

## **Meredith S. Leigh, PhD**

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### **EDUCATION**

- 2012     Doctorate in Design, Construction and Planning, University of Florida  
          Gainesville, Florida  
          Concentration: Landscape Architecture and Planning  
          Dissertation: Beyond the Label: A Typology for Assessment and Mitigation of  
          Disparities in the Urban Food Environment
- Taught Design Communications for Landscape Architecture as a Teaching  
          Assistant from 2009 to 2012
- 2009     Master of Landscape Architecture, University of Florida  
          Gainesville, Florida  
          Thesis Project: Romancing the Seine: An Exploration into the Experience of  
          Romantic Urban Landscapes
- Study Abroad Experience: Paris, France, Fall 2007 and Fall 2008; Bali  
          Indonesia, Summer 2009
- 2001     Bachelor of Arts, University of Florida  
          Gainesville, Florida  
          Major: History  
          Minor: Art History

### **TEACHING EXPERIENCE**

- 2014 -   Adjunct Lecturer, University of Florida School of Landscape Architecture &  
Present   Planning  
          Gainesville, Florida  
          LAA 5331 • Site Design Methodology
- Designed and taught LAA 5331 Site Design Methodology, a graduate level course offered annually for the Master of Urban Regional Planning Online Program. The purpose of the course is to introduce graduate urban and regional planning students to site analysis, site design methodology, and select topics in sustainability.
  - Involved course design and recording and keeping the course lectures, readings, and projects up to date.
  - Course enrollment is an average of twelve students, with as much as twenty students, enrolled at once.

- 2018 - Adjunct Instructor, Florida Atlantic University  
2020 Boca Raton, Florida  
URP 4883 • Urban Design Theories and Methods  
URP 6881 • Urban Design
- Developed and taught URP 4883/6881 Urban Design Theory and Methods, a course for both graduate and undergraduate students. Course enrollment included an average of 35 Urban Design program students.
  - Designed the course for in-person instruction and adapted it for e-learning during the Covid-19 pandemic era.
  - The course provided students with fundamental knowledge of urban design theories, basic methods of site analysis, modes of graphic representations in urban design, understanding urban form typologies, and the issues encountered in professional practice.
- 2009 - Instructor, University of Florida Department of Landscape Architecture  
2012 Gainesville, Florida  
LAA 2376c • Design Communications 1  
LAA 2379c • Design Communications 2
- Developed two new undergraduate 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**

- 2021 – Land Use Planner, Shutts & Bowen, LLP  
Present West Palm Beach, Florida
- Multi-faceted position involving coordinating with design and engineering professional to navigate urban design development applications through county and municipal planning and zoning review processes. Types of applications include rezoning, future land use map amendments, development orders, for both new and amendments to existing developments, variances, and waivers for projects in the thriving downtown West Palm Beach area as well as suburban Palm Beach and Broward Counties. In addition to managing development projects through the entitlement process, I routinely research state statutes, comprehensive plans, land development regulations to draft justification statements, project narratives, zoning summaries, zoning opinion letters and proposals for text amendments and creating presentations for projects going before planning and zoning boards and city and county commissioners. Requires familiarity with the zoning codes and processes of multiple jurisdictions, including, but not limited to, West Palm Beach, Boynton Beach, Palm Beach, Delray Beach, Riviera Beach, Jupiter, South Bay, Royal Palm Beach, Pompano Beach, and unincorporated Palm Beach County.

- 2017 - Senior Site Planner, Palm Beach County Board of County Commissioners  
2021 Department of Planning, Zoning & Building, Zoning Division  
West Palm Beach, Florida
- All the duties of a Site Planner II, discussed below, and the following:
    - Conducted research, drafted staff reports, resolutions, and Conditions of Approval.
    - Prepared and delivered presentations before the Zoning Commission (ZC) and Board of County Commissioners (BCC).
    - As a Supervisor, I trained and advised staff on processes and procedures. Required familiarity with all their projects was critical to be able to provide guidance on project review, and communications with applicants and agents.
    - Reviewed staff reports, property notice drafts and project review comments to ensure consistency with the Code and worked to meet deadlines.
    - Meet with members of the public, applicants, and agents to provide information and/or guidance regarding the Zoning Code.
    - Coordinated with sixteen other County review agencies on public hearing applications to ensure everyone met their project review, staff report, and Conditions of Approval entry deadlines.
    - Coordinated with agents and County agencies on significant issues.
    - Assisted in revising Article 7, Landscaping, of the ULDC, and the Technical Manual.
    - Reviewed the ZC and BCC packets prior to publication.
- 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 diverse 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 involved 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.
  - Performed review and complex analysis for several 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.
  - Conduct research into historical records of prior approvals.
  - Manage ten to twenty projects at once at various stages of the approval process.

- Assisted and advised 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 submission.
- 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 met 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 presented to planning and zoning commissions, town/city councils and resident association meetings.

2012 - Partner, 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 collaborating 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 of Florida Smathers Library presented at ASLA Florida Chapter Conference.
- 2010 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**

- **American Society of Landscape Architecture (ASLA) Diversity Summit**
  - **June 2017, June 2018**
    - Participant in the ASLA 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 for initiatives that ASLA National and state chapters can undertake to attract and retain professionals from more diverse backgrounds in the field.
- **Staff Reports and Public Hearing Presentations**
  - **2017 – 2021 – Selected Palm Beach County Zoning Division Projects**
    - 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)
- **Selected Projects**
  - **2014 – 2016 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
    - Cornerstone PUD, Jupiter, Florida
  - **2012 – 2014 DR3 Design, LLC**
    - Sixth Street Rails to Trails landscape plan and linear park design, City of Gainesville
    - The Cotton Club Museum and Cultural Center Open Spaces Sacred Places Grant Proposal graphic design & perspective renderings
    - Boswell Residence, Gainesville, Florida

## **RELATED PROFESSIONAL SKILLS**

ESRI ArcGIS 9.3 & 10

AutoCAD 2D & 3D 2007-2017

Adobe Illustrator CS4 – CS6

Land F/X

Adobe Photoshop CS2 – CS6  
Adobe InDesign CS3 – CS6  
Microsoft Office (Word, PowerPoint,  
Excel, Outlook)

Google SketchUp  
Qualitative and quantitative research methods  
Written and oral communication, presentations  
Proofreading, editing reports