




ORANGE COUNTY MAYOR

**Jerry L. Demings**

P.O. BOX 1393, 201 SOUTH ROSALIND AVENUE, ORLANDO, FL 32802-1393  
PHONE: 407-836-7370 • FAX: 407-836-7360 • EMAIL: MAYOR@OCFL.NET

April 18, 2019

TO: Board of County Commissioners  
FROM: Mayor Jerry L. Demings   
SUBJECT: Managerial Appointment  
**CONSENT AGENDA ITEM MAY 7, 2019**

**Planning, Environmental, and Development Services Department (PEDS)**

As you are aware, Ms. Carol Knox, manager of the Zoning Division, in the Planning, Environmental, and Development Services Department, has recently provided notice that she will be retiring from Orange County on April 30, 2019. Ms. Knox joined Orange County in 2001, after serving 27 years with the City of Orlando. I want to thank Ms. Knox for her years of service and dedication to Orange County, her leadership during challenging economic times, and in working with our citizens.

I am pleased to present the following managerial appointment of Ms. Jennifer Moreau, AICP, to the Zoning Division for confirmation. She is an outstanding addition to the management staff and will bring unique skills and experience to her role. Ms. Moreau currently serves as the assistant manager of the Zoning Division.

Ms. Moreau began her career as a Planner for the City of Norfolk, Virginia in 2002. She accepted a position with the City of Orlando as a Planner II in 2006 and was the Project Planner for key projects including, Dr. Phillips Performing Arts Center, Amway Center and Skyhouse residential complex. In 2007 she became AICP (American Institute of Certified Planners) certified. In 2013, while still with the City of Orlando, she accepted a promotion to Permitting Services Manager. Since October 2017, she has been serving as the assistant manager of the Zoning Division. Ms. Moreau has considerable public service experience and has a solid understanding of the operations within the division.

Ms. Moreau has a bachelor of arts in psychology from the University of West Florida and a master's degree in Urban and Regional Planning from the University of Florida. Her appointment will be effective May 19, 2019, at an annual salary of \$120,000. Her resume is attached for your reference.

**Action Requested:** Confirmation of the Mayor's managerial appointment of Jennifer Moreau as Manager, Zoning Division, Planning, Environmental, and Development Services Department.

JLD/ct  
Attachment

c: Byron W. Brooks, AICP, County Administrator  
Chris Testerman, AICP, Deputy County Administrator  
Jon V. Weiss, P.E., Director, PEDS Department  
Tim Boldig, Deputy Director, PEDS Department

## Jennifer C. Moreau, AICP

[Jennifer.Moreau@ocfl.net](mailto:Jennifer.Moreau@ocfl.net)

### Experience

#### **Planning, Environmental and Development Services Department, Orange County Government, FL**

##### ***Assistant Manager of the Zoning Division***, October 2017- Present

Provide oversight of and professional and technical support to the Division's sections: Board of Zoning Adjustment Coordination, Permitting, and Project Review and Research. Directly supervise the Chief Planners within each section. Prepare and make presentations to the Board of County Commissioners. Draft proposed Code amendments for review and approval. Serve as a voting member of the Development Review Committee (DRC). Respond to and resolve matters brought forward by the Mayor's office, Commissioners offices, County Administration, Department Director, Deputy Director and all customer/constituents.

#### **Economic Development Department, City of Orlando, FL**

##### ***Permitting Services Manager***, March 2013 – October 2017

Supervised a staff of 53, overseeing the Customer Service (Permit Technician) team and the Horizontal Plan Review team (Transportation and Engineering/Zoning). Responsible for managing high profile projects during the permitting process, and developing customer service initiatives to enhance the customer experience, such as the Permitting Appointment program. Facilitated communication and cooperation between the Planning and Permitting Services Divisions. Oversaw the permitting portion of testing and training of the City's new Infor software as the next component of a new Economic Development Information System.

##### ***City Planner II/III (Land Dev./Urban Design Studio)***, July 2006-March 2013

Provided urban design and land development review and recommendations for master plans, planned developments, conditional use permits, street abandonments, plats, and variances with a specific focus on major downtown projects. Prepared staff reports and presented projects before the City's Municipal Planning Board, Board of Zoning Adjustment, Historic Preservation Board and Downtown Appearance Review Board. Reviewed building permits for conformance with urban design and land development conditions of approval. Interpreted, for developers and the general public, the Land Development Code, urban design policies and regulations, Downtown Design Guidelines and downtown review process. Worked with the Historic Preservation Officer to develop and implement Historic Preservation projects, such as a preservation awards program and an updated website.

#### **Project Planner for Numerous Key Projects, including:**

- ***Dr. Phillips Performing Arts Center***. Worked as part of an interdisciplinary team on design, planning, and entitlements through permitting and construction for the creation and approval of a multi-phase planned development for an 8 acre, 2 block site in downtown with a new performing arts center, a large public open space, and development out parcels.

- **Amway Center:** Coordinated efforts between the City Venues office, Permitting, Transportation Engineering, and the Development Review Committee to ensure build out of a new arena and garage. Responsible for rezoning, abandonment of streets, conditional use permits, replats, permit review, and coordinating design review throughout the entire development process.
- **Skyhouse:** a 23 story 320 unit residential building with ground floor retail in downtown. Facilitated negotiations between the Parks department, Real Estate, and City Attorney's Office for a park design, build out and dedication as part of the development approval and Master Plan process.

**Dept. of Planning and Community Development, City of Norfolk, VA**

**City Planner - Zoning Division, May 2004-July 2006**

Reviewed site plans for compliance with the City's zoning ordinance, processed paper street closures, acted as staff support for the Board of Zoning Appeals, assisted in the preparation of staff reports, ordinances and recommendations for the City Planning Commission, served as a zoning liaison to the Preservation Planner, and participated in the Design Review process.

**City Planner- Neighborhoods Division, July 2002-May 2004**

Served as a community liaison, working with neighborhood residents, City staff, elected officials and other key stakeholders to develop several Neighborhood Plans. Provided staff support and assistance to the Design Review Committee and Planning Commission, and several City Task Forces. Assisted in the development of the *Come Home to Norfolk* web site, and conducted research and prepared presentations on various planning department projects.

**Dept. of Planning and Community Development, City of Beaufort, SC**

**Planning Intern, June 2001-September 2001**

Responsible for an Area Revitalization Plan for a 7-block area located in the City's National Historic Landmark District. Analyzed existing conditions, interviewed key property owners, organized/conducted public meetings, facilitated a 7-member steering committee to develop final recommendations and, worked with a local architecture firm to develop renderings. Administered a housing repair program targeting low-income owner-occupants, serving as a liaison between residents, code enforcement and the contractor.

**Education**

**University of Florida, MA in Urban and Regional Planning, August 2001**  
*Area of Concentration:* Historic Preservation

**University of West Florida, BA in Psychology, April 1997**

**Computer Experience**

Microsoft Word, PowerPoint, Excel, and Publisher. Projectdox, Amanda, Workday, Lobby Central, QLess, Photoshop.

**Certification**

American Institute of Certified Planners AICP - ID #137048. Issued: 2/14/07