

Lynda Ramos

Upland, CA 91786

Email: [REDACTED]

ABOUT

Land-use planner with over eight years of experience working in the public sector. Skilled in CEQA, Historic Preservation, Land Use, Zoning, public speaking, and writing.

EDUCATION

California Polytechnic University (June 2014 graduation)
Bachelor's of Science, Urban & Regional Planning
3801 West Temple Avenue Pomona, California 91768

Rio Hondo Community College (May 2011 graduation)
Associate's of Arts, Emphasis in Social Sciences
3600 Workman Mill Road, Whittier, CA 90601

WORK EXPERIENCE

March 2022 – December 2023: Associate Planner
August 2018 – March 2022: Assistant Planner
City of Pomona

- Process and review development applications for Development Plan Reviews, Major Certificate of Appropriateness, Tentative Parcel & Tract Maps, Conditional Use Permits, Mills Act, Major Oak Tree Permits, Variances, Specific Plan Amendments, Appeals, and Change of Zones.
- Present at public hearings for the Planning, Historic Preservation, and Cultural Arts Commissions and City Council.
- Oversee and peer review the preparation of environmental documents for CEQA Exemptions, Mitigated Negative Declarations, and EIR addendums.
- Experience with implementation of state-wide policies related to ADUs, Housing Crisis Act (SB 330, SB 9), Prohibition of Parking Minimums (AB 2097), and Density Bonus.
- Assisted in the development of the Cannabis Permit Program Overlay Zone.
- Manage the Cannabis Permit Program and process all permit renewals.
- Performed public outreach for the City's Housing Element, Cannabis Program, and Zoning Code Update.
- Review tenant improvements and other routine plan checks.
- Process administrative permit applications.

January 2016 - July 2018: Planning Technician
City of Corona

- Respond to inquiries concerning zoning, land use, the general plan, and current projects.

- Process and approve over-the-counter permit applications.
- Provide preliminary plan review and process planning applications.
- Review business license applications for compliance with zoning ordinances and performs necessary follow-up.
- Perform tenant improvement and other routine plan checks.
- Writing staff reports to be approved by the Zoning Administrator and/or Community Development Director.
- Prepare zoning compliance letters.
- Maintaining and updating zoning, specific plan and general plan maps.
- Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function.

August 2014- January 2016: Planning Aide
March 2014- August 2014: Planning Intern
City of Covina

- Review and approve administrative permits, minor site plan reviews, and building permits over the counter.
- Responded to Planning and zoning inquiries over the counter, by telephone, or by email.
- Prepared zoning verification letters.
- Conducted business licenses.
- Process renewals for Minor Conditional Use Permits.
- Prepare staff reports for conditional use permits to establish uses in existing buildings.
- Routed development applications and plans to other city departments and outside agencies.
- Assisted in researching parking requirements for auto body repair facilities, mobile food vendors, and offices in commercial buildings.

LANGUAGES

- Fluent in Spanish (written and spoken)