

Irene A. Szedlmayer, AICP

Summary of Qualifications

Masters in City and Regional Planning, *Rutgers University, New Brunswick, New Jersey.*

Juris Doctorate, *Rutgers University, School of Law, Newark, New Jersey.*

Bachelor of Arts, Social Welfare, *Pennsylvania State University, State College, PA*

Work Experience

Senior Planner – June 2014 – current

Martin County BOCC, Growth Management Department

- Develops long range planning projects.
- Plans and schedules work programs.
- Establishes time frames for completion of work.
- Performs as project manager for special studies, projects and plans.
- Assists in data collection and analysis.
- Assists the general public and other agencies with planning related information.
- Reviews studies conducted by other agencies.
- Confers with civic leaders, government officials, resident groups and homeowners' associations to identify issues, goals and objectives, and to discuss alternate plans for meeting physical, social and economic needs.
- Provides technical and advisory assistance to local governments and agencies in matters of comprehensive planning, development and regulatory codes and ordinances and transportation planning.
- Prepares agendas and backup for monthly meetings and special subcommittee meetings as required.
- Develops improved work methods to accelerate formulation and completion of planning programs and projects. Performs work related to this job description as required.

Planning and Community Development Director, March 2010 to August 2013,

City of La Feria, Texas. Reviewed subdivision plats and building permit applications for compliance with local ordinances and the Comprehensive Plan; prepared and presented recommendations to the Planning and Zoning Commission, Zoning Board of Adjustment, and City Commission; drafted revisions to the zoning ordinance, assisted the public with the City's regulations and processes; supervised the code enforcement officer, prepared grant applications, implementation and reporting related to the grants, and represented the City on the

regional storm water task force, metropolitan planning organization, and regional sustainability consortium. Accomplishments include recruiting the APA's Community Planning Assistance Team to La Feria in May 2013 and demolition of more than 20 dilapidated structures.

Independent Planning Consultant – March 2009 to March 2010,

City of Mercedes, Texas. Working with the Assistant city Manager and Planning Director and the volunteer Comprehensive Plan Steering Committee, I drafted the City's Comprehensive Plan chapters on demographics, land use, economic development, and infrastructure and public facilities.

Planning Director - February 2008 to August 2008,

City of San Juan, Texas. Prepped and presented recommendations to the Planning and Zoning Commission, Zoning Board of Adjustment, and City Commission on subdivision, conditional use, and variance applications, worked with developers to bring subdivision plats and building permit applications into compliance with municipal land development ordinances; worked to re-establish standard operating procedures in a department that had experienced inconsistent leadership for several years.

Senior Planner, Long-Range Planner, Director - January 2006 to December 2007,

City of Weslaco, Texas. Reviewed subdivision plats and building permit applications for compliance with development ordinances and compliance with the Comprehensive Plan; prepared and presented recommendations to the Planning and Zoning Commission, Zoning Board of Adjustment, and City Commission; supervised and participated with the work of Annexation Plan and Comprehensive Plan consultants, drafted revised sign and subdivision ordinances, conducted community meetings, prepared annexation, service plans and annexation fiscal impact analyses, assisted the public with the City's land Planning and Code Enforcement office. As the Director of the Department, I supervised the work of 10 secretaries, code enforcement officers, animal control officers and building inspectors.

South Jersey Legal Services, Inc., May 1998 to August 2004,

Vineland, New Jersey. As Community Economic Development attorney, I represented grass-roots and faith-based non-profit groups engaged in community

economic development. Substantive areas of the law included civil rights, education, real estate, zoning, tax, public and subsidized housing, trade names, transportation, and organizational development. I produced statistical reports in support of resident and homeowner litigation to influence municipal redevelopment plans. My representation of individuals included landlord/tenant, social security, and public welfare benefits matters.

State of New Jersey Election Law Enforcement Commission, October 1994 to May 1998, Trenton, New Jersey. On behalf of the state government, I prosecuted violations of state campaign finance laws. I reviewed prosecutorial recommendations made by investigative staff, drafted complaints, appeared before administrative law judges and recommended penalties to the Commission.

State of New Jersey Office of Administrative Law, August 1993 to – August 1994, Newark, New Jersey. Prepared legal memoranda for administrative law judges on questions arising in contested environmental, public utilities, land use, public employment and other cases.

Legal Services of New Jersey, Inc., June 1992 to March 1993, Edison, New Jersey. Prepared memoranda related to federal litigation brought by public housing tenants against the housing authority and a state supreme court case involving the rights of residential tenants in mortgage foreclosure and assisted in updated *"You and the Law in NJ."*

Foundation of the University of Medicine and Dentistry of New Jersey, Inc., November 1986 to August 1989, Newark, New Jersey. Researched corporate and foundation funding prospects, prepared proposals seeking private financial support for bio-medical research, education and patient care, assisted in cultivating funding prospects, and prepared stewardship reports.

The Market Foundation, Inc. January 1983 – December 1985, Seattle, Washington. As a VISTA (Volunteer in Service to America), I raised funds through direct mail, special events and foundation and corporate proposals for a network of human service agencies in a special urban redevelopment zone in downtown Seattle. Also, volunteered with a community group to preserve affordable downtown housing.

Professional Organizations

Member, Florida Chapter of the American Planning Association
Member, American Institute of Certified Planners

Volunteer Affiliations

City of Fort Pierce Community Wide Council, Chair, January 2014 to February 2018
Member, Board of Directors, Frontera Audubon Society, Inc., May 2005 to May 2011
Clerk, Rio Grande Valley Religious Society of Friends, January 2009 to July 2013

Continuing Education

American Planning Association Florida State Conference 2016
Form Based Code Institute – 101 and 301 courses completed in 2012
STORMCON – National Stormwater Conference 2011
American Planning Association National Conference 2006
American Planning Association Texas State Conference 2006, 2007, 2011
Texas Municipal League Conference 2012
Texas Commission of Environmental Quality Stormwater Conference 2012
Texas Department of Rural Affairs – Community Development Block Grant training,
including Fair Housing and Section 3, 2010, 2011, 2012
Designing Pedestrian Facilities by National Highway Administration 2011

Other Qualifications

AICP- American Institute of Certified Planners – May/2014
License to practice law in the State of New Jersey – inactive since 2004
License to practice law in the State of Texas – inactive since 2013