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Meredith S. Leigh, Ph.D.

EDUCATION

- 2012 Doctorate in Design, Construction and Planning, University of Florida
 Gainesville, Florida
 Concentration: Landscape Architecture
 Dissertation: Beyond the Label: A Typology for Assessment and Mitigation of
 Disparities in the Urban Food Environment
- 2009 Master of Landscape Architecture, University of Florida
 Gainesville, Florida
 Thesis Project: Romancing the Seine: An Exploration into the Experience of
 Romantic Urban Landscapes
- 2001 Bachelor of Arts, University of Florida
 Gainesville, Florida
 Major: History
 Minor: Art History

TEACHING EXPERIENCE

- Fall 2018 Adjunct Instructor, Florida Atlantic University School of Urban & Regional Planning
 Boca Raton, Florida
 Course No.: URP 4883/URP 6881
 Course Title: Urban Design Theories and Methods/Urban Design
- Designed this course to introduce the theoretical and historical foundations of Urban Design
 - Introduced graduate and undergraduate students to site analysis and graphic communications
 - Guided projects focused on implementing graphic and design methods introduced throughout the term
- Summer 2014 Adjunct Lecturer, University of Florida School of Landscape Architecture & Planning
 Gainesville, Florida
 Course No.: LAA 5331
 Course Title: Site Design Methodology
- Spring 2015 • Facilitated course with an average of 12 students for the in Masters of Urban
 Regional Planning Online Program
- Spring 2016 • Introduced graduate planning students to site analysis and design
 methodology, and select topics in sustainability
- Spring 2017

- 2009 - Instructor, University of Florida Department of Landscape Architecture
2012 Gainesville, Florida
LAA 2376c Design Communications 1 (undergraduate)
LAA 2379c Design Communications 2 (undergraduate)
- Developed these two newly introduced courses for the Landscape Architecture Department
 - Taught the use of Adobe Photoshop, Illustrator and InDesign, SketchUp and AutoCAD as well as hand graphics techniques
 - Taught methods of managing graphic workflow and effective integration of various programs to produce great graphics

PROFESSIONAL EXPERIENCE

- 2017 - Senior Site Planner, Palm Beach County Board of County Commissioners
Present Department of Planning, Zoning & Building, Zoning Division
West Palm Beach, Florida
- Duties include project management of an average of 17 projects at a time, including but not limited to reviewing site, master, and subdivision plans, and plats and related documents for compliance with the Unified Land Development Code (ULDC).
 - Conduct research, draft staff reports, resolutions and conditions of approval. Prepare and deliver presentations before Zoning Commission and Board of County Commissioners.
 - Supervision duties include training and advising staff on process and procedures. Familiarity with all of their projects is critical to be able to provide guidance on project review and communications with applicants and agents. Review staff report and property notice drafts as well as project review comments to ensure alignment with the Code and that deadlines are met.
 - Meet with members of the public, applicants and agents to provide information and/or guidance regarding the Zoning Code
- 2016 - Site Planner II, Palm Beach County Board of County Commissioners
2017 Department of Planning, Zoning & Building, Zoning Division
West Palm Beach, Florida
- Deadline-oriented review of various types of land development applications, including but not limited to site plans, master plans, subdivision plans, plats and related documents for compliance with the ULDC.
 - Daily work involves providing professional customer service to agents and applicants through pre-submittal meetings, On-Call duties and project management, working independently but under the general guidance of a supervisor, and managing multiple projects as they move through the approval process.
 - Perform review and complex analysis for various types of projects such as abandonments, development order amendments, rezoning, conditional uses, variances, subdivisions and plats.
 - Familiarity with Code requirements for landscaping, signage, architectural review, as well as drafting property notices and staff reports, and designing and delivering presentations.
 - Involved with committees working to amend Article 7 Landscaping of the ULDC and the Technical Manual.

- Conduct research into historical records of prior approvals.
- Manage 10 to 20 projects at once at different stages of the approval process.
- Assist and provide advice to agents regarding Zoning Code requirements of the ULDC.

2014 - Landscape Designer, Gentile Glas Holloway O'Mahoney and Associates, Inc.
2016 Jupiter, Florida

- Conducted research for and drafted due diligence reports, wildlife and environmental assessments, expansion reports, project justification statements, response letters and analyzed data on drainage calculations to include in due diligence reports.
- Created landscape maintenance schedules, cost estimates, plant schedules and specifications, and assisted in drafting bidding documents for selected projects.
- Monitored landscape installations and conducted inspections for quality assurance.
- Conducted fieldwork for site feature inventory and analysis of existing conditions as well as the identification of plant and tree species.
- Conducted research through land development regulations to ensure site and landscape plans were code compliant prior to being submitted.
- Completed quality assurance to verify accuracy of plans and construction documents completed by other landscape architects.
- Processed submittal applications through the approval process throughout Palm Beach and Broward Counties.
- Solicited fee proposals from sub-consultants and coordinated with project consultants (civil engineers, architects, Town/City planners) to ensure project packages were submitted and processed meeting deadlines 100% of the time.
- Designed conceptual and final landscape and site plans, phasing plans, layout plans, tree inventory and mitigation plans and construction documents for large- and small-scale projects.
- Created PowerPoint presentations to be presented to planning and zoning commissions, town/city councils and resident association meetings.

2012 - Landscape Designer, DR3Design, LLC
2014 Gainesville, Florida

- Conducted clients needs analysis, contract proposal and services negotiation
- Site planning, landscape design, planting plans, renderings, and illustrations.
- Cost estimation and landscape plan implementation and maintenance schedules.
- Project management responsibilities included budgeting, scheduling, coordination of design deadlines and working with contractors.
- Daily tasks included business development and networking to foster relationships with new and potential clients.

SUMMARY OF ACADEMIC SCHOLARSHIP

2011 Presentation Posters: Wallace Baker & Associates archival collection at University

2010 of Florida Smathers Library presented at ASLA Florida Chapter Conference
Zhang, Bo, Leigh, Meredith. *Capturing the Elusive: A Comparison Study of Ecological Aesthetics in Landscape Architecture*. Presented at the Annual Conference of Council of Educators in Landscape Architecture in Maastricht, Netherlands

SUMMARY OF PROFESSIONAL INVOLVEMENT

- **June 2017 and June 2018 – ASLA National Diversity Summit**
 - Participation in the American Society of Landscape Architecture's Diversity Summit, a workshop aimed at discussing and addressing the diversity disparity in the landscape architecture profession and education programs. Worked in teams to develop ideas and initiatives that ASLA National and state chapters can undertake to attract, and retain professionals from more diverse racial, cultural and socioeconomic backgrounds in the field.
- Staff Reports and Public Hearing Presentations
 - **2017 to present – Selected Projects as Senior Site Planner and Site Planner II at Palm Beach County Zoning Division**
 - Avalon Trails at Villages of Oriole PUD (Development Order Amendment)
 - Wawa SB 1327 (Zoning Variance, Rezoning and Conditional Use Request)
 - KFC/Jacks Restaurant (Zoning Variances and Conditional Use)
 - KidSanctuary (Development Order Abandonment, Zoning Variance, and Conditional Use)
- Plans, Design, and Policy Reports Submitted to External Clients
 - **2014 – 2016 Selected Projects as Landscape Designer at Gentile Glas Holloway O'Mahoney and Associates**
 - Frenchman's Reserve Landscape Refurbishment, Palm Beach Gardens, Florida
 - Florida Power and Light Jupiter Service Center, Jupiter, Florida
 - Florida Power and Light Pompano Beach Service Center, Pompano Beach, Florida
 - Old Dominion Freight Lines, Pompano Beach, Florida
 - Viverito Residence, Tequesta Florida
 - Jupiter Medical Center Expansion Projects, Jupiter, Florida
 - Bethesda Health City Expansion, Palm Beach County, Florida
 - Water Pointe, Jupiter, Florida
 - Cornerstone PUD, Jupiter, Florida
 - East Parcel Annex, Palm Springs, Florida
 - **2012 – 2014 – Selected Projects as Project Manager and Designer at DR3 Design, LLC**
 - Sixth Street Rails to Trails landscape plan and linear park design, City of Gainesville
 - Tall Paul's Brew House beer garden design, Gainesville, Florida
 - The Cotton Club Museum and Cultural Center Open Spaces Sacred Places Grant Proposal graphic design & perspective renderings
 - Heritage Oaks Community common area landscape design, Alachua, Florida
 - Moore Residence, Ocala Florida; Project Manager & Designer

- Boothe Residence, Gainesville, Florida
- Boswell Residence, Gainesville, Florida

RELATED PROFESSIONAL SKILLS

ESRI ArcGIS 9.3 & 10

Adobe Illustrator CS4 – CS6

Adobe Photoshop CS2 – CS6

Adobe InDesign CS3 – CS6

Microsoft Office (Word, PowerPoint, Excel, Outlook)

AutoCAD 2D & 3D 2007-2017

Land F/X

Google SketchUp

Qualitative and quantitative research methods

Written and oral communication, presentations

Proofreading, editing reports