

Susan C. Kelly

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8153 San Rafael Drive, Jacksonville, Florida 32217

SUMMARY

Highly organized and self-motivated City Planner with 15+ years of progressive experience in municipal and community planning. Well-versed in multiple aspects of planning such as land development policy, zoning codes, urban design principles, and historic preservation and skilled in leading diverse teams and fostering collaborative relationships to make a positive impact on the growth and development of Jacksonville.

KEY COMPETENCIES

Process improvement

Report writing and presenting

Excellent communication skills

Critical thinking skills

Exceptional organizational skills

Proactive and self-motivated

PROFESSIONAL EXPERIENCE

Planning Department, City of Jacksonville

City Planner Supervisor, Land Use Section

Aug 2024 - Present

Managing a team of six city planners to coordinate and update the Comprehensive Plan and analyze and process land use amendments. Assigning, tracking, reviewing, evaluating, and writing reports communicating the Department's recommendations for text amendments, large and small scale land use amendments, and petitions for Community Development Districts. Serve as a liaison between the Department and City Council and present and defend staff reports to City Council committees as needed.

Downtown Investment Authority, City of Jacksonville

Redevelopment Coordinator

July 2022 - Aug 2024

Prepared correspondence, staff reports, and presentations as lead staff to the Downtown Development Review Board (DDRB), ensuring Board Members had the data and information to administer the Downtown Zoning Overlay. Reviewed applications for building and sign permits, and coordinated new and existing redevelopment activities including buildings, remodels, awnings, landscaping, work in right-of-way, and similar for compliance with the Downtown Overlay District requirements.

Planning and Development Department, City of Jacksonville

City Planner Supervisor, Historic Preservation Section

May 2021 - July 2022

Served as lead staff to the Jacksonville Historic Preservation Commission (JHPC) and supervised five city planners to ensure that Certificate of Appropriateness (COA) applications were sufficient, invoiced and noticed; that reports were accurate and published on time; and that Commissioners had the data and information they needed to perform the task of administering the Historic Preservation Ordinance.

PROFESSIONAL EXPERIENCE, CONTINUED

Planning and Development Department, City of Jacksonville

City Planner III

Apr 2019 - May 2021

City Planner II

Sep 2007 - Mar 2012; Aug 2016 - Apr 2019

Tasked with executing the City's early resiliency initiatives, including coordination of the Adaptation Action Area Working Group and drafting resulting Comprehensive Plan policies. Developed and implemented the 2020-2021 Florida Department of Environmental Protection Resilience Planning Grant which provided funding for the City to host public engagement workshops related to flooding and sea level rise. Analyzed the impacts of proposed land development and wrote staff reports for land use map amendments and text amendments to the Comprehensive Plan. Wrote, researched, and coordinated policy, strategies, justification, and explanation for the City's 2030 Mobility Plan.

JCCI - Jacksonville Community Council Inc., Florida

Director of Policy and Planning

May 2013 - Apr 2016

Managed and executed large-scale community visioning initiatives as team lead for JCCI's consulting services division. Responsibilities included contract administration, research and data collection, community meeting facilitation, and development of recommendations. Conducted a seven-county needs assessment for Elder Source, the Area's Agency on Agency. Responsibilities included proposal development, planning analysis, and project management.

Health Planning Council of Northeast Florida

Senior Community Planner

Apr 2012 - May 2013

Developed and organized grant proposals in response to local, state, and federal funding opportunities such as the U.S. Environmental Protection Agency's Brownfields Area-wide Planning Grant and the Healthy Jacksonville Embrace a Healthy Florida Grant. Conducted research and revisions for San Marco by Design, a neighborhood plan to improve health outcomes through built environment policy.

Tunnell-Spangler-Walsh and Associates; Atlanta, Georgia

Community Designer / Planner

May 2007 - Sept 2007

Developed, performed edits and coordinated completion of Atlanta infill development plans, pattern books and design guidelines. Researched, gathered data and developed proposals for Atlanta Livable Centers Initiative (LCI) projects.

EDUCATION & CERTIFICATIONS

Master of City and Regional Planning

Georgia Institute of Technology

May 2007

Bachelor of Design in Architecture

University of Florida

May 2000

American Institute of Certified Planners (AICP)

2010

Northeast Florida Regional Leadership Academy

2014