

# Sarah Meggison, AICP

## PROFILE

Passionate certified planner with ten years of experience in Planning and Community Development. Inspired administrative professional, skilled at building strong working relationships with fellow staff, colleagues, and community members. Motivated, organized, and consistent, with a desire to create more sustainable and healthy communities.

## EDUCATION & CERTIFICATION

Master of Science in Planning  
University of Arizona | 2015

Bachelor of Arts in Sustainable  
Community Development  
Prescott College | 2012

American Institute of Certified Planners  
AICP | 2019

## EXPERIENCE

### Lead Planner | City of Tucson Planning & Development Services

NOVEMBER 2020-PRESENT

Lead on project management team tasked with upgrading the City permitting system. Assists with various IT projects and implementations. Streamlines and provides process improvement ideas. Training over 200 users in the new permitting system. Provided assistance on public outreach for code amendments.

### Planner | City of Tucson Planning & Development Services

MAY 2019- NOVEMBER 2020

Reviewed development applications for compliance with the Unified Development Code. Determined plan compliance and processed rezoning applications. Assisted with transition to remote work environment during COVID-19 pandemic.

### Housing Planner | Summit County Community Development

JANUARY 2018- MARCH 2019

Assisted the Housing Director in due diligence, planning, entitlements, procurement, development, construction and consultant management, contract administration, and finance of affordable housing projects. Worked to accomplish the County's housing related goals. Created a database of deed restricted inventory for tracking and management.

### Planner II | Summit County Community Development

JANUARY 2016- JANUARY 2018

Responsible for planning functions and projects requiring skills in research, analysis, development review, public presentation and interpretation of concepts and data. Educated citizens, stakeholders, and policy makers regarding issues related to land use applications and current development review. Worked on comprehensive planning projects with an emphasis in public outreach for the Comprehensive Plan and Lake Hill Master Plan. Completed a Standard Operating Procedure for Plan Review processes.

### Land Planner | The WLB Group

JUNE 2015- DECEMBER 2015

Worked on planning tasks for private development projects throughout Southeastern Arizona. Projects included rezoning site analysis, planned area developments, site planning, annexation requests and property research. Held public meetings to garner input and share ideas with community members regarding a specific housing infill project.

### Commissioner | City of Bisbee Planning & Zoning Commission

NOVEMBER 2011- JULY-2013

Assisted in Development and adoption of Solar Panel, Community Garden, and Parking Ordinances. Worked extensively on the Historic Warren Arizona Survey for Historic Preservation Status.

## SKILLS

Microsoft 365  
Adobe Creative Suite  
Esri ArcMap  
Enterprise Software  
Permitting Systems  
Document Development  
Program Development  
Comprehensive Planning  
Grant Writing  
Adaptability  
Multitasking  
Leadership  
Problem Solving  
Collaboration  
Time-Management  
Urban & Rural Planning  
Urban Design  
Public Speaking  
Report Writing  
Project Management  
Research & Analysis