solutions including design and implementation of segmentation strategies, consultative sales methodology, customization of sponsorships and effective campaign execution
- Utilized strong financial oversight, implementing effective cost controls and purchasing efficiencies in the portfolio to increase the portfolio's gross margin 5% from 2005 to 2007
- Work closely with Exhibitor and Retailer Advisory Boards to identify product needs and shortfalls and incorporate their solutions in reversing decline in Jewelry Group portfolio

Group Show Director, Hospitality Design Group

- Led team in sales, planning and execution of five products (2 domestic trade shows, 1 international trade show, 1 C-level summit and 1 awards gala) with annual revenues of $15 million
- Initiated improvements, utilizing key messaging to produce 300% growth in net square footage of HD Boutique over two years (from 23,000 net square feet to 70,000 net square feet). Increased revenue 380% from $528,000 to $2.03 million
- Devised and implemented creative sponsorship improvements resulting in 300% revenue growth (from $140,000 to $435,000)
- Guided HD Expo to a *Tradeshow Week* Top 100 event (262,000 net square feet), with sales increasing 30% to $8.1 million in two years, and operating at a 77% profit margin
- Managed overhaul of the exhibitor sales and CRM system and implemented fully coordinated and integrated sales and marketing processes in Goldmine, resulting in increased efficiencies in sales and marketing
- Identified and researched opportunities in Asia, part of Nielsen's first, dedicated launch in this marketplace. Launched HD Asia with 6 months lead-time, utilizing outsourced sales, marketing and logistical vendors in Asia, and positioning brand as a major player in Asia
- Worked with Nielsen's digital team to design user-friendly website reducing staff time spent answering questions and streamlining communication with exhibitors
- Responsible for management and oversight on all components of the portfolio – sales, marketing and operations. In addition to staff, incorporated outsourced vendors including marketing, graphic design, and technical production to elevate the portfolio

PUBLISHED INTERVIEWS AND SPEAKING ENGAGEMENTS

Articles and interviews featured in magazines including *Expo*, *Trade Show Week*, *Meeting News*, and *Trade Show Executive*. Speaking engagements include conferences hosted by Society of Independent Show Organizers, International Association of Exhibitions and Events, and Meeting Professionals International.

EDUCATION AND MEMBERSHIPS

B.A., Philosophy and Justice - The American University, Washington, DC
Active member of Society of Independent Show Organizers, International Association of Exhibitions and Events

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning & Zoning Commission

Your name: Kenneth R. Bussey, Jr. Home Phone #: 270-331-1778

Street address: 60 Skyview Terrace City: Asheville Zip Code: 28806

Mailing address (if different): _____

Employer: HDR Engineering

Your position: Senior Geotechnical Engineer Office Phone #: _____

Resident of City Asheville County Buncombe Race Caucasian * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 37

Residence location (check one): Central _____ North _____ South _____ East _____ West ✔

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: ~~Unaware of potential conflicts of interest~~ _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I have 14 years of experience as a civil engineer after graduating with my bachelor's and master's degrees in civil engineering from the University of Kentucky in 2006 and 2007, respectively. I have worked with public and private clients on projects ranging from site developments to multi-level highway interchanges.

While I am fairly new to the City of Asheville with becoming a resident in September 2020, I have been a frequent visitor to the area. The city is undergoing a lot of changes as it continues to grow. As a resident, I would like to put my professional skills along with love for the area to serve the city and its residents by helping it grow and change without sacrificing its unique character.

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: Kenneth Ray Bussey, Jr.

Date: 6/28/2021

E-Mail: kenneth.bussey@gmail.com

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning

Your name: Matthew Allen Home Phone #: 801-643-2168

Street address: 122 S. French Broad Ave City: ASHEVILLE Zip Code: 28801

Mailing address (if different): N/A

Employer: Land of the Sky Association of Realtors

Your position: Professional Development and Govt Affairs Office Phone #: 8283335840

Resident of City Yes County Buncombe Race Caucasian * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 38

Residence location (check one): Central ✔ North _____ South _____ East _____ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: ~~None of which I'm aware~~ _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I am very much interested in the smart development, growth, and planning of our city, and believe that my experience makes me a good candidate to be on the commission. I have a law degree and am a member of the bar in both New York and North Carolina (I currently have my NC license on inactive status since I'm not currently practicing law). I also have a NC real estate license and currently work in education and governmental affairs at the local REALTORS association. This gives me a solid background in general zoning and planning concepts, and well-equipped to serve on this commission. I would love to be involved. Thank you for your consideration.

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: Matthew Allen

Date: July 13, 2021

E-Mail: mallen@lotsar.org

Fax #: 8282558505

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning Commission

Your name: Mike H. Falknor Home Phone #: 828.774.9655

Street address: 28 Luna Lane City: Asheville Zip Code: 28806

Mailing address (if different): _____

Employer: Headwater Environmental, Inc.

Your position: Vice President Office Phone #: 828.774.9655

Resident of City Asheville County Buncombe Race W * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 40

Residence location (check one): Central _____ North _____ South _____ East _____ West ✔

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: ~~As a consultant, I am involved in development.~~ _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I have provided a resume to the email address of boards@ashevillenc.gov. The file was sent on 9.16.21 with the subject line of: "MikeFalknor_P&Z Resume".An excerpt, from that resume, is included below.

I have been a resident of Asheville since 2010. After working for a "national-brand" firm for many years, I joined Headwater Environmental, Inc. (Headwater) in 2018, opening the Wilmington-based firm's Asheville office. With over 14 years of experience in the environmental consulting and construction management fields, I've focused our Asheville office on adaptive reuse projects.

Since 2010, I have been involved in Asheville's most exciting development and reuse projects. As a member of the community, I take pride in understanding and executing development trends in our area, as-well-as assisting stakeholders as plans are made for investment in our community. I see the current opportunity with the Planning & Zoning Commission, as a path to further my investment in our community.

EDUCATION
Bachelor of Science, Environmental Studies, Elon University, Elon, NC

INTERESTS

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: Michael H. Falknor

Date: 9.16.21

E-Mail: mike@headwaterenvironmental.co

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

WWW.HEADWATERENVIRONMENTAL.COM



Headwater
ENVIRONMENTAL INC.

828.774.9655 • 866 Haywood Street, Asheville, NC 28806
www.headwaterenvironmental.com

Mike H. Falknor

I have been a resident of Asheville since 2010. After working for a "national-brand" firm for many years, I joined Headwater Environmental, Inc. (Headwater) in 2018, opening the Wilmington-based firm's Asheville office. With over 14 years of experience in the environmental consulting and construction management fields, I've focused our Asheville office on adaptive reuse projects. Since 2010, I have been involved in Asheville's most exciting development and reuse projects. As a member of the community, I take pride in understanding and executing development trends in our area, as-well-as assisting stakeholders as plans are made for investment in our community. I see the current opportunity with the Planning & Zoning Commission, as a path to further my investment in our community.

EDUCATION

Bachelor of Science, Environmental Studies, Elon University, Elon, NC

INTERESTS

I grew up around classic cars and have continued that hobby as an adult. On the weekends you'll find me tinkering on several "toys," or out-and-about on a mountain bike with my 6-year-old son leading the way. As a father, I enjoy the natural-setting our town, and the surrounding areas, provide. As a resident, I see myself as a steward of our community. I believe a seat on the Planning & Zoning Commission will provide opportunity for an expanded stewardship.

SAMPLE PROJECT EXPERIENCE

- RAD Lofts - Proposed $60M mixed-use development in the Asheville River Arts District. Completed assessment and remediation, culminating in a finalized Brownfields agreement with the State of North Carolina. Assisted in securing HUD financing via specific environmental assessment and remediation strategies.

- Foundry Inn (Curio Collection by Hilton) - Completed assessment, remediation, and secured a State Brownfields agreement for the $20M historical renovation of a late-1800s foundry building, located in the heart of Asheville.

- 55 South Market - Completed assessment, remediation, and secured a State Brownfields Agreement for the $19M multi-family residential project on the site of a former gas station and taxi company.

- New Belgium Brewing – Completed initial assessment of the former WNC Stockyards facility for the $400M+ expansion of New Belgium Brewing's east coast operations.

- Burial Brewing - Have assist the brewery with land acquisition, since the first location on Collier Avenue, through the most recent acquisition of the former Asheville Hardware building.

- RiverLink - Completed in partnership with other stakeholders a study of the River Arts District Watershed, including review of Town Branch, BaCoate Branch and an unnamed tributary passing through the central business district and terminating at the French Broad river in the RAD.

- RiverLink - Assisted with the assessment activities and formalization of a Brownfields Work Plan for the future Karen Cragnolin Park.

- Southern Appalachian Highland Conservancy – Completed numerous Phase I ESAs during property acquisition and conservation phases of work on land in excess of 5,000-acres.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning Commission

Your name: Nicholas Dugan Home Phone #: 224-563-8239

Street address: 26 Huntington Street City: Asheville Zip Code: 28801

Mailing address (if different): _____

Employer: Mission Hospital

Your position: Clinical Dietitian Office Phone #: 224-563-8239

Resident of City Asheville County Buncombe Race White * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 26

Residence location (check one): Central ✔ North _____ South _____ East _____ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: No _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

My interest in joining the planning and zoning commission comes from a public health perspective. Social determinants of health, including neighborhood and built environment, have an enormous impact on individual and group health outcomes. I believe that by serving on the planning and zoning commission I will be able to contribute greater context to development projects outside of the traditional planning and zoning mindset.

I have enjoyed watching and participating in the Planning and Zoning Commission meetings over the last 2 years, and believe the members are doing tremendous work to better the city of Asheville. I would be excited to join this commission and participate in voting and discussions on Asheville's future development. I believe that I would contribute to the diverse opinions of the commission as a healthcare professional, a resident of Asheville's central district, a bicycle commuter and as a voice for younger residents.

Masters of Health Sciences in Public Health: Western Carolina University
Bachelors of Science in Nutrition: University of Mississippi

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: eSigned via SignatureDocs.com Nicholas Shea Dugan Key: df78731a9fe50f4d29a1f4f0f9f45478

Date: 9/17/2021

E-Mail: nicholas.s.dugan@gmail.com

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning

Your name: HOWARD WOLKOWITZ Home Phone #: 9545583673

Street address: 6 Stony Ridge City: Asheville Zip Code: 33324

Mailing address (if different): _____

Employer: Self

Your position: Life Insurance Consultant Office Phone #: 9545583673

Resident of City ~~PLANTATIO~~ County Broward Race White * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 68

Residence location (check one): Central ✔ North _____ South _____ East _____ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: NO _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

Formerly on the following Boards of the City of Hollywood, Florida
Code Enforcement
Economic Development
Planning and Zoning

Licensed Real Estate Broker since 1972
Former instructor for the Florida Board of Real Estate Salesmen Course, Brokers Course, License Law Course.
Former Real Estate Appraiser, formerly certified as a Senior Residential Appraiser (SRA)
Former Governing Board Member of Hospital in Hollywood, Florida
Former Board of directors Member of Bank in Hollywood, Florida
BBA, MBA
Currently living in Florida & Asheville.
My interest is in protecting the integrity of Asheville

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: eSigned via SignatureDoc.com HOWARD S WOLKOWITZ Key: cf276731d4fe69b6d2ba1c59f3f8c5c0f9

Date: 09/20/2021

E-Mail: howard@healthofyourwealth.com

Fax #: 9545583673

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

THECITYOF ASHEVILLE

Jerri Goldberg <jgoldberg@ashevillenc.gov>

Application to Planning and Zoning Commission

Howard Wolkowitz <howard@healthofyourwealth.com> Mon, Sep 20, 2021 at 2:26 PM
To: Jerri Goldberg <jgoldberg@ashevillenc.gov>
Cc: "hesh70@aol.com" <hesh70@aol.com>

Jerri,

Thank you very much for your response.
My home is located at:
6 Stony Ridge, 28804.

If I am accepted on the board, I will attend at least 75% of meetings.
I will be in Asheville until mid-end of Oct, then to Florida for winter months.

Do you have dates for future meetings set up yet?
Howard

From: Jerri Goldberg <jgoldberg@ashevillenc.gov>
Sent: Monday, September 20, 2021 12:42 PM
To: Howard Wolkowitz <howard@healthofyourwealth.com>
Subject: Application to Planning and Zoning Commission

[Quoted text hidden]

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: PLANNING & ZONING COMMISSION

Your name: Darin Prosser, P.E. Home Phone #: 315-404-5582

Street address: 146 Bell Rd City: Asheville Zip Code: 28805

Mailing address (if different): _____

Employer: Metropolitan Sewerage District

Your position: Project Engineer Office Phone #: 828-225-8280

Resident of City Asheville County Buncombe Race Caucasian * Gender Identity: (non-trans) man *

Are you a Homeowner or a Renter? * Homeowner Age: 43

Residence location (check one): Central ____ North ____ South ____ East ✔ West ____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: none. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

Please see the attached cover letter and resume. Thank you.

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: Darin Prosser

Date: 9/24/2021

E-Mail: darin.prosser@gmail.com

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

Dear City Council and Commission Members:

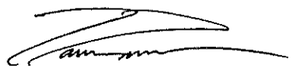
Please accept the enclosed resume to be considered for the open position with the Planning and Zoning Commission. I am a Professional Engineer with 18 years of experience, with 13 years being a part of a public entity, and the remaining years with private engineering firms. The experience I have gained with the Metropolitan Sewerage District (MSD) and with land development firms aligns well with the requirements for this position.

With a wide range of experience in land development and utilities, including organizing and attending public meetings, I can make significant contributions to this Commission. A major part of my career has been creating and interpreting specifications and designing and reviewing plans which is crucial to this position.

Being an essential part of the MSD Capital Improvements Program has given me the knowledge to manage, coordinate, and budget 30 - 40 sanitary sewer rehabilitation projects that is part of a $30 million annual budget. This experience gained from MSD along with personnel management responsibilities, professionalism, and communication skills makes me a strong candidate for this position.

I am enthusiastic about this opportunity and look forward to contributing to possibly shaping the future of the City of Asheville. Thank you for your time and consideration.

Sincerely,



Darin Prosser

DARIN A. PROSSER, P.E.

146 Bell Road | Asheville, North Carolina 28805 | Phone: 315.404.5582 | darin.prosser@gmail.com

Multifaceted professional with over 18 years of experience in design, construction, and maintenance of public works and utilities projects. Possess strong expertise in planning, designing, and budgeting of capital improvement program for municipal facilities, utilities, and other infrastructure systems. Able to manage and coordinate all phases of projects with safety, quality, and cost as priorities.

PROFESSIONAL EXPERIENCE

Metropolitan Sewerage District of Buncombe County, Asheville, NC **April 2008 – Present**

Metropolitan Sewerage District (MSD) is a public agency that owns, operates, and maintains a 40 million gallon per day wastewater treatment facility to treat raw sewage and industrial wastewater that is collected through 1,100 miles of sanitary sewers and 40 pump stations.

Project Manager

Responsible for managing 30 - 40 wastewater collection and reclamation facility rehabilitation projects from preliminary design through construction. These rehab projects consist of treatment plant, pump station and pressurized system, and collection system. The pump station rehab and replacement projects range from 0.5 – 50 MGD capacity. Currently managing a 40 – 50 MGD pump station project with a budget of $40 million. The collection system projects range from 8-inch to 60-inch with methods of construction that consists of dig & replace, pipe bursting, bore & jack, and cured in-place pipe liner. Review plans for in-house, private development, and other public agencies construction projects.

Responsibilities:

- Manage and coordinate essential personnel for pump station and plant projects.
- Assist with personnel development and yearly performance evaluations.
- Create and maintain budgets and schedules for all projects.
- Conduct presentations to Board and Committees, training classes, and continuing educational classes.
- Provide workflow, knowledge, direction, motivation, and leadership to design and construction teams.
- Respond to and investigate business/property owners' concerns.
- Compose work orders, engineer reports, regulatory permits, construction specifications, cost sharing agreements, residential notification letters, and District Board memos.
- Review construction plans, work orders, pipe videos, shop drawings, engineer reports, specifications, work proposals, change orders, and pay requests.
- Perform field investigations for preliminary design of sanitary sewer alignments and to determine potential conflicts.
- Obtain topographic surveys, regulatory permits, permanent and temporary easement plats, soils evaluations, and as-built surveys.
- Perform calculations for flows, pipe capacities, and liner thickness for gravity main sanitary sewer systems.
- Perform calculations for flows, pipe capacities, pump capacities, storage volumes, and pressures for force main sanitary sewer systems.
- Estimate construction quantities and costs for all projects.
- Coordinate project bid openings, pre-construction meetings, progress meetings, and final inspections.
- Coordinate with Construction Management, Right of Way Management, Property Owners, and other Engineers for project reviews.
- Meet with regulatory reviewers, local municipalities, and property owners to discuss scope of work and potential issues.

Engineering Technician

Responsibilities were to develop plans for sanitary sewer collection and wastewater treatment plant projects, review property plats and records for easement agreements, and performed field investigations and minor surveying to determine alignment and grade of proposed sanitary sewer.

PROFESSIONAL EXPERIENCE (CONTINUED)

LandDesign, Tampa, FL **December 2005 - August 2007**

LandDesign is a collaborative landscape architecture and professional engineering firm with six offices throughout the United States. Projects consisted of residential, mix use, business, educational, and recreational developments. Unfortunately, the Tampa, FL office closed approximately twelve years ago during the housing crash.

Project Engineer

Oversaw land development projects from initial stage of design through permitting and construction. The projects consisted of single-family residential communities to large apartment/condo developments. Primary focus was to design the stormwater management system and determine the best management practices (BMPs). Managerial experience involved interaction with clients and regulatory agencies, quality control of construction plans and documents, and delegating tasks for team members.

Responsibilities:

- Meet with clients, developers, regulatory agencies, architects, and engineers for design progress meetings.
- Review and develop construction plans, specifications, and documents.
- Provide workflow, knowledge, direction, and leadership to design team.
- Evaluate existing conditions and create various designs to present to the clients.
- Design and evaluated stormwater BMPs.
- Civil design included layouts, horizontal and vertical road alignments, grading plans, utility plans, sediment and erosion control and stormwater management systems.
- Submit plans and permits for regulatory agency reviews.

Napierala Consulting, Manlius, NY **January 2004 - December 2005**

Napierala Consulting is a professional engineering firm that provides engineering design for numerous projects throughout New York state. Projects consisted of residential, mix use, business, educational, and public developments.

Entry-Level Engineer

Gained essential experience by being involved in many aspects of creating a successful small engineering firm. Contributed to calculations, design, and production of construction plans and engineer reports for commercial and residential developments.

EDUCATION

Rochester Institute of Technology, Rochester, NY
Bachelor of Science in Civil Engineering Technology
Concentration in Structural Design and Land Development

LICENSURE / AWARDS

North Carolina Professional Engineer License No. 39800
North Carolina Grade IV Wastewater Collection System Operator
North Carolina Grade I Biological Wastewater Operator
Metropolitan Sewerage District's Employee of the Year, 2013
Coached Company Co-ed Softball Team to 1st Place

SOFTWARE

Microsoft Office Applications, CityWorks, ArcGIS, Granite, AutoCAD Civil 3D, HydroCAD, StormCAD, HydraFlow, and ICPRv3.0.

TRAINING

Management and Supervisory Leadership Program, Power of Self Leadership, Fundamentals of Successful Project Management and Supervisory Development, Contracting for Construction & Design Services, Construction Cost Estimating, and Basic Principles of Local Government Purchasing.

City of Asheville

BOARDS & COMMISSIONS

Application Form

Applicants are strongly urged to attend several meetings of a board prior to applying

Name of board or commission: Planning and Zoning Commission

Your name: Kelsey Simmons Home Phone #: 828-407-7179

Street address: 888 Center St City: Asheville Zip Code: 28801

Mailing address (if different): _____

Employer: YMI Cultural Center / Keller Williams Professionals

Your position: Program Director and Realtor Office Phone #: 828-257-4540

Resident of City Asheville County Buncombe Race Black * Gender Identity: (non-trans) woman *

Are you a Homeowner or a Renter? * Homeowner Age: 24

Residence location (check one): Central _____ North _____ South ✔ East _____ West _____

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: No _____. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

As an Asheville native, I have grown up developing a great care and respect for Asheville accompanied with the desire to create a beneficial i[illegible]t on this community. For a number of years now, I have been able to bring positive, meas[illegible]ge to this thriving community.

After graduating high school, I pu[illegible]e in Political Science at The University of North Carolina at Charlotte[illegible]r's degree in Political Science because I knew this would provide m[illegible]nizations that actively advocate for the public, address challenges [illegible]orate with other individuals.

I've had the opportunity to w[illegible]as Youth Empowered Solutions, Just Economics, and OpenDoors[illegible]ed in consisted of community engagement, advocacy and o[illegible] YMI Program Director and Keller Williams Realtor. I appreciate [illegible]ause they have awarded me insightful, diverse perspectives that I effe[illegible]rship positions. Working at the YMI provides me with the opportunity to succ[illegible]ograms that focus on health, youth, workforce, and homeownership. This role also a[illegible]o uplift my community and understand what the specific needs are.

After completing my Bachelor's degree, I decided to continue to further my education. Specifically

See attached

Return to:

City Clerk's Office
PO Box 7148
Asheville, NC 28802-7148

Email: boards@ashevillenc.gov
Telephone: 259-5839
Fax #: 259-5499

Signature: eSigned via SeamlessDocs.com Kelsey Simmons Key: df76721a9fe98f4d32aa164928fdc5d78

Date: October 1, 2021

E-Mail: kelseysimmons@kw.com

Fax #: _____

* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

KELSEY SIMMONS

As an Asheville native, I have grown up developing a great care and respect for Asheville accompanied with the desire to create a beneficial impact on this community. For a number of years now, I have been able to bring positive, measurable change to this thriving community. After graduating high school, I pursued a Bachelor's degree in Political Science at The University of North Carolina at Charlotte. I decided to pursue my Bachelor's degree in Political Science because I knew this would provide me with the access to work for organizations that actively advocate for the public, address challenges strategically, and effectively collaborate with other individuals. I've had the opportunity to work at several organizations such as Youth Empowered Solutions, Just Economics, and OpenDoors of Asheville. Each role I participated in consisted of community engagement, advocacy and dedication. Currently, I work as the YMI Program Director and Keller Williams Realtor. I appreciate each of these roles deeply because they have awarded me insightful, diverse perspectives that I effectively apply to my leadership positions. Working at the YMI provides me with the opportunity to successfully manage programs that focus on health, youth, workforce, and homeownership. This role also allows me to uplift my community and understand what the specific needs are. After completing my Bachelor's degree, I decided to continue to further my education. Specifically with the understanding that the topic of real estate is a significant factor in almost every aspect of life, therefore I obtained my real estate license. I obtained my real estate license, not only for the possibility of achieving generational wealth for my family but to also deeply understand the intricacies of the field and how it affected my community. What I found is that real estate depends heavily on individuals coming together to tactically discuss topics such as planning, zoning, and developments in order for it to thrive successfully. These topics shape the city we live in and they must be addressed with the intention to create a sustainable, efficient community. In conclusion, I strongly support that with the combination of being a strong community advocate, knowledgeable with the essential elements of real estate, and my dedication to serving this community that I would be a beneficial asset to the planning and zoning commission. Thank you for your consideration.

Kelsey Simmons
(828) 407-7179 • Asheville, NC 28801 • kelseysimmons@kw.com

Employment History

YMI Cultural Center, Asheville, NC - *Program Director*
April 2021 - Present
- Managing the overall quality and success of all aspects of program operations, implementation, supervision and staff training
- Maintaining accountability among staff in order to achieve quarterly progress towards goal completion as well as to establish goals and plans for the following year
- Cultivates and maintains quality relationships with other partner organizations to strengthen community involvement and expand community impact
- Works in partnership with the Executive Director and Development Director to address fundraising strategies, events and potential funding opportunities

Keller Williams, Asheville, NC - *Real Estate Agent*
August 2020 - Present
- Providing educational guidance to clients on how to buy, sell, and invest in real estate effectively
- Currently leading the Keller Williams Social Equity Task force to develop strategies to create a greater influx of minority homeownership and minorities in real estate careers
- Effectively representing clients in order for them to achieve their real estate goals, access generational wealth and guide them through a substantial financial transaction

Just Economics, Asheville, NC - *Office Administrator and Program Support*
March 2021 - July 2021
- Supported the program staff by completing tasks to further the initiatives of the Affordable Housing efforts, Living Wage Certification, and the Better Buses transportation efforts
- Created monthly financial reports for the bookkeeper and board of directors. This consisted of maintaining organizational compliance in regards to insurance information and financial reporting needs including the organization's 990, financial review, and Charitable Solicitation License
- Responsible for entering donations, preparing thank you letters to donors, pulling database reports, and associated record keeping

Open Doors Asheville, Asheville, NC - *NextSteps Housing Program Coordinator*
December 2019 - March 2021
- Created and implemented the NextSteps Housing Program goals and strategies; collected and tracked data, implemented strategies, and reported outcomes
- Determined families or referrals who qualified for NextSteps Housing and track qualifications, needs, action steps, present and potential resources, coaching supports, and other essential activities that facilitate related outcomes for students and families
- Demonstrated strong project management skills by managing complex, multi-faceted projects resulting in providing resources to families to achieve homeownership

Youth Empowered Solutions (YES!), Asheville, NC - *Youth Advocate*
October 2013 - December 2015
- Created and facilitated training for youth across the East coast regarding food access, youth empowerment, and youth advocacy.
- Partnered with The Mountain Xpress, Asheville-Citizen Times, and Huffington Post to advocate for local and state-wide policy change
- Advocated locally to increase food access within community by supporting the state-wide Healthy Food, Small Retailer Program

- Collaborated with the municipality, local organizations, and community transit riders to redesign the AVL Transit System
- Provided consultation to Mountain Area Health Education Center, YMCA and organizations to build capacity and infrastructure of their adults to launch an age-inclusive system of health equity.

Education

The University of North Carolina at Charlotte, Bachelor's of Arts in Political Science
Minor: Public Health
Graduated December 2019

Cumbie and Trull Asheville, North Carolina Real Estate License
Acquired August 2020

Professional Skills

- Ability to work as part of a collaborative team and to work independently
- Exceptional presentation and public speaking skills, written and verbal, to a variety of audiences
- Strong analytical and communication, and outreach skills, able to articulate complex concepts in a concise and compelling manner
- Experienced in working with social media as an advocacy and marketing tool
- Proficient in Microsoft Word, Excel, and Customer Service
- FERPA Trained
- CPR Trained