PLANNING & ZONING COMMISSION

3 year term

- 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)
Vacancy -VACANT
Sandra Kilgore
Term to expire 08-14-23

CURRENT MEMBERS CITY APPOINTEES	TERM EXPIRES	APPOINTED	TERMS	RESIDENT	RACE	HOMEOWNE R/RENTER	SEX	AREA	OCCUPATION
Sandra Kilgore (resigned 12/2020) sankilgore@gmail.com	08-14-23	10-03-17	1	City	AA		F	West	Broker & Owner Kilgore & Assoc.
Tony Hauser tony.hauser@woodplc.com	08-14-21	07-24-18	2	City	W	H	M	North	Engineer/Landscape Architect
Guillermo Rodriguez guillor@icloud.com	08-14-21	07-24-18	2	City	Hisp		M	Central	Landscape Architect/ Urban Designer
Kimberly Levi kim.levi@novusarchitects.com	08-14-23	09-08-20	1	City	W	H	F	East	Project Manager
Joe Archibald narwhal1@icloud.com	08-14-23	10-03-17	2	City	W	R	M	North	Architect Woodworker
COUNTY APPOINTEES									
Jim Edmonds jedmonds@edmondsfirm.com	12-01-14	03-01-12	1	County	W		M		
Karl Koon karl@ashevilleoil.com	10-01-16	12-00-13	1	County	W		M		

Chair: Tony Hauser (repl.Laura Berner Hudson)
Vice: Joe Archibald (repl.Tony Hauser)
Staff management: Shannon Tuch
Council Liaison: Sandra Kilgore

PLANNING AND ZONING COMMISSION

Name	Male	Female	Black	White	Other	North	East	South	West	Central	City	County	Home owner
VACANT													
Hauser	X			X		X					X		H
Rodriguez	X				X					X	X		H
Levi		X		X			X				X		H
Archibald	X			X		X					X		R
Edmonds (County)	X			X								X	
Koon (County)	X			X								X	

Planning Zoning Commission - Resource List

APPLICANT FNAME	APPLCANT LNAME	EMAIL	DATE SUBMITTED APPLICATION	RESIDENT	RACE	SEX	AREA	HOMEOWNER/ RENTER	OCCUPATION	INTEREST IN OTHER BOARDS
Sherrye	**Coggiola**	Sherrye.coggiola@gmail.com	07-20-20	City	W	F	North	H	Co- Owner The Cantina @ Historic Bilt. Village	
Kimberly	**Levi**	kim.levi@novus	08-25-20	City	W	F	East	H	Project Manager Novus Architects	
Roosevelt	**Harvin**	rjharvin77@yah	09-02-20	City	B	M	Central	R	Deputy Clerk of Criminal Records Buncombe Co. Courts	
Robert Frances	**Hoke**	rhoke317@gmail.com	12-14-20	City	B	M	Central	H	Crew Leader Kimberly Clark	
Ricardo	**Seijo**	seijo.ricardo@gmail.com	12-28-20	City	H	M	Central	R	Associate/Architect Grimm + Parker Architects	Downtown Comm
Sara	**Wilcox**	sarawilcox76@gmail.com	12-28-20	City	W	F	East	H	Pastor Land of Sky United Church of Christ	

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

eSigned via SeamlessDocs.com
SHERRYE COGGIOLA
Key: df1f8721a6fa98fd492aa1f4025f0fc5878

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: Planning and Zoning Commission

Your name: Kimberly Levi Home Phone #: 703-895-1217

Street address: 113 Arco Rd City: Asheville Zip Code: 28805

Mailing address (if different): kim.levi@novusarchitects.com

Employer: Novus Architects

Your position: Project Manager Office Phone #: 828-575-1308

Resident of City Ashevill County Buncombe Race White * Sex M___F_✔_* Age 40 *

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: Not currently, but I am willing to excuse myself. _____. 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 cover letter and resume sent to Ms. Terwilliger via email.

eSigned via SeamlessDocs.com
Kimberly Susan Levi
Key: df7d721a9fa98f4d2aa1f402f0fc5878

Signature: _____

Date: August 25, 2020

E-Mail: kim.levi@novusarchitects.com

Fax #: _____

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

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KIMBERLY SUSAN LEVI, AIA

113 Arco Road - Asheville, NC 28805 - 703-895-1217 - levi.kim@gmail.com

August 25, 2020

Sarah Terwilliger
Deputy City Clerk
City of Asheville
70 Court Plaza
Asheville, NC 28801

Dear Ms. Terwilliger:

My background in the design and construction industry, along with my years of public service has prepared me for the duties and responsibilities required of a board member. While I enjoy my current work as an architect, the projects are located throughout the United States. I would love to have the opportunity to make an impact on my community by serving on the Planning and Zoning Commission.

Currently, I work at Novus Architects as a Project Manager serving a healthcare client with tenant upfit projects nationwide. During the past 2 years, I have successfully coordinated concurrent projects with expedited schedules, effectively advocated for process improvements, and served as building code subject matter expert to colleagues in the Asheville office.

Before working at Novus Architects, I was a Plans Reviewer for the City of Asheville. In this position, I reviewed construction plans for building code compliance and identified design issues that affected the health, safety, and welfare of the public. I also provided technical assistance to the public and city stakeholders for the permitting process, which allowed me to develop relationships with local business owners and residents.

Previously, I worked for AICI SP, a firm that builds embassies for the Department of State. Within this company, I served the role of a buyer, cost analyzer, and negotiator. Despite not having experience in this position, I quickly learned how to effectively communicate with vendors and build a database for this relatively new company. Most of my tasks involved following up with vendors on logistic issues and identifying discrepancies from purchase orders. I also provided cost analysis presentations to my manager.

While at the architecture firm Cooper Carry, I took the initiative on several projects by lending my advice to less experienced team members. My co-workers always appreciated my tact for identifying priorities, maintaining energy and a positive attitude even when work required long hours to meet a deadline. When a project was under construction, I was in charge of tracking changes to the project drawing set, developing a system for submittal review, and corresponding with contractors. In addition, I consistently took on a leadership role to solve problems throughout the design process by collaborating with co-workers and consultants.

Please find my attached resume, which clearly demonstrates my compatibility with your commission. I look forward to hearing from you about the next steps in the process. Please do not hesitate to contact me if I can provide additional information.

Sincerely,
Kimberly S. Levi

KIMBERLY SUSAN LEVI, AIA

113 Arco Road - Asheville, NC 28805 - 703-895-1217 - levi.kim@gmail.com

WORK EXPERIENCE

Novus Architects - Project Manager - Asheville, NC
07.2018 - Present

- *Conceptualizes and adapts design templates that enable efficient completion of sequential projects*
- *Utilizes strong process-management skills to make effective use of support staff in completing multiple projects in an accurate and timely way*
- *Maintains high level of document production while managing team efforts to assure that schedules and deadlines are consistently met, and that project communication is timely and effective*

City of Asheville - Development Services Department - Building Code Plans Reviewer - Asheville, NC
09.2013 - 07.2018

- *Performed technical research and inspections work that included checking residential and commercial construction documents to ensure compliance with established building, plumbing, mechanical, energy, and electrical codes*
- *Denied or approved building permits on the basis of plans submitted by applicant and communicated findings in tactful, courteous, and firm manner*
- *Provided technical assistance to homeowners, engineers, architects, designers, building inspectors, planning and zoning personnel, city officials, and the general public*

U.S. Dept. of H.U.D. - Office of Community Renewal - Grants Administrator / Intern - Washington, DC
01.2012 - 06.2012

- *Prepared weekly dashboard report on grantee activity for Disaster Recovery Grant Reporting System*
- *Reviewed applicant's budget data for conformance with budget policy and guidance*
- *Performed statistical analysis of data pertaining to recipients of Rural Innovation Fund grants by rating factor and grant type for internal use*

Urban Land Institute - Policy and Practice - Researcher / Intern - Washington, DC
09.2011 - 11.2011

- *Interpreted guidelines, compiled and consolidated research, and prepared articles to be included in annual publication presented at ULI conference*
- *Conducted research for Climate Change, Land Use, and Energy Initiative on the creation of public-private partnerships as a strategy for sustainable rehabilitation of civic buildings*
- *Conducted research on high-speed rail regulations and funding allocation in the United States for Infrastructure Initiative for yearly publication*

American International Contractors Inc. Special Projects - Buyer / Procurement Engineer - Arlington, VA
03.2010 - 01.2011

- *Procured materials for construction projects for U.S. Department of State's Bureau of Overseas Building Operations in Romania, Latvia, and Malta*
- *Negotiated best pricing and payment terms on the supply of materials through correspondence with vendor*
- *Processed requisitions, clarified specifications as outlined by the Construction Specifications Institute, issued Requests for Proposals, and generated purchase orders*

Cooper Carry - Architectural Designer - Alexandria, VA
01.2005 - 12.2008

- *Conducted site feasibility studies, researched local codes to check floor area ratio site studies and initial design compliance, and calculated leasable areas for office buildings to inform client of tenant possibilities*
- *Produced master planning sketches and presentations utilizing hand drawing and computer skills, prepared initial drawing set organization utilizing graphic mockups, recommended changes to drawing set after quality control review, created new drafting standards for team regarding upgrade of computer program*
- *Created filing system for construction administration phase of projects, modified and maintained automated systems for tracking contractor submittals in Excel throughout the construction administration phase of projects, and formulated responses to Requests for Information and suggested course of action*

Smallwood, Reynolds, Stewart, Stewart & Associates, Inc. - Architectural Designer - Atlanta, GA
10.2003 - 01.2005

- *Served as computer-aided drafting manager while team upgraded computer software*
- *Researched building prototype to make several design suggestions for housing projects in Jakarta and Shanghai*
- *Produced various physical models to finalize building form design for performing arts center*

Jacobs Engineering Group (formerly Kling Lindquist) - Intern Architect - Washington, DC
06.2001 - 02.2002

- *Presented several versions of building elevation to firm principal using physical models*
- *Researched precedents of campus size for project site and prepared graphic presentation*
- *Produced elevation studies utilizing MicroStation for US Food and Drug Administration campus*

VOLUNTEER EXPERIENCE

City of Asheville - Liaison + Administrator - Asheville, NC
2014 - 2017

- *Mayor's Committee for Citizens with Disabilities - facilitated discussion and provided building code knowledge to members during monthly meetings*
- *Noise Ordinance Appeals Board - served in quasi-judicial capacity for cases related to pertinent sections of Uniform Development Ordinance*
- *Employee Advisory Committee - represented Development Services Department on committee that focuses on a variety of issues including employee wellness, health care, service awards, and event planning*

Asheville Design Center - Researcher + Event Coordinator - Asheville, NC
2013

- *Manufactured Housing Prototype – worked with Enterprise Rose Fellow at Mountain Housing Opportunities to develop strategies for gathering information to formulate problem statement*
- *Redevelopment Plan for Riverside Drive – coordinated needs of key players heading projects in River Arts District in order to have a successful series of community input sessions*

Greater DC Cares - Project Coordinator + Participant - Washington, DC
2010 - 2011

- *A Wider Circle – sorted inventory for non-profit organization that provides clothing and furniture for families in need*
- *Atlas Performing Arts Center – served as an event usher for venue that helps to revitalize the H Street Corridor*
- *Carpenter's Shelter – provided childcare at homeless shelter that offers job training for adults staying at the facility*

Leukemia + Lymphoma Society - Team in Training - Team Leader & Participant - Alexandria, VA
2005 - 2008

- *America's Most Beautiful Bike Ride in Lake Tahoe – recruited volunteers and taught them fundraising methods to reach the Society's seasonal goals, worked with coaches to train volunteers to complete an endurance cycling event*
- *Seagull Century in Salisbury, MD – created fundraising campaign that raised money through letter writing and event planning*

EDUCATION

Virginia Tech - Graduate Studies - Urban + Regional Planning / Public Administration - Alexandria, VA
08.2011 - 08.2012

Krakow University of Technology - Study Abroad - Urban Planning + Architecture - Krakow, Poland
02.2002 - 06.2002

University of Tennessee - Bachelor of Architecture - Knoxville, TN
08.1998 – 05.2003

CERTIFICATIONS AND LICENSES

2013	NC Board of Architecture - Registered Architect	License # 12709
2012	National Council of Architecture Registration Boards - Certified Architect	Certificate # 74102
2012	VA Dept. of Professional + Occupational Regulation - Registered Architect	License # 0401014015
2006	USGBC - Leadership in Energy + Environmental Design - Accredited Professional	
2003	Construction Specifications Institute - Construction Document Technologist	

AWARDS

2016	Culture of Leadership
2015	Quality of Service

COMPUTER SOFTWARE PROFICIENCY

Microsoft Office	Word, Excel, Outlook, PowerPoint, Publisher
Adobe Creative Suite	Photoshop, Illustrator, InDesign, Acrobat
Drafting & Modeling	Form-Z, AutoCAD, ADT, REVIT, MicroStation, ArcGIS, SketchUP
Plan Review	Accela, Bluebeam Revu

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: Roosevelt Harvin Home Phone #: 828-407-6970

Street address: 49 Madison Avenue City: Asheville Zip Code: 28801

Mailing address (if different): same

Employer: Buncombe County Courts

Your position: Deputy Clerk of Criminal Records Office Phone #: 828-259-3401

Resident of City yes County _____ Race Black * Sex M ✔ F ___ * Age 28 *

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 was born and raised in Asheville. I went away to college but returned, and i want to better my community any way I can.

eSigned via SeamlessDocs.com
Roosevelt Harvin
Key: df7d721a9fe9874d2aa1fd020fc5e78

Signature: _____

Date: 9/2/20

E-Mail: rjharvin77@yahoo.com

Fax #: _____

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.

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: Asheville city planning and zoning commission

Your name: Robert Frances Hoke Home Phone #: 828-280-3029

Street address: 145 pine street City: asheville Zip Code: 28801

Mailing address (if different): _____

Employer: Kimberly Clark

Your position: Crew Leader Office Phone #: 828-280-3029

Resident of City Asheville County Buncombe Race Black * Sex M ✔ F ___ * Age 52 *

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: 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.**

Robert Hoke started working with developers 2017 when I sold my property at 53 Cedar Street. Development of 5 extra homes was placed on this property.
I then purchased a lot on pine street and started the development of building an new construction home. Communicating with city planning in this process due to lot size. I have been in communication over the years with questions around all building for clients that have had questions about the building process. Lot size/set backs.
Home completion was July 2019. Then purchased a lot next to my home on pine street. I am now building another new construction home on pine street with possible completion date Spring 2021.
I am also an Real Estate agent with Exit Realty Arden NC.

eSigned via SignNowDocs.com

Robert Frances Hoke

Key: d7d721a4e8f6f2a11f402f0fcb878

Signature: _____

Date: 12-14-2020

E-Mail: rhoke317@gmail.com

Fax #: _____

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

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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 SignatureDocs.com Key: df7672145f6981d92aa1f402b0c5678

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.

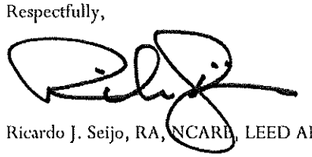
Prior to Asheville, I lived in historic Downtown Annapolis, Maryland which gave me first-hand insight into the obstacles of adapting modern life and energy strategies to a historic city. I witnessed the positive and negative effects of building renovations, and commercial and retail development and signage 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: Kashra Gonorrhea 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 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 ie 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

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: Sara R. Wilcox

Date: 12/28/2020

E-Mail: sarawilcox76@gmail.com

Fax #: 8289898754

* 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

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Asheville, NC 28805

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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