

## Lynda Ramos



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### ABOUT

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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.

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### EDUCATION

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

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

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### WORK EXPERIENCE

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**March 2022 – Present: 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.

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**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.

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**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.

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**LANGUAGES**

- Fluent in Spanish (written and spoken)

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**REFERENCES**

Ata Khan  
 Planning Manager  
 City of Pomona  
 (909) 620-3765

Geoffrey Starns, LEED AP BD+C  
 Historic Preservation Supervisor  
 City of Pomona  
 (909) 620-2445

Anita D. Gutierrez, AICP  
 Development Services Director  
 City of Pomona  
 (909) 620-2421

Terri Manuel, AICP  
 Planning Manager  
 City of Corona  
 (951) 736-2299

Alan Carter  
 City Planner  
 City of Covina  
 (626) 384-5455

Brian Lee, AICP  
 Community Development Director  
 City of Covina  
 (626) 384-5458