

ELAINE YANG

Quick-Look

- Deeply invested civic innovation practitioner.
- Highly collaborative urban planner and community advocate with extensive experience in US and abroad.
- Analytical and detail-oriented, with thorough knowledge of urban planning and outreach methodologies associated with city and wireless projects.
- Thrive on working closely with developers, architects, property owners, regulators, lawyers, and community members.
- Exceptional interpersonal, communications, and team building skills.

Core Competencies

- Cross-functional Team Collaboration
- Public Outreach & Facilitation
- Strategic Urban & Community Planning
- Stakeholder Relationship Management
- Architectural Plan Review
- Planning & Zoning Law
- Environmental Impact Assessments

Technical Skills

Bluebeam, InDesign, OpenGov, EnerGov, GIS

Education

M.A. | University of California, Irvine
September 2011–June 2013

Master's Degree in Urban and Regional Planning

B.A. | University of California, Irvine
September 2004–June 2007

Bachelor's Degree in Environmental Analysis and Design with a Minor in Biology

IDEO University | Course: Insights to Innovation

Outreach

Outreach Counselor | Southern California Christian Students
September 2009–September 2011

- Counseled students in the development of initiatives that fostered collaboration and personal development
- Led community outreach projects.

Program Trainee | Full Time Training in Anaheim
August 2007–July 2009

- Studied outreach and community-building.
- Developed outreach and mentoring activities
- Worked in Brazil and Western Europe to foster community partnerships.

Planning Experience

Associate Planner | City of Manhattan Beach
November 2021–Present

- Acting planning manager (2+ weeks)
- Prepares projects for review by Planning Commission and City Council, including Use Permit, Mills Act Contract, Historic Landmark Designation, and Professional Services Agreement.
- Helps with selection of environmental consultant and preparation of associated contract.
- Manages the planning counter, plan checks, discretionary permit applications.
- Developed "live document" for staff to share procedure and Code interpretation updates.
- Creates content for Planning Division web pages (Senate Bill 9, Housing Element, etc.).
- Part of interdepartmental team that develops programs that foster connection and well-being.

Associate Planner | City of Laguna Beach
January 2018–October 2021

- Created flowcharts, worksheets, and visual presentations that translate complex regulations and procedures into succinct, understandable terms for colleagues and the public.
- Studied and developed methods for addressing customer and staff needs.
- Managed complex development applications through the planning process, including those with challenging environmental conditions, neighbor opposition, property history, and development regulations.
- Led weekly Development Management Team meeting that gathered applicants with key staff reviewers to provide project feedback prior to submittal.
- Presented 77 projects to the Design Review Board and City Council public hearings.
- Reviewed over 230 zoning plan checks, 281 building plan checks, 11 variances, 8 CDPs, 9 Sign Permits, and 5 Temporary Use Permits.

Assistant Planner | City of Claremont
January 2016–December 2017

- Led Housing Element update and managed associated environmental consultants.
- Presented projects to Planning Commission and City Council, and obtained their approvals.
- Managed projects for design review, conditional uses, minor exceptions, voluntary mergers, General Plan and Code Amendments, special uses and developments, special events, and business and home occupation permits.

Contract Planner | City of Placentia via Lilley Planning
July 2016–December 2016

- Reviewed building and zoning applications for commercial and residential developments.
- Liaised with the public at the public planning counter.

Assistant Planner | City of Irvine via Kapstone Planning
July 2015–May 2016

- Evaluated 150+ plans for commercial, residential, and roadway development projects.

Zoning Manager | Core Development Services
June 2014–July 2015

- Led entitlement process for 90+ telecommunication facilities projects in 30+ Southern California jurisdictions while maintaining a caseload of 50 to 75 active projects.
- Coordinated daily with clients, local agencies, engineers, architects and attorneys to address design and legal challenges, and address project needs to advance projects in the entitlement process within tight time frames.
- Presented and negotiated wireless projects at discretionary hearings.

School Facilities Planner | Santa Ana Unified School District
August 2013–May 2014

- Used enrollment projections, program needs, availability of facilities, and campus layouts to develop a space management plan for 62 schools, and updated Facilities Master Plan.

Environmental Analyst | First Carbon Solutions
April 2006–July 2007

- Prepared Environmental Impact Report sections and other California Environmental Quality Act documents for 13+ roadway, airport, residential and commercial development projects in Central and Southern California; assisted Phase 1 Environmental Assessments; and conducted pre-project site surveys.

Contact

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