

Jay Lee

T-2: Implement the VTA Visionary Transit Network

Project Manager, City of Milpitas, SMART Fleet Conversion and Expanded Service

Highly experienced and motivated local government community development leader with exceptional communication, project management, critical thinking, technological, and interpersonal skills. Key accomplishments include managing award-winning planning projects and securing \$3.3 million in grant funds.

EXPERIENCE

City of Milpitas Planning Department (3/20 – Present)

Planning Director (6/2023 – Present)

Principal Planner (3/2020 – 6/2023)

- **Projects:** General Plan Update, Housing Element Update, Housing Opportunity Districts, Metro Specific Plan, Gateway/Main St. Specific Plan, Comprehensive Zoning Ordinance Update, Objective Design Standards, Development Handbook and ADU Toolkit, VMT Policy, Milpitas OnDemand Micro-Transit Program, Shared Micro-Mobility Program, No-Smoking Ordinance, and Retail Tobacco Ordinance
- **Duties:** Led and managed the Planning Department (10.5 FTE staff), including hiring and supervising staff (assigning tasks, training, and evaluating performance); led the City's current and long-range planning efforts (including two award-winning projects); served as Zoning Administrator and staff liaison to PC; establish department goals, work plans, performance measures, policies, budget, and processes; provide policy recommendations to decision-makers; implement development review policies and processes and permitting software; secure \$2.8m in grant funds; manage consultants; facilitate interdepartmental collaboration for City master plans; serve as liaison to intergovernmental agencies

City of Sunnyvale Community Development Department, Senior Planner (4/19 – 3/20)

- **Projects:** El Camino Real Specific Plan, Sunnyvale Downtown Specific Plan, and Major Development Projects
- **Duties:** led and managed long-range planning projects; supervised staff in processing planning permits and completing long-range planning projects; led advisory committees and served as liaison to citizen and intergovernmental committees; facilitated the CEQA process; managed grant funds and consultants; provided policy recommendations to decision-makers; processed major planning permits; graduated from leadership academy

EDUCATION

M.A. in Urban Planning with a concentration in Sustainable Land Use, University of Southern California Los Angeles, CA

B.A. in Urban Studies, University of California, Berkeley Berkeley, CA