

# Kimberly Bowen Pomatto

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## EXPERIENCE:

Spotsylvania County Planning Department – Spotsylvania, VA

Planner II

August 2013 – Present

- Review applications for rezoning and special use permits and provide professional planning analysis and recommendations regarding the merits of each request based on County policies
- Serve as the Technical Review Committee (TRC) Coordinator scheduling pre-application conferences with potential customers, directing multi-department staff review and following up with customers to ensure smooth application process
- Serve as the first point of contact for customers prior to formal application submission
- Provide planning support during community meetings related to land use matters
- Provide fiscal and economic impact analysis of proposed developments
- Effectively communicate with the development community, citizens and County boards and commissions in order to process land use applications

Henrico County Department of Community Revitalization - Henrico, Virginia

Planner II

December 2010 – July 2013

- Assist Community Maintenance Manager with code enforcement program including code violations, customer inquiries, complaints, supervision of inspection staff and researching and analyzing complex zoning issues
- Manage and maintain a budget for Operation Paintbrush and the community cleanup program, including analysis of statistical data for annual budget presentations and to guide programmatic policies
- Coordinate with non-profits, community, and business groups to provide home repairs for low-income and/or disabled citizens
- Organize the County wide volunteer effort and solicit volunteer participation and donations of materials necessary to implement the Community Maintenance Program focusing on residents who are unable to maintain their properties
- Manage weekly community cleanup projects with staff from the Police Department, Public Utilities, Community Corrections, Zoning, Building Inspections and Community Maintenance
- Responsible for attending neighborhood, civic club, and church meetings to make presentations on the Community Maintenance program and solicit volunteers for Operation Paintbrush and other assistance projects
- Prepare all GIS maps for the division
- Supervise and train the Planning Technician

LeClairRyan, A Professional Corporation – Richmond, Virginia  
Executive Assistant  
November 2009 – November 2010

- Support the Chief Administrative Officer, Chief Information Officer and President in daily activities
- Assist in management of office leases and acquisitions, maintaining banking relationships and the Firm's insurance policies
- Manage the Firm calendar

Macon Housing Authority – Macon, Georgia  
Real Estate Development Assistant Manager  
October 2007 – October 2009

- Compile and submit Low Income Housing Tax Credit applications to the Department of Community Affairs
- Daily communication with the construction management team for all new and current developments focusing on construction issues, scheduling, design, and budgeting
- Manage the relocation of residents during rehabilitation, budgets and schedules
- Ensure that all HUD, IRS, and Department of Community Affairs compliance and eligibility requirements are followed
- Manage the processing of construction draws ensuring that contractors and others are funded timely

Hanover County Planning Department – Hanover, Virginia  
Planner II  
June 2005 – October 2007

- Review applications for rezoning, conditional use permits, and special exceptions, and provide professional planning analysis and recommendations regarding the merits of each request based on County policies
- Provide staff support in zoning matters related to housing and historic preservation as they relate to broader community development goals as articulated in the Hanover County Comprehensive Plan
- Assist Principle Planner with Hanover Youth Perspective and Hanover Older Perspective committees and the Historic Commission
- Effectively communication with applicants, engineers, attorneys and other professionals involved in the zoning process
- Purchase of Development Rights Program point of contact for the County

#### EDUCATION, CERTIFICATIONS AND MEMBERSHIPS:

Certified Zoning Administrator (CZA)  
Virginia Association of Zoning Officials (2016)

Virginia Association of Zoning Officials (VAZO) Region 4 Director (2017-Present)

Virginia Polytechnic Institute and State University – Blacksburg, Virginia  
Masters of Urban and Regional Planning (2003-2005)

Florida State University – Tallahassee, Florida  
Bachelor of Science - Housing (1999-2003)