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CF 312561

City of Seattle
Notice of Appointment

Name: *Grace Cho*		☒ **Executive Appointment** ☐ **Reappointment** ☐ **Legislative Appointment** ☐ **Agency Appointment** ☐ **PDA Council** ☐ **PDA Constituency**
Residential Neighborhood: *Ballard*	**Zip Code:** *98107*	**Contact Phone No.:** *n/a*
Appointed to: *Planning Commission*		**Date of Appointment:** *September 1, 2012*
Authority (Ord., Res.): *Ordinance 121568*		**Term of Office** **From:** *Confirmation* **To:** *9/1/2013*

FILED
CITY OF SEATTLE
2012 SEP -4 PM 3:48
CITY CLERK

Background:

Grace Cho's interest in community development and transportation is what brought her into the profession of urban planning. As an advocate for youth recreational programs and later a transportation planning consultant in her hometown of Anchorage, Alaska she decided to move to Seattle to pursue a Master of Urban Planning degree at the University of Washington to gather the necessary skillsets to become a professional practicing planner. Once she arrived to Seattle, she knew it was her home and elected to focus on land use and transportation planning to connect her interests in transportation and community development and build thriving communities with many viable transportation options.

Since finishing her degree, Grace has worked in regional planning in the San Francisco Bay Area and in the central Puget Sound focusing her work around the intersection of land use and transportation planning. In her role at the Puget Sound Regional Council, she worked on the team to implement the Growing Transit Communities Partnership which is centered on creating vibrant and equitable transit-oriented communities across the central Puget Sound.

Grace holds a Bachelor of Arts in History and Environmental Studies from Bowdoin College. When she is not thinking about how to create vibrant communities in Seattle, she is most likely found running on the Burke-Gilman trail, hiking in the Olympics, or making home cooked meals for friends.

Authorizing Signature:	**Name and Title of Officer Making Appointment:** *Mayor Mike McGinn*

Revised 3/11

Grace Cho

STATEMENT OF QUALIFICATIONS

- Professional experience in local and regional land use and transportation planning. Familiar with Seattle planning efforts and policies.
- Ability to orchestrate public outreach and conduct local engagement in diverse communities.
- Capable of coordinating agencies, building partnerships, and working effectively with advisory committees.
- Proficient with collecting, managing and analyzing quantitative and qualitative data.
- Adept with producing and assessing planning studies and environmental reviews.
- Strong organizational and analytical thinking skills. Excellent written and verbal communication skills.
- Ability to multitask, work independently, prioritize workloads, and adapt to changing demands in the work environment to complete projects on schedule.

EDUCATION

University of Washington, Masters of Urban Planning in transportation and land use planning. June 2009
Rijksuniversiteit Groningen, Exchange program in urban planning. Groningen, the Netherlands Sept.-Nov. 2008
Bowdoin College, B.A. in Environmental Studies & History. Cum Laude in History. May 2005

Relevant Coursework
Land Use and Transportation Policy – University of Washington Daniel J. Evans School of Public Affairs, 2009
Community Economic Development – University of Washington Daniel J. Evans School of Public Affairs, 2009
Geospatial Analysis – University of Washington College of Built Environments, 2008
Quantitative Planning Methods – University of Washington College of Built Environments, 2007

RELEVANT EXPERIENCE

Assistant Planner, Puget Sound Regional Council, Seattle, WA Jun. 2011-Present

- Developing strategies and policy recommendations to create equitable communities surrounding the region's existing and future light rail transit system. Tasks include producing an existing conditions report of 74 transit communities of interest throughout the region and developing a transit community typology to classify transit communities by similar characteristics in order to frame overarching recommendations and strategies.
- Other task work includes geospatial analysis of land use, transportation, and demographic data, orchestrating targeted outreach to specific stakeholder groups, including corporations and small businesses, and developing communications materials.
- Providing support to other planning related activities, including meeting facilitation, monitoring and managing consultant contracts, and general administrative support to task forces and committees, as needed.

Assistant Transportation Planner, Metropolitan Transportation Commission, Oakland, CA Jun. 2010-2011

- Worked collaboratively to develop a sustainable communities strategy as part of the regional transportation plan for the Bay Area metropolitan region. Assignments includes writing policy memos which analyze technical, financial, and political feasibility of regional land use and transportation strategies, managing the regional call for projects and project database as part of the regional transportation plan update, developing an urban simulation and visualization tool, and organizing multiple outreach efforts including engagement with elected officials, planning staff, and the public.
- Performed responsibilities related to transportation air quality conformity. Task work entails acting as staff liaison to the Air Quality Conformity Task Force, preparing agendas, meeting packets, and recording meeting minutes. Additional duties include assisting project sponsors through the interagency consultation process for project level conformity, and preparing regional transportation conformity analysis report.
- Providing support to other planning related activities as necessary, such as conducting research and proposing a regional electric vehicle deployment strategy, managing county planning grants, negotiating contract agreements, managing task orders, and preparing contract amendments.

Neighborhood Planning Intern, Seattle Department of Planning and Development, Seattle, WA Feb.-May 2009

- Worked in an interdepartmental team to develop and execute an outreach program for the neighborhood plan updates in Southeast Seattle. Outreach tasks included analyzing neighborhood data to prepare background materials, developing presentations for community workshops, and facilitating discussions at meetings.
- Additional tasks included summarizing and synthesizing public comments, researching potential policy solutions, conducting fieldwork, data collection and analysis on density thresholds.

Transportation Planning Intern, Seattle Department of Transportation, Seattle, WA May-Aug. 2008

- Administered Seattle's transportation demand management (TDM) program as part of the City's climate action campaign. Provided technical assistance, processed applications, and developed administrative protocol for TDM programs. Also evaluated and updated program policies.
- Conducted research to identify neighborhood needs and concerns related to transportation. Synthesized related land use and transportation policies to develop an outreach/resource tool, which communicates policy and planning information in a manner more accessible to the public.
- Assisted with developing and managing a database to record public comments for the pedestrian master plan. Reviewed questionnaires and surveys to identify themes. Acted as a liaison for SDOT at outreach events related to the pedestrian master plan.

Transportation Planning Intern/Project Assist., CH2M HILL, Anchorage, AK/Bellevue, WA Jan. 2007-May 2008

- Assisted with the preparation of specialized transportation planning studies and environmental documents in accordance with the National Environmental Policy Act (NEPA). Tasks included recording and managing all agency communication, collecting land use and planning-related data, assessing the existing conditions of the impacted area, performing site reconnaissance, developing alternative scenarios, and generating various visual aids, including maps in ArcGIS, traffic channelization, and congestion diagrams.
- Other specific tasks included analyzing and synthesizing traffic data and traffic safety statistics to incorporate into corridor studies and transportation reports.
- Representative Projects: 1) Assisted with a transit speed and reliability study for potential bus rapid transit routes for SDOT. 2) Delivered an environmental assessment for an Intermodal Bus/Parking Facility for the Alaska Native Tribal Health Consortium under an expedited schedule.

Economic Development Intern, Institute of Social & Economic Research, Anchorage, AK Sept.-Dec. 2006

- Volunteered to draft an economic feasibility study for a community-based arts and cultural facility located in an ethnically and socioeconomically diverse neighborhood in Anchorage.
- Tasks included creating cost estimates, assessing sustainable funding strategies, conducting a market analysis and gathering support from various community and government agencies.

VOLUNTEERING & LEADERSHIP

Transportation Choices Coalition, Seattle, WA Feb. 2010-Jun. 2010, April 2012-Present

- Assisting with transit advocacy educational campaigns, including a targeted initiative to build capacity and encourage civic engagement in unrepresented communities in Southeast Seattle around transit.

University of Washington Planning Students Association, Seattle, WA Sept. 2007-Jun. 2009

- Represented the interests of students in departmental affairs and programmed academic activities.

Bowdoin College Alumni Interviewing Program (BASIC), Anchorage, AK and Seattle, WA June 2005-2008

- A volunteer alumni network representing the admissions office of the college by interviewing and assessing applicant's potential for admission. Acted as Alaska region chair (2006-2007).

AWARDS

American Institute of Certified Planners Student Project Award for Applied Research, April 2009

- An annual award recognizing an outstanding student project contributing to advances in the field of planning. Award was received for a planning report titled "Planning for a Successful Process: Updating Seattle's Neighborhood Plans."

University of Washington Urban Design and Planning (UDP) Scholarship, Seattle, WA May 2008

- Recipient of the UDP scholarship given in recognition of academic excellence and financial need.

Bowdoin College Rusack Fellow, Brunswick, ME Jun. 2003-Sept. 2003

- Annual award given to six students to engage in summer long research related to coastal issues.
- Research project assessed the urbanization of coastal communities in Maine.

PROFESSIONAL MEMBERSHIPS

American Planning Association, Puget Sound Chapter & Northern California Chapter, Sept. 2007-present

Seattle Planning Commission

August, 2012

Fifteen members plus *One* Get Engaged Member that Per *SMC 3.64 and City Planning Commission,* all subject to City Council confirmation, *3*-year terms, Get Engaged Member serves a 1-year term

- *7* — Appointed by City Council
- *7 + 1 Get Engaged member* — Appointed by Mayor
- *1* — Appointed by Seattle Planning Commission

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
5	F	1	Leslie Miller	4/10	4/13	2	Chair	Council
5	F	2	Amalia Leighton	4/10	4/13	1+	Member	Mayor
6	M	3	Chris Persons	4/10	4/13	2	Member	Council
5	F	4	Jeanne Krikawa	4/10	4/13	1	Member	Mayor
5	F	5	Kadie Bell Sata	4/12	4/13	1	Member	Council
6	M	6	Mark S. Johnson	4/11	4/14	2	Member	Mayor
1	M	7	Morgan Shook	4/12	4/14	1	Member	Council
5	F	8	Colie Hough Beck	4/11	4/14	2	Member	Mayor
5	M	9	Kevin McDonald	4/11	4/14	2+	Member	Council
6	M	10	Josh Brower	4/11	4/14	2	Member	Mayor
5	M	11	Bradley Khouri	4/12	4/15	1+	Member	Council
5	M	12	***Luis Borerro***	5/12	***4/15***	1	Member	Mayor
6	M	13	David Cutler	4/12	4/15	2	Vice Chair	Council
5	F	14	Catherine Benotto	4/12	4/15	2	Member	Mayor
6	M	15	Matt Roewe	4/12	4/15	2	Member	Planning Commission
2	**F**	**16**	**Grace Cho**	**9/12**	**9/13**	**1**	**Get Engaged Member**	**Mayor**

***Diversity**

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	3	5		1			1		6	2
Council	5	2		2	1				4	2
Other Bodies	1									1
Total	*9*	*7*		*3*	*4*				*10*	*4*

***Other includes diversity in any of the following: race, gender, sexual orientation and/or ability*