

2020 ZONING DIVISION ORGANIZATIONAL CHART

Last Updated 8/6/2020

ADMINISTRATION

JON MACGILLIS – Director
WENDY N HERNANDEZ – Deputy Director
ZUBIDA PERSAUD – Site Planner II
SUSAN GOGGIN – Site Plan Technician
MIRIAM DE SANTIAGO – Zoning Technician
VACANT – Zoning Technician

COMMUNITY DEVELOPMENT (CD)

WILLIAM CROSS – Principal Site Planner
MEREDITH LEIGH – Sr. Site Planner
VACANT – Sr. Site Planner
RYAN VANDENBERG – Sr. Site Planner
TIMOTHY HAYNES – Sr. Site Planner
BRENYA MARTINEZ – Site Planner II
TRAVIS GOODSON – Site Planner II
VACANT – Site Planner II

VACANT – Site Plan Technician
LINDSEY WALTER – Site Plan Technician
VISMARY DORTA – Zoning Technician
ANDREE MCDONALD – Zoning Technician
JOSE CASTILLO – Intern

ADMINISTRATIVE REVIEW (AR)

MONICA CANTOR – Principal Site Planner
VACANT – Sr. Site Planner
DONNA ADELSPERGER – Site Planner II
JORDAN JAFAR – Site Planner II
NANCY FRONTANY – Site Planner I
CODY SISK – Site Planner I
MICHAEL BIRCHLAND – Zoning Technician

SUSANA RODRIGUES – Intern
BILL FRANCISCO – Intern

PUBLIC INFORMATION (PI)

BARBARA PINKSTON – Principal Site Planner
JOYCE LAWRENCE – Sr. Site Planner
VACANT – Site Planner II
VACANT – Site Planner I
SHERI HACK – Site Planner I
SHIVANNI SINGH – Zoning Technician
JUANITA JAMES – Zoning Technician
PATRICIA RICE – Senior Secretary

Records Room

DORINE KELLEY – Public Relations Manager
BRIANNA TAGDHARIE – Receptionist III
DARLENE PEREZ – Seasonal – FRS Paraprof.

CODE REVISION (CR)

VACANT – Principal Site Planner
ADAM MENDENHALL - Sr. Site Planner
VACANT – Sr. Site Planner
JEROME OTTEY - Site Planner II
VACANT – Site Planner I

ALEXANDER BIRAY – Zoning Technician
MERCY TRUJILLO - Intern

PERMITTING / LANDSCAPE REVIEW

MELISSA MATOS – Principal Site Planner

Permit Review

CARLOS TORRES – Sr. Site Planner
RAFIK IBRAHIM – Sr. Site Planner (Bldg. Liaison)
EMELIA FISCHER – Site Planner I
MARISSA DA BREO-LATCHMAN – Zoning Tech

Landscape Review

ALBERT JACOB – Sr. Site Planner
RODNEY SWONGER – Sr/Lnds Fld Rep
GEORGE GALLE – Lnds Fld Rep II
JON POWERS – Lnds Fld Rep II

Functions of the 5 Sections are listed below:

Community Development Section – 13 Staff positions

This Section handles and processes the following:

- All Public Hearing applications such as: Rezoning, Conditional Uses Class A or B, Development Order Amendments, Legislative Abandonments, Type 2 Waivers, and Type 2 Variances;
- All “Off The Board” Final Expedited DRO (DROE) for BCC and ZC Development Orders plan approval which are submitted within 2 months of the approved DO;
- Type 2 and 3 Concurrent Review applications that are subject to the Public Hearing processes;
- Coordinate with Planning Division on Large Scale and Small Scale Land Use amendments;
- Coordinate with Code Section Staff related to concurrent Privately Initiated Code Amendments, Rezoning and Land Use Amendment applications;
- Review Plats and assists in Public Information Planner functions to address inquiries from the public;
- Administrative Inquiries; and,
- May process Type 1 Waivers or Variances while the application is under this Section;

Administrative Review Section – 9 Staff positions

This Section handles and processes the following:

- ALL Administrative applications, such as: Full DRO (ULDC uses subject to “D” approvals, Thresholds under D), Administrative Modifications (Zoning Agency Review (ZAR) and DRO), Administrative Abandonment – DRO, Type 1 Waivers, Temporary Uses, Temporary Signs, Home Occupation – Landscape Services or Contractor Storage yard, etc.; and,
- Type 2 and 3 Concurrent Review applications that are subject to DRO processes; and,
- Review Plats and assists in Public Information Planner functions to address inquiries from the public.

Public Information Section – 12 Staff positions

This Section handles and processes the following:

- Public Information Planner functions, which involve full-time staffing to provide assistance to the public, whether they are walk-in customers or phone or email inquiries related to Zoning information;
- Miscellaneous Administrative type of applications such as; Type 1 Variance, Type 1 Waivers (Residential), Reasonable Accommodations, CLFs, Billboards, Zoning Confirmation Letters – Formal and Informal, etc.
- Billboards renewals, replacements, demolitions and maintenance applications;
- Coordinate questions/issues raised by Department/Division inquiries;
- Review Plats;
- Coordinate File Room functions: Files retrieval and maintenance, attend to customers requesting plans; coordinate printing of packets for PH and Code Sections;
- Coordinate Public Record requests; and,
- Coordinate and update information on Zoning Web pages.

Code Revision Section – 7 Staff positions

This Section handles and processes the following:

- Processes all Unified Land Development Code (ULDC) amendments as required for each of the two Rounds per year, as scheduled;
- Coordinate subcommittee meetings, LDRAB / LDRAC as needed in regards to ULDC amendments;
- Process all Privately Initiated Amendments (PIA) to the ULDC;
- Address ULDC inquiries from Agencies and the Public as needed in assisting staff and the Zoning Director with ULDC interpretations; and,
- Review Plats and assists with Public Information Planner functions to address inquiries from the public.

Permit and Landscape Review Section – 9 Staff positions

This Section handles and processes the following:

- Review of Building Permits that are routed to Zoning for review of consistency with approved Zoning plans and Building/Civil plans under the Building Permit Process;
- Review Building Permits that are routed to Zoning for consistency with ULDC requirements;
- Review and coordinates Building Division permit inquiries regarding ULDC requirements and implementation;
- Process Administrative Modifications of Zoning Plans if the application is under the Building Permit Process;
- Review Plats and assists in Public Information Planner functions to address inquiries from the public; and,
- Review Landscape Plans, conducts site visits, conducts site inspections to ensure compliance with ULDC and approved Development Orders.