

Education

Harvard University, Graduate School of Design

Master in Urban Planning with distinction: May 2014

Honors: First place, 2014 Federal Home Loan Bank of Boston Affordable Housing Development Competition | 2013 Harvard Graduate School of Design Community Service Fellow | Nominee for 2013 American Planning Association's Charles Abrams Scholarship

Boston College, College of Arts and Sciences

Bachelor of Arts *magna cum laude*: May 2006

Experience

Town of Milton, Milton, MA

Director of Planning and Community Development: July 2020–Present

- Review and comment on private and public construction projects during the design phase and construction inspection, including site plans, subdivisions, and Planned Unit Developments.
- Review economic development proposals for benefit to and impact on the community, including construction requirements, traffic and transportation, density, environmental, public safety, and municipal service delivery. Develop permit conditions.
- Provide primary professional support to the Planning Board through the preparation of agendas, review of plans and correspondence, and preparation of reports to the Board. Analyze existing and proposed zoning bylaws and subdivision regulation, recommending changes or additions to reflect changing conditions.
- Provide senior level assistance to internal and external stakeholders of the town. Facilitate discussion of problems, concerns, potential impacts, and general issues related to community and economic development, land use, and environmental impacts with community and business leaders, landowners, elected and appointed officials, and the public.
- Pursue and obtain state and federal aid to advance efforts for commercial area revitalization, community beautification, and community development.
- Provide technical support to the Select Board, Traffic Commission, and other town agencies.
- Make public presentations including regular reports and recommendations to the Planning Board, Select Board, Town Meeting, and other town boards.

Vermont Law and Graduate School, South Royalton, VT

Adjunct Faculty: July 2023–Present

- Developed and teach a remote, asynchronous course "Introduction to Policy Research and Writing" in VLGS's online learning program.

Boston Planning & Development Agency, Boston, MA

Project manager, Development Review: April 2017–June 2019

Senior project manager, Development Review: July 2019–July 2020

- Managed the Article 80 development review process for proposals totaling more than 15 million square feet of redevelopment.
- Managed teams of architects; land use, environmental, and transportation planners; engineers; and attorneys to review redevelopment proposals for social and environmental impacts.
- Conducted community meetings and served as the public face and point of contact for the City's review of redevelopment projects.
- Served as the BPDA's liaison to the Mayor's Housing Innovation Lab, helping to draft the City's Compact Living Policy Pilot.
- Served as the BPDA's liaison to the City's Department of Innovation and Technology for the Broadband Ready Buildings Questionnaire.
- Supervised the Department's Northeastern University Co-ops, helping these students devise projects and learn about the department during a six-month internship.

Town of Milton, Milton, MA

Assistant town planner: December 2014–April 2017

- Served as staff support for the Planning Board: organized and attended all meetings; assisted property owners with submitting applications; conducted community outreach for the Board's activities.
- Conducted technical reviews of special permit, site plan approval, and subdivision approval applications; ensured that applications met the requirements of the zoning bylaws and the Planning Board's regulations; coordinated input from other relevant departments, including police, fire, health, engineering, and public works.
- Served as staff support for other committees, including the Master Plan Implementation Committee, the Animal Shelter Advisory Committee, and the Affordable Housing Trust.
- Conducted research and planning studies, including parking studies in Milton's business districts and research on the effect of multifamily development on municipal services.

Codman Square Neighborhood Development Corporation, Dorchester, MA

Interim project manager: September–December 2014

- Managed four real estate development projects. Responsibilities included applying for funding, paying invoices, and monitoring budgets.
- Represented projects to community groups, government officials, and members of development teams.

Union Square Main Streets, Somerville, MA

Intern, June–August 2013

- Researched parking demand management strategies for Union Square in anticipation of new development around the coming MBTA Green Line station.
- Wrote and designed a report including recommendations for shared parking, payments in lieu of parking, and parking garage design strategies.
- Wrote three blog posts on the Union Square Main Streets website on parking demand management.
- Presented findings to members of the Union Square Main Streets board, City of Somerville planning officials, and Union Square residents.

***Boston College Magazine*, Chestnut Hill, MA**

Editorial assistant, July 2006–July 2012

- Copy edited and fact checked each story in the magazine, distributed four times a year to 150,000 alumni and friends of Boston College.
- Wrote stories on student and academic life, compiling more than 40 bylines.
- Coordinated with writers as their stories were shepherded through the editorial process. Streamlined the author review process by replacing hard-copy galley proofs with PDFs, saving time and delivery fees.
- Oversaw the quarterly update of the *Boston College Magazine* website, managing a web producer and an editor as text, photographs, and multimedia content were prepared for the web, posted, and edited.

Office of the Mayor, Bayonne, NJ

Intern for the Director of Public Information, June–August, 2003–2005

- Wrote press releases and proclamations for the Mayor's Office, coordinating with many municipal departments, including Public Works, Building, Health, and the City Council.

Recognitions

Eagle Scout, Troop 25 in Bayonne, NJ, Boy Scouts of America