

Special Town Council Meeting

July 22, 2025

9:00-10:30 AM

Town Council Chambers

Chair: Arne Jorgensen

NOTICE: THIS MEETING IS OPEN TO THE PUBLIC BUT WILL NOT BE STREAMED. PLEASE CONTACT THE TOWN CLERK'S OFFICE IF YOU WOULD LIKE TO VIEW THE RECORDING.

I. CALL TO ORDER AND ROLL CALL

II. PLANNING COMMISSION INTERVIEWS

A. Planning Commission Interviews

III. EXECUTIVE SESSION

Recess or adjourn to executive session to consider appointments to volunteer boards, specifically the appointment of a board member as a municipal officer, pursuant to W.S. §16-4-405(a)(ii).

IV. ADJOURN

Please note that at any point during the meeting, the Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

STAFF REPORT



Meeting Date:	July 22, 2025	Meeting Title:	Special Town Council
Submitting Department:	Internal Services	Presenter:	Lynsey Lenamond
Agenda Item:	Planning Commission/Board of Adjustment (PC/BOA) Interviews and Appointment	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Mayor and Council to consider appointments to the Planning Commission/Board of Adjustment ("PC/BOA"). Appointments to the Planning Commission are made by the Mayor, by and with the advice and consent of the Town Council.

Requested Action.

Staff requests Council interview candidates and appoint board members to the PC/BOA.

Recommendations.

Staff recommends the appointment of two new members to the PC/BOA.

Background.

Pursuant to Municipal Code 2.40.010, the PC/BOA shall consist of an odd number of not more than seven members and not less than three, with each member term lasting three years. We currently have two vacant seats due to Abigail Petri and Anne Schuler retiring from the board. These vacant seats, if filled, would begin August 1, 2025 and expire July 31, 2028. The other current members are Katie Wilson (term expiring July 31, 2026), Stephanie Wise (term expiring July 31, 2026), Laura Bonich (term expiring July 31, 2026), Thomas Smits (term expiring July 31, 2027) and Georgie Stanley (term expiring July 31, 2027).

Staff advertised for the vacancies on May 28, June 4, June 18, and June 25 and received three applications. The candidates being interviewed by Council are Mark Giger, Eliska Garcia, Megan Jennings, Doug Hill, Michael Soh and Kevin Spence.

Analysis.

Section 2.40.010 of the Municipal Code relates to the Planning Commission and states, in relevant part, that '*Members of the Town Planning Commission shall have been bona fide residents of the Town for at least one year immediately prior to their becoming members of the commission and no person holding any other public office or position in the government of the Town shall be eligible for membership on such commission. All members shall serve without compensation.*' The Town of Jackson Land Development Regulations state in 8.10.6.C.1, in relevant part, '*Although no specific experience requirements shall be necessary as a prerequisite to appointment, special consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.*'

The Land Development Regulations also state that a new member shall be appointed within 30 days of the vacancy. Both Petri and Schuler's vacancies will be effective July 31, 2025 and appointments made on July 22, 2025 would meet that 30 day requirement.

Possible Alternatives.

1. Appoint only 1 of the 3 candidates at this time.
2. Make no appointments and direct staff to continue advertising for other applicants.
3. Defer appointments to a later date.

Comprehensive Plan & Priority Alignment.

The Planning Commission/Board of Adjustment helps to ensure we accomplish Section 3, *Responsible Growth Management*, and Section 4, *Town as the Heart of the Region* of our Comprehensive Plan.

Fiscal Impact.

The fiscal impact to date of advertising for these two vacancies has been approximately \$1600. Should the Council direct staff to readvertise for more applications, additional costs would be incurred.

Staff Impact.

Staff has spent approximately 4 hours speaking with board members and relevant department heads, preparing public ads, preparing a staff report, and will include updating the volunteer board database. Staff time spent at the Council meeting prepping for the meeting, taking minutes, and follow up records requirements, advertising, posting, and signatures will take approximately 3-4 hours depending on the length of the Council meeting.

Attachments or Links.

None.

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

Mayor: I nominate _____ to the Planning Commission/Board of Adjustment for three-year terms, expiring April 30, 2028.

Council: I move to consent to the appointment of _____ to the Planning Commission/Board of Adjustment for three-year terms, expiring April 30, 2028.

Mayor: I appoint _____ to the Planning Commission/Board of Adjustment for three-year terms, expiring April 30, 2028.

17 May 2025

[REDACTED]
Jackson, WY 83002

Town of Jackson
Planning Commission

Re: Board Membership

Mr. Arne Jorgensen

I am writing to express my interest in becoming a Board Member on the Planning Commission for the Town of Jackson. My attached resume has not been updated since my last project in Michigan. Since that project, I have moved back home to Jackson to be with my family full-time after many years of working on major construction projects in various locations. I've worked in multiple local positions since then.

I have lived in Jackson for 34 years, raising five children with my wife, [REDACTED]
[REDACTED]

Among my strengths are strong leadership, effective verbal and written communication, organization, attention to detail, and problem-solving.

I developed a wide range of skills throughout my career, acquired while managing major construction projects, which include marketing, contracts, project engineering, scheduling, procurement, and turnover of those projects to clients.

I have much to offer and can bring diverse perspectives and solutions to the challenges and opportunities facing the Town. I would appreciate the opportunity to be considered for a Board position.

Best regards,
Mark

[REDACTED]
[REDACTED]

LinkedIn: www.linkedin.com/in/mark-s-giger-92162111

Mark S. Giger



Professional Summary

In addition to my engineering and technical knowledge, as well as construction experience, I have demonstrated exceptional communication, leadership, and management skills. I excel in team building, employee motivation, labor relations, contracts, and fostering strong client relationships. I am particularly adept at adapting to changing processes and plans and have remained committed to community involvement and volunteerism throughout my career.

I am an established business leader with a proven track record of tackling major challenges and achieving results in project and engineering management and the execution of EPCS projects. My experience spans multiple categories of power generation, including gas combined cycle, AQCS, biomass, and nuclear technologies. As a metric-driven leader, I have consistently delivered positive outcomes in terms of revenue, growth, and profitability.

Experience

- ❖ The Christman Company, Lansing, MI (Sr. Project Manager)
- ❖ Graycor Industrial Contractors, Chicago, IL (Sr. Project Manager)
- ❖ White Construction / IEA Thermal Power, Clinton, IN (Vice President)
- ❖ KBR (formerly BE&K) Power & Industrial, Birmingham, AL
(Sr. Project Manager)
- ❖ TIC – The Industrial Company, Steamboat Springs, CO (Project Manager)
- ❖ Power System Division, Westinghouse Electric Corp., Orlando, FL
(Project Engineer)
- ❖ Nuclear Technology Division, Westinghouse Electric Corp., Pittsburgh, PA
(Systems Engineer)
- ❖ Lockheed Marine Systems Division, San Diego, CA (Project Engineer)

Education

B.S., Ocean Engineering, Florida Atlantic University, Boca Raton, FL
New Jersey Institute of Technology, Mechanical Engineering
Norwich University, Civil Engineering

Professional

Conference Speaker, April 2005, *International Construction Honor Society*, Michigan State University

References – Available on request

Eliška Garcia

Jackson, WY 83002

June 25, 2025

Mayor Arne Jorgensen and Council
Town of Jackson
PO Box 1687
Jackson, WY 83001

Subject: Town of Jackson's Planning and Zoning Commission/Board of Adjustment Application

Dear Mayor Jorgensen and Town Council Members,

I am writing to express my interest in serving on the Town of Jackson's Planning and Zoning Commission/Board of Adjustment. As a Certified General Real Estate Appraiser with a strong background in land use and valuation across Teton County, I am eager to contribute my professional expertise to the thoughtful development and long-term planning of our community. My appraisal work has given me direct experience with the Town's Land Development Regulations and a strong working knowledge of the various zoning designations within the Town of Jackson. I regularly analyze a broad range of property types—including commercial, multi- and single-family properties—and collaborate with property owners, buyers, brokers, planners, and attorneys. I believe this wide-ranging perspective would be valuable in reviewing applications and making informed recommendations that reflect both the regulatory framework and the needs of the community.

I've lived in Jackson full-time since 2010 and am now raising my young family here with my husband, who grew up in this valley. As I look for opportunities beyond my professional work to give back, I want my children to see that anyone - no matter their background or where they come from - can play a meaningful role in their community. Through public service, I hope to model that commitment and instill in them a lasting sense of civic responsibility.

It would be an honor to serve alongside others who care deeply about Jackson's future. Thank you for considering my application.

Sincerely,



Eliška Garcia

ELIŠKA GARCIA

CERTIFIED GENERAL APPRAISER

PROFESSIONAL OVERVIEW

Certified General Real Estate Appraiser with experience across a wide range of complex property types, specializing in commercial, ranch, easement-encumbered, and multi-family properties throughout the Teton region and beyond. Skilled in market research, valuation analysis, and report development for diverse client needs. Known for analytical rigor, attention to detail, and producing high-quality, well-supported appraisal reports.

WORK EXPERIENCE

Wyoming Certified General Appraiser

Granite Creek Valuation LLC | 2025 - Present; Trainee (2020 - 2024)

ESL Instructor

Central Wyoming College | 2015 - 2020

Data Manager

Senior Center of Jackson Hole | 2012 - 2017

Translator

Self-employed | 2009 - 2012

Accounts Payable Supervisor

Accenture Services | 2007 - 2009

SPECIALIZED APPRAISAL EDUCATION

The Impacts of Upzoning, RMAA (2025)
General Appraiser Income Approach, McKissock (2024)
Expert Witness for Commercial Appraisers, McKissock (2024)
Commercial Appraisal Review, McKissock (2024)
General Appraiser Income Approach, McKissock (2024)
General Appraiser Sales Comparison Approach, McKissock (2024)
General Appraiser Site Valuation and Cost Approach, McKissock (2024)
2024 7-hour National USPAP Update Course, McKissock (2024)
Statistics, Modeling and Finance, McKissock (2023)
General Appraiser Market Analysis Highest and Best Use, McKissock (2023)
Basic Appraisal Principles, McKissock (2020)
Basic Appraisal Procedures, McKissock (2020)
2020-2021 National USPAP Course, 15-Hour, McKissock (2020)
Supervisor - Trainee Course for Wyoming, McKissock (2020)

PROFESSIONAL MEMBERSHIPS

Rocky Mountain Appraiser Association (member)

The National Association of Appraisers (member)

EDUCATION

Graduate Certificate in ESL

University of Wyoming
2016

Master's Degree (2007)

Bachelor's Degree (2005)

English and Linguistics
Silesian University in Opava,
Czech Republic
2007

TYPES OF APPRAISAL EXPERIENCE

- Commercial Properties (Retail, Restaurant, Office)
Mixed Use Properties
- Lodging Properties
- Employee Housing and Live/Work Units
- Deed-Restricted Residential Properties (Affordable, Workforce Units)
- Residential Properties (Single-Family, Multi-Family, Apartment Complex)
- Conservation Easements
- Ranch/Farm
- Dude/Guest Ranches
- Recreational Properties
- Proposed Residential Subdivisions
- Industrial Properties
- Appraisals Prepared for Divorce, Estate Settlement, Charitable Contribution and Litigation

MJ Summit Solutions

July 3rd, 2025

Application for Appointment to the Town of Jackson Planning Commission

Dear Town of Jackson Mayor and Council,

I'm writing to express my strong interest in serving on the Town of Jackson Planning Commission. As a Jackson local and 2015 graduate of Jackson Hole High School, I've experienced firsthand how the built environment and the decisions behind it shape life in our community. At 28 years old, I represent a generation of residents striving to stay in Jackson, and I'm eager to bring that lens to the Commission's work while contributing my professional skills in finance, energy strategy, and community engagement.

Through my consulting firm, MJ Summit Solutions, I've spent the last four years managing programs with Energy Conservation Works, where I've supported local energy efficiency, community solar development, and emissions tracking efforts. I work at the intersection of data, policy, and communication skills that align well with the Planning Commission's responsibility to interpret plans, evaluate proposals, and weigh competing priorities. My finance background enables me to approach complex projects with an eye toward both fiscal responsibility and long-term community benefit.

I've closely followed the Commission's work over the past several months and have reviewed minutes from recent meetings. I appreciate how the group has approached complex developments like the Teton County Justice Center and the Millward Street hotel with both practicality and attention to neighborhood context. Your recent conversations around pedestrian scale, bulk, and massing, and public access demonstrate the care required to balance growth with livability. I also value the Commission's transparency about its role within the framework of the Land Development Regulations. I understand the importance of interpreting those regulations thoughtfully and consistently, and I am committed to developing a strong working knowledge of the LDRs so I can contribute meaningfully to the board's deliberations.

I believe planning decisions are most effective when they include a diversity of lived experiences alongside technical expertise. As someone deeply rooted in Jackson and actively working in the field of sustainable development, I'd be honored to serve on the Planning Commission and help shape a future that is responsive, inclusive, and grounded in the values of this community.

Thank you for your consideration.

Sincerely,
Megan Jennings
Principal, MJ Summit Solutions

MEGAN JENNINGS

EDUCATION

Boston College (BC) · Chestnut Hill, MA · Wallace E. Carroll School of Management
Bachelor of Science in Finance & Minor in Environmental Studies

May 2019

Relevant courses: Financial Policy, Financial Accounting, Business Statistics, Intersections of Social Impact & Entrepreneurship

Webster University · Geneva, Switzerland · International Finance & Social Intersections of Climate Change

Spring 2018

WORK EXPERIENCE

Founder & Principal, MJ Summit Solutions, MJ Summit Solutions, Jackson, WY

September 2020 – Present

Energy Conservation Works

- Build and maintain relationships with public (co-op utility and local government) and private (residential and commercial) sector clients, conducting energy analyses and identifying opportunities for efficiency, electrification, and renewable energy adoption.
- Drive sustainability strategy through environmental data analysis, visualization, and impact reporting to inform decision-making and track community progress.
- Lead the Green Power program by reporting on impact and cost structure to support business acquisition, and cultivating partnerships with local businesses to expand participation and promote renewable energy use.
- Administer low-interest loans for energy-efficiency retrofits by leveraging public funds, coordinating contractor partnerships, and managing projects from scoping to implementation, reducing utility costs, improving building performance, and strengthening the regional clean energy workforce.
- Secured over \$5M in funding for energy and transportation initiatives, including \$1.5M for Wyoming's first community solar project.

Menus of Change (MOC) Fellowship, MOC University Research Collaborative, Boston, MA

Spring 2019

- Led research for the inaugural partnership with Boston College (BC) and MOC, encouraging healthy and more sustainable menus.
- Analyzed BC's current impact of 5 top dining meals through Life Cycle Assessments (LCA) to calculate GHG and energy emissions. Leveraged the Menus of Change principles and BC dining data to model 1M kg of CO2 reduced per semester through recommended recipe substitutions, how often a meal is offered (menu scheduling), and setting an emissions cap for menu items.

Accounting Analyst, Stio, Jackson, WY

June 2019 – March 2020

- Responsible for data compilation, analysis, and reporting to the senior team across all sales channels, and identified opportunities to increase sales and reduce aging inventory
- Effectively collaborated with the Controller to maintain up-to-date bookkeeping processes, including daily sales deposits, financial planning & inventory reconciliation, vendor payments, and sales tax auditing
- Prepared internal audit documents in support of annual shareholder reporting. Coordinated with internal and external auditors for assurance and assurance-readiness, addressed deficiencies, and identified recommendations to streamline accounting processes.

Teaching Assistant, Carroll School of Management, Boston, MA

August 2018 – December 2018

- TA and mentor for 20 freshman students in the introductory freshman business course, Portico, focusing on business ethics and introductory management skills. Presented on Corporate Social Responsibility and ESG disclosure.
- Assisted the professor with various administrative tasks, met with students out of class on various assignments, graded assignments, led classroom discussions, prepared course presentations, etc.

Financial Management Program Intern

General Electric Baker Hughes, Houston, TX

June 2018 – August 2018

- Provided FP&A support to OFS Supply Chain Headquarters and Global Logistics. Updated and reviewed recurring monthly journals; initiated planning for Q3 and forecasting for 2019, and worked with Finance and Sourcing to resolve a vendor issue involving the payables process and the transition to purchase orders.

- Created and mapped a capital expenditure tracker for Oil Field Services and facilitated coordination of procuring and finance teams.

General Electric Corporate, Boston, MA

May 2017 – August 2017

- Worked with the Corporate Audit Staff to streamline technology expenses and generated companywide action to improve spending
- Assisted in research and strategy for simplification and consolidation of past reporting systems for various business channels

LEADERSHIP

Teton Climate Action Planning Committees: Leadership, Transportation & Dashboard, Jackson, WY

Fall 2021 – Present

Conservation Leadership Institute, Jackson Hole Conservation Alliance, Jackson, WY

Summer 2020

TECHNOLOGY & INTERESTS

Technology: NetSuite, Adobe Illustrator, Procreate, Microsoft Office Suite, Google Suite

Skills: Financial Analysis, Data Analysis, Sustainability Strategy, Project Management, Stakeholder Engagement, Data Visualization

Interests: Ultra Trail Running, Low-Carbon Cooking, Backcountry Skiing, Backpacking, International Travel, Rollerblading



Toj Board Application

Town of Jackson

Submitted On:

Jul 3, 2025, 04:28PM MDT

Full Name	First Name: Doug Last Name: Hill
Email	
Phone Number	
Do you reside in Teton County, Wyoming?	Yes
Physical Address	
Mailing Address	Street Address: City: Jackson State: WY Zip: 83001
Are you registered to vote in Teton County, Wyoming?	Yes
Which board are you applying to?	Planning Commission
Briefly describe your qualifications to serve on this board.	I have a Master of Public Administration and have worked in Human Resources for over 20 years. For the last 2.5 years, I have worked in Teton County as the primary housing manager for 2 hotels in Teton Village.
Briefly describe why you chose to apply for this board.	As the primary employee housing manager for Hotel Terra and Teton Mountain Lodge, I have seen the need for responsible growth and need for housing in Jackson. Although I have only lived here for 2 and a half years, I have a deep love for the community and would like to help the Town to continue to be the most beautiful place on earth.
Upload Resume (mandatory)	Doug Resume.docx

Doug Hill

Jackson, WY 83001

PROFESSIONAL SUMMARY

Enthusiastic Human Resources professional with over 20 years of experience interacting with, educating, and inspiring new hires. Articulate the company vision to newly hired staff. Direct the design, planning, and implementation of corporate organizational development programs, policies, and procedures.

SKILLS

- Conflict management
- Problem solving
- Training development
- Employee motivation
- Coaching ability
- Effective listening

EXPERIENCE

Area Human Resources Director

Hotel Terra and Teton Mountain Lodge | January 2023 - Current

- Develops and implements recruitment strategy
- Responsible for employee housing in various locations in Jackson, WY and Victor, ID
- Manages J1 and H2B programs
- Conducts wage reviews and benefit surveys.
- Manages group insurance, unemployment and other benefit programs
- Establishes retention programs.
- Plans company events, including monthly breakfasts, seasonal parties, and outings to hockey games and the rodeo
- Directly supervised two employees

Human Resources Director

Druid Hills Golf Club | September 2019 – December 2022

- Develops and implements recruitment strategy
- Conducts wage reviews and benefit surveys.
- Manages the Club's group insurance, unemployment and other benefit programs

- Establishes retention programs.
- Created a new Paid Time Off policy
- Successfully handled layoffs, furloughs, and rehires during Covid period
- Plans company events, including quarterly Rallies, Holiday party, and Summer party
- Oversaw change over of payroll systems with minimum disruption
- Directly supervises one employee

Human Resources Director

Auro Hotels, Charleston Marriott | February 2018 – September 2019

- Member of the 6-person Executive Committee and have direct supervision of 1 Associate.
- Assess employee understanding of company policy through regular evaluations.
- Oversee the creation and maintenance of multiple training programs for employee development.
- Assist new hires in creating and strengthening important skills critical to job performance.
- Constant educational pursuit to remain up-to-date with the latest trends in organizational training and development.
- Created Benefits Fair and organized Open Enrollment meetings
- All aspects of Benefits Administration

Operations Director

Liquid Salt – Mt Pleasant, SC | April 2017 – July 2018

- A part time position working for a start up apparel company.
- Determine prices and credit terms for goods and services.
- Develop marketing strategies for products.
- Direct budget activities to fund operations and to achieve maximum return on investment.

Human Resources Manager

Banks Construction Company – North Charleston, SC | August 2014 - April 2017

- Successfully led a team of 3 HR professionals for a multi-site construction company
- Arranged, executed company events such as open enrollment, flu shots, birthday celebrations, holiday parties, and other company-sponsored events.
- Assisted employees in solving their issues related to payroll, performance reviews, promotions, employment relations, work environment, and HR regulations and policies.
- Administered policies and procedures such as benefits, recruitment, training and development, employee performance, evaluations and appraisals, and exit interviews.
- Completed background checks, supervised all new hire orientations, maintained affirmative action program, and created annual EEO report, and maintained confidential employee records and reports.
- Coordinated recruitment effort for all position levels.

Employee Relations Manager

College of Charleston – Charleston, SC | February 2011 - August 2014

- Administered policies and procedures such as benefits, training and development, employee performance, evaluations and appraisals, and exit interviews.

- Assisted employees in solving their issues related to payroll, performance reviews, promotions, employment relations, work environment, and HR regulations and policies.
- Completed incident reports, directed employees to health care facilities, and working with staff and insurance carriers to assure all applications were processed promptly.
- Directly responsible for employee relations, workers' compensation and safety, and leave of absence administration for store, warehouse, and corporate employees.
- Ensured benefits administration included the process of onboarding methods by assisting in employee claims, providing annual open enrollment, communicating benefit information to employees, resolving discrepancies with employees of payroll and benefits provider.

Human Resources Director

Sandpiper Retirement Community – Mt Pleasant, SC | October 2007 - July 2010

- Led a team of 3 HR professionals for a multi-site retirement community.
- Assess employee understanding of company policy through regular evaluations.
- Arranged, executed company events such as open enrollment, flu shots, birthday celebrations, holiday parties, and other company-sponsored events.
- Assist new hires in creating and strengthening important skills critical to job performance.
- Participate in brainstorming consultations to recognize solutions to current training inefficiencies.
- Provide an enthusiastic and informative presentation to candidates throughout the training process.

Human Resources Manager

Driftwood Rehabilitation & Nursing – Charleston, SC | August 2005 - October 2007

- Sole HR professional for a long term care facility.
- Full life cycle recruiting
- Retention
- Onboarding
- Benefits Administration
- Training
- Coaching
- Workers Compensation
- Unemployment claims
- Event planning
- HR compliance

EDUCATION

Master of Public Administration

College of Charleston | Charleston, SC | December 2013

Bachelor of Management Arts

Charleston Southern University | North Charleston, SC | August 2008

High School Diploma

Milton High School | Alpharetta, GA | June 1993

REFERENCES

References: Available Upon Request

AFFILIATIONS

Society for Human Resource Management - Senior Certified Professional (SHRM-SCP)

Title IX Investigative Training

Society for Human Resource Management



ToJ Board Application

Town of Jackson

Submitted On:

Jul 3, 2025, 03:24PM MDT

Full Name	First Name: Kevin Last Name: Spence
Email	[REDACTED]
Phone Number	[REDACTED]
Do you reside in Teton County, Wyoming?	Yes
Physical Address	[REDACTED]
Mailing Address	Street Address: [REDACTED] City: jackson State: WY Zip: 83002
Are you registered to vote in Teton County, Wyoming?	Yes
Which board are you applying to?	Planning Commission
Briefly describe your qualifications to serve on this board.	I am a 15 year resident of this town with experience in the non profit sector through Habitat for Humanity and I currently work for a local construction subcontractor. In my current role I interface with builders and architects in the valley and help to solve construction related problems as they arise. I have been the president of my HOA for the last 3 years. In this position established the rules and regulations that govern our condo complex with input from all necessary stakeholders. I am very interested in the outlook of this community and the current trajectory it is on.
Briefly describe why you chose to apply for this board.	As a 15 year resident trying to raise 3 young boys in this community I am deeply invested in it's character and long term plan. My goal on this board is to provide local input and help the continued growth of this community in a way that maintains our WY heritage, respects all community members, and helps to foster logical development.
Upload Resume (mandatory)	Spence, Kevin - Resume.pdf

KEVIN SPENCE

PROFESSIONAL SUMMARY

Dynamic sales and operations manager with over 10 years of experience driving revenue growth, optimizing efficiency, and enhancing customer satisfaction. Adept at integrating strategic initiatives and operational improvements to maximize profitability and streamline business operations. Proficient in CRM systems, inventory management, and team leadership to deliver measurable business results.

CORE COMPETENCIES

- Strategic Sales & Business Development
- CRM Implementation & Management (HubSpot, Buildertrend)
- Process Optimization & Workflow Development
- Inventory Management & Reporting
- Team Leadership & Performance Coaching
- Client Acquisition & Relationship Management
- Marketing & Brand Positioning
- Metric & KPI Development & Tracking

PROFESSIONAL EXPERIENCE

Sales & Retail Operations Manager | Ridgeline Log & Timber | Jackson, WY 12/2018 – Present

Ridgeline Log & Timber specializes in the sale of reclaimed rustic building materials and timber frame construction across the Mountain West region.

- Spearheaded a sales strategy that increased revenue by 562%. 2018-2024
- Developed and implemented process improvements, increasing operational efficiency and customer satisfaction.
- Utilized CRM systems (HubSpot, Buildertrend, excel), optimizing client acquisition and retention.
- Oversee inventory management using Fishbowl POS ensuring accuracy in reporting, ordering, and quality assurance.
- Established client recognition program and strategic marketing initiatives, including personalized co-branded gifts and targeted in person visits.

ReStore Manager | Habitat for Humanity ReStore | Jackson, WY 09/2014 – 12/2018

Managed retail operations for the Habitat for Humanity ReStore, driving revenue and funding initiatives to provide affordable housing in Teton County.

- Increased revenue by 25% in FY17 and FY18, exceeding the previous six-year average.
- increased profit margins by 16% in FY17 and 34% in FY18 through strategic sales and operational goal setting.
- Streamlined inventory management and optimized donation acquisition, enhancing store profitability.

Volunteer Lieutenant | JH Fire EMS | Jackson, WY 05/2016 – Present

Provides emergency medical and fire response services to protect life and property in the Teton County WY.

- Aids in mentorship, training, and on boarding of new members at St 1.
- Provides input to department leadership on goals, objectives, and tasks to better response times.

Retail Manager | JD High Country Outfitters | Jackson, WY**07/2010 – 05/2014**

Oversaw multiple retail locations, including Jack Dennis High Country Outfitters, Pepi Stiegler Sports, and Lowrider Boardshop.

- Led a team of 10 employees, managing daily sales operations and customer service.
- Developed and executed inventory management strategies, improving stock accuracy and reducing shrinkage.
- Entered and tracked incoming purchase orders of store merchandise, optimizing profitability and workflow efficiency.
- Implemented employee trainings including POS operation and customer service best practices.

EDUCATION

Bachelor of Business Administration | Gatton College of Business, University of Kentucky

Graduated Summa Cum Laude | Marketing & Management | May 2009

Michael Soh

<https://www.linkedin.com/in/michaelsoh88/>

Dear Planning Commission Board,

I am writing to express my enthusiastic interest in serving on the Town of Jackson Planning Commission Board. With over 10 years of experience in real estate development and construction, I have a deep appreciation for thoughtful community planning and the critical role it plays in shaping the future of Jackson. My background, with a significant focus on managing complex development projects from conception to completion, aligns perfectly with the responsibilities and challenges faced by the Planning Commission.

My career has consistently demonstrated success in navigating all phases of the real estate development lifecycle, including managing ground-up developments. I have a strong foundation in project feasibility, site assessment, and understanding the intricate balance between development, community needs, and environmental considerations. My proven ability to coordinate project design teams and contractors, coupled with my experience in assembling and overseeing diverse project teams, would allow me to contribute effectively to the Commission's discussions and decisions.

Furthermore, I possess a comprehensive understanding of the real estate development process, including securing entitlements and permits, managing the design phase, and navigating regulatory landscapes. My expertise in developing and managing project budgets and schedules, negotiating contracts, and executing project milestones has consistently delivered results. I am adept at engaging with government officials and community leaders, advocating for projects during entitlement and permitting negotiations, and driving efficiencies – skills that I believe are directly applicable to the Commission's work in guiding sustainable growth and development in Jackson. My experience across diverse markets has honed my adaptability to varying regulatory landscapes and stakeholder needs, which would be a valuable asset in the unique environment of Jackson.

I am particularly drawn to this opportunity because of my deep commitment to the Jackson community. I am a self-directed professional who thrives in dynamic settings and is ready to proactively prioritize multiple tasks, work independently, and engage with diverse perspectives to advance the town's planning goals.

Thank you for considering my application. My resume, attached for your review, provides further detail on my qualifications and accomplishments. I am eager to learn more about this exciting opportunity and discuss how my skills and passion can contribute to the important work of the Planning Commission.

Sincerely,

Michael Soh

Michael Soh

 	An accomplished leader with over 11 years of experience in real estate development and construction, I've successfully delivered a diverse range of projects from under \$100K to over \$300MM. My expertise spans residential, affordable/workforce housing, commercial, and education sectors, encompassing ground-up development, redevelopment, mixed-use, value-add, and capital improvements. I excel in leading all phases of the development and construction lifecycle. This includes feasibility and site planning, land use zoning, due diligence, financial modeling, design team selection, entitlements, permitting, contract negotiation, investor and lender relations, budget and schedule control, value engineering, and comprehensive construction oversight. I bring a proven track record across multiple asset classes and major markets, including New York City, Boston, San Diego, the San Francisco Bay Area, Orlando, Atlanta, Denver, and Arizona.
Key Skills (Out of 10) Strategic Planning Design/Entitlements Stakeholder Management Key Decision Making People Management	Head of Construction & Development July 2023 – Current Grow Schools National Commercial Real Estate Owner & Developer Portland, OR - Drove the design team through SD, DD, and CDs, and permitting, achieving on-time delivery of critical milestones and successfully securing all necessary approvals. - Developed and executed the RFP process for architect and contractor selection, negotiating contracts that resulted in significant cost savings and maximized value for the owner. - Orchestrated the complete design and development cycle for a new school learning space, delivering the project on time and within budget, exceeding stakeholder expectations. Senior Associate, Development Aug. 2021 – Jun. 2023 CIM Group National Real Estate Developer New York, NY & Boston, MA - Negotiated +75 contracts and agreements with subcontractors and consultants, overseeing comprehensive processes from preconstruction and budgeting to bid solicitation, leveling, and contract finalization. - Directed a 25+ member team of consultants, engineers, and architects, resolving complex construction issues to accelerate project schedules and implementing value engineering initiatives that reduced the budget by \$4M. - Evaluated construction loans ranging from \$100M-\$200M for debt service platforms, conducting thorough reviews of entitlements, permits, design progress, project documentation, budgets, and associated risks.
Technical Proficiencies Excel/Word/Outlook/Asana Bluebeam/Procore Design Drawing Review Contracts for AEC Yardi/Entrata/NetSuite	Vice President, Development Sept. 2019 – Aug. 2021 Kuafu Properties Boutique Real Estate Developer New York, NY - Led a team of 20+ architects, engineers, and consultants, guiding them through design, budgeting, value engineering, entitlements, and permitting processes. - Directed a general contractor team of 15+ individuals, achieving a \$500K reduction in construction change order costs and \$2M in material procurement savings through strategic decision-making. Project Manager, Capital Improvements and Renovations Feb. 2017 – Sept. 2019 Fairstead National Affordable Housing Developer & Property Owner New York, NY - Managed \$42M in capital improvement projects on mixed-use properties, delivering significant value-add, cost savings, and increased ROI through a focus on energy efficiency. - Secured funding for 15+ capital improvement projects by authoring detailed requests to investment partners for initiatives such as apartment renovations, microgrid installations, cogeneration systems, and energy/building system upgrades.
Education University of Southern California Graduation: 2014 B.S. in Civil/Architectural Engineering	Project Manager, Construction May 2014 – Feb. 2017 Lendlease Leading Multinational General Contractor New York, NY - Mitigated critical construction challenges involving superstructure, window wall, and MEP/fire sprinkler systems, from initial construction phases through punch list completion and project close-out. - Directed a comprehensive punch list program, ensuring the timely and under-budget delivery of 145 luxury condominiums, valued between \$2.7M and \$47M, achieving 100% on-schedule completion.
Continuing Education New York University 2017 Real Estate Development, Finance & Investment Harvard Business School Online 2017 Analytics, Economics & Accounting	

Michael Soh

Key Projects



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(917) 509-4416

Grow Schools | Construction & Development Project Manager (2023 – Current)

DuBois Integrity Academy

- **Phase Involved:** Planning, Design, Budgeting, Permitting, Entitlements, Pre-Construction
- **Location:** Riverdale, GA
- **Property Type:** Ground Up, New Development
- **Property Size:** 20,000 SF
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress, Competitive Bidding GC Process.



Kidinnu Academy

- **Phase Involved:** Planning, Design, Budgeting
- **Location:** El Cajon, CA
- **Property Type:** Ground Up, New Development
- **Property Size:** 15,000 SF Existing, 3,500 SF New Construction
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress.



Desert Star Academy – Middle School Gym Expansion

- **Phase Involved:** Planning, Design, Budgeting, Permitting, Entitlements, Construction, Punch List, Project Close Out
- **Location:** Fort Mohave, AZ
- **Property Type:** Ground Up New Development
- **Property Size:** 13,000 SF
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress, Oversight of the Construction Process, Punch List, and Turnover



Desert Star Academy – High School Expansion

- **Phase Involved:** Planning, Design, Budgeting
- **Location:** Fort Mohave, AZ
- **Property Type:** Ground Up New Development
- **Property Size:** 15,000 SF
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress.

Elite Public Schools

- **Phase Involved:** Planning, Design, Budgeting, Permitting, Entitlements
- **Location:** Vallejo, CA
- **Property Type:** Existing Building, Major Tentative Improvement (TI)
- **Property Size:** 20,000 SF
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress, Navigating the CEQA and City Council Process.



Language & Literacy for Learning (LLAL)

- **Phase Involved:** Planning, Design, Budgeting, Construction, Punch List, Project Close Out
- **Location:** Winter Haven, FL
- **Property Type:** Existing Building, Major Tentative Improvement (TI)
- **Property Size:** 19,500 SF
- **Responsibilities:** Project Feasibility and Planning, Entitlements/Permitting, Selection and Oversight of Design Team Progress, Oversight of the Construction Process, Punch List, and Turnover



School of Arts and Enterprise (SAE)

- **Phase Involved:** Planning, Design, Budgeting, Construction, Punch List, Project Close Out
- **Location:** Pomona, CA
- **Property Type:** Existing Building, Minor Tentative Improvement (TI) and Vapor Mitigation
- **Property Size:** 25,000 SF
- **Responsibilities:**



Amethod Public Schools

- **Phase Involved:** Construction, Punch List, Project Close Out
- **Location:** Richmond, CA
- **Property Type:** Existing Building, Roofing
- **Property Size:** 30,000 SF
- **Responsibilities:** Roof Repairs, RFP for Roofing Contractor



STARS Academy

- **Phase Involved:** Construction, Punch List, Project Close Out
- **Location:** Vass, NC
- **Property Type:** Ground Up, New Development
- **Property Size:** 15,000 SF
- **Responsibilities:** Oversight/Review of School Lead Construction Process.



Prescott Valley Charter School

- **Phase Involved:** Construction, Punch List, Project Close Out
- **Location:** Prescott Valley, AZ
- **Property Type:** Existing Building, Minor Tentative Improvement (TI)
- **Property Size:** 20,000 SF
- **Responsibilities:** Oversight of TI Projects Under Construction, Punch List, and Turnover



60 Kilbarnock Street

- **Phase Involved:** Pre-Development, Pre-Construction, Construction, 30% Complete
- **Location:** 60 Kilbarnock St, Boston, MA
- **Property Type:** Ground Up New Development
- **Property Size:** 300k GSF, 365 Rental Units, 8 Stories
- **Responsibilities:** Consultant and Contract/Subcontract Buyouts, Neighborhood Agreement Agreements, Easement Negotiations, CMA/GMP Finalization, Construction Progress Monitoring and Oversight



Motor Mart Garage Redevelopment

- **Phase Involved:** Pre-Development/Entitlements, Pre-Construction, 15% Complete
- **Location:** 201 Stuart Street, Boston, MA
- **Property Type:** Existing Garage Redevelopment
- **Property Size:** 400k GSF, 150 Condos, 40k SF Ground Floor Retail, 26 Stories
- **Responsibilities:** Phasing and Project Planning, Existing Tenant Lease Termination/Relocation Negotiation, Entitlements/Permitting, Oversight of Design Team Progress.



One Time Square (Construction Loan Only)

- **Phase Involved:** Construction Loan Due Diligence, Ongoing Loan Monitoring for CIM Debt Origination Team
- **Location:** 1 Times Sq, New York, NY
- **Property Type:** Existing Building/Redevelopment
- **Property Size:** 150k GSF
- **Responsibilities:** Review overall budget and construction/permitting documents, site visits to review condition of the project, review schedule and construction plan, contracts and CMA/GMP and assess risk for loan origination team



The BEAT (Construction Loan Only)

- **Phase Involved:** Construction Loan Due Diligence, Ongoing Loan Monitoring for CIM Debt Origination Team
- **Location:** 135 William T Morrissey Blvd, Boston, MA
- **Property Type:** Existing Building/Redevelopment
- **Property Size:** 695k GSF, 16.5 Acre Lot,
- **Responsibilities:** Review overall budget and construction/permitting documents, site visits to review condition of the project, review schedule and construction plan, contracts and CMA/GMP and assess risk for loan origination team



RKO Keith Theater Redevelopment

- **Phase Involved:** Pre-Development, Early Design Development, Contractor/Consultant RFP & Selection, Demolition, 15% Complete
- **Location:** 135-35 Northern Blvd, Queens, NY
- **Property Type:** New Building, Ground Up Development, Interior Landmark, Mixed-Use, Condo/Hotel/Retail
- **Property Size:** 180 Condos, 90 Hotel Keys, 390,000 SF, 16 Stories
- **Responsibilities:** Pre-Development, Selecting Design Team, Oversaw General Contractor Performing Demolition, Landmark Preservation, Design Development Progress including Architectural, MEP & Structural, value engineering and Permit Approval Process.



Bloom on 45th Street

- **Phase Involved:** Construction, Trade & Material Buy-Out, Owner Punch List, Project Close Out, 100% Complete
- **Location:** 500 W. 45th Street, New York, NY
- **Property Type:** New Building, Ground-Up Development
- **Property Size:** 92 Condos, Retail, 145,000 SF, 8 Stories
- **Responsibilities:** Oversaw construction manager and engineering consultants, trade-buyouts, cost controls and change orders, punch list and final completion and turnover of condos and retail spaces.



Savoy Park Apartments

- **Phase Involved:** Capital Improvement, Contractor Selection and Construction, Budget Management, 95% Complete
- **Location:** 45 W 139th St, New York, NY
- **Property Type:** Existing Residential, Rent Stabilized
- **Property Size:** Seven Buildings, 17-stories, 1,810 Apartments, 1,200,000 SF
- **Responsibilities:** Planned, managed, and executed \$30M capital improvement budget including apartment renovations, amenity and common area upgrades, energy efficiency, mechanical system upgrades and cogeneration implementation.



The Chocolate Factory

- **Phase Involved:** Project Planning, Pre-Construction, Budgeting, RFP Creation, 10% Complete
- **Location:** 275 Park Ave., Brooklyn, NY
- **Property Type:** Existing Residential, Rent Stabilized
- **Property Size:** Single Building, 123 Apartments
- **Responsibilities:** Planned, managed, and executed capital improvement budget including apartment renovations, HVAC upgrades, amenity and common area upgrades.



Dunbar Manor Apartments

- **Phase Involved:** Capital Improvement, Contractor Selection and Construction, Budget Management, approx. 70% Complete
- **Location:** 226 W 150th St, New York, NY
- **Property Type:** Existing Residential/Commercial, Landmarked
- **Property Size:** Six Buildings, 550 Apartments, 420,000 SF Residential, 10,000 SF Commercial
- **Responsibilities:** Planned, managed, and executed \$12M budget including apartment renovations, retail demolition and white boxing, management office construction, façade repairs, and solar panel planning.



Harlem Housing Apartments

- **Phase Involved:** Project Planning, Pre-Construction, Budgeting, RFP Creation, 20% Complete
- **Location:** 560 Lenox Ave, New York, NY
- **Property Type:** Existing Residential, Project Based Section 8
- **Property Size:** Two Buildings, 210 Apartments, 30,000 SF
- **Responsibilities:** Preconstruction and cost planning for full rehabilitation of an existing section 8 building including apartment retrofit, renovating units for Uniform Federal Accessibility Standards (UFAS) compliance, low voltage/access control, and façade repairs.



1145 Park Ave Townhouse

- **Phase Involved:** Project Planning, Budgeting, Contractor/Consultant Selection, Construction, approx. 50% complete
- **Location:** 1145 Park Ave, New York, NY
- **Property Type:** Existing Single Family Residential, Landmarked
- **Property Size:** Single Building, 4,200 SF
- **Responsibilities:** Full gut renovation of an existing townhouse including upgrades to electrical, plumbing, HVAC, security/access control and elevators. Selected the design/construction team including architect, interior designer, engineers, and contractor with the goal of building a townhouse to the highest quality of craftsmanship.



Lendlease I Project Manager, Construction (2014 – 2017)

56 Leonard Street

- **Phase Involved:** Early Construction, Interior Build-Out, Punch List, Unit Turn Over, approx. 90% complete
- **Location:** 56 Leonard Street, New York, NY
- **Property Type:** New Building, Ground Up Development
- **Property Size:** 60-Story, 821' tall, 145 Condos, 352,000 SF
- **Responsibilities:** Solved construction and coordination challenges relating to concrete superstructure, window wall, MEP, HVAC, and finish interiors. Lead the punch list team to complete and turnover apartments with a high level of quality and to a high degree of owner satisfaction.

