GLADYS HICKS
ZONING CONSULTANT
7710 MERRICK LANE
LANDOVER, MARYLAND 20785
Telephone Number (301) 350 – 4962
Facsimile Number (301) 350 - 7998

Rec'd.
5.1.01

## EXPERIENCE

**1999 to Pesent**

**SELF EMPLOYED**
**LANDOVER , MARYLAND**

**ZONING CONSULTANT**

**Prepare zoning analysis for architects, engineers, developers and homeowners for proposed additions, new construction , alteration and repair projects in the District of Columbia.. Present cases before the Board of Zoning Adjustment for variances and special exceptions. Prepare documents for direct filing before the zoning adjustment. Provide expert testimony for zoning cases pertaining to the D.C. Zoning Regulations**

**1999 to 1998**

**D.C. CITY GOVERNMENT**
**WASHINGTON, D.C..**

**DEPUTY ZONING ADMINISTRATOR**

**Continued to perform the same duties as in 1988 to 1994 and in addition Performed higher level work at the Zoning Administrator level such as Transfer of Development Right Covenant review, tax Exempt Industrial Revenue Bond Project review for the Office Economic Development, etc.**

BZA
Case No. 16701
Exhibit No. 33

Board of Zoning Adjustment
District of Columbia
CASE NO.16701
EXHIBIT NO.33

1998
to
1994

D.C. CITY GOVERNMENT
WASHINGTON, D.C.

ACTING ZONING ADMINISTRATOR

Directed Zoning Division with wide latitude and exercised independent Judgement in interpreting and initiating actions to enforce the D.C. Zoning Regulations, Acts of Congress, the D.C. Zoning Regulations and Amendments, precedent determinations of building codes, housing codes , Board of Zoning Adjustment and D.C. Zoning Commission cases . Developed budget information. Advised developers, Architects Engineers, attorneys, and property owners during the Preliminary design phase to the final construction stage of projects. Prepared zoning correspondence. Daily reviewed the overall operation of the Zoning Division. Sat on Board of Zoning Adjustment Appeal cases regarding the appeal of the Zoning Administrators opinion. Participated in Office of Adjudication public hearing cases.

1994
to
1988

D.C. CITY GOVERNMENT
WASHINGTON, D.C.

DEPUTY ZONING ADMINISTRATOR

Assisted the Zoning Administrator in running the Zoning Division Office and three divisions under the control of the Zoning Administrators Office which consisted of the Certificate of Occupancy Branch, the Zoning Inspection Branch and the Zoning Review Branch. Performed personnel evaluations for staff. I n the absence of the Zoning Administrator had delegated authority Of the Zoning Administrator. Appeared at D.C. City Council Subcommittee Hearings for the Department of Consumer and Regulatory Affairs. Held meetings with contractors, developers, Architects, attorneys and citizens on complex zoning issues. Prepared weekly and monthly reports and zoning correspondence.

1988
to
1982

D.C. CITY GOVERNMENT
WASHINGTON, D.C.

ZONING ENGINEER

Reviewed architectural plans for single family dwellings, Multiple dwellings, commercial structures ( retail and office) to Ensure compliance with the D.C. Zoning Regulations ( floor Area ratio, lot occupancy, rear and side yard setbacks, height, minimum Lot width and lot area, off street parking and loading facilities, And landscaping requirements). Approved and disapproved building Permit applications and Certificates of Occupancy.

1980
to
1978

D.C. CITY GOVERNMENT
WASHINGTON, D.C.

URBAN INTERN

Attended public hearings, community meetings and Council of Government hearings. Worked at the D.C. Office of Planning in the Zoning Services Section. Was responsible for collecting data and land use planning information for planning

1978
to
1973

E.I. DuPONT
WILMINGTON, DE.

SPECIALIST/ ARCHITECTURAL ENGINEER

Designed office buildings, warehouses and manufacturing Facilities for various sites throughout the United States and Overseas. Wrote Scopes Of Work for construction projects

1973
to
1972

U.S. HOUSING AND URBAN DEVELOPMENT
KNOXVILLE, TENNESSEE

ACHITECT / URBAN INTERN

Reviewed architectural plans for multifamily housing projects. Notified housing authorities and developers through writing of FHA Project approval to advertise for construction bids. Collected construction punch lists. Kept files for audits.

Gladys Hicks

# EDUCATION

**B.S.A.E., Bachelor of Science in Architectural Engineering**
**Tennessee State University, June 1972**
**Nashville, Tennessee**
**Major : Architectural Engineering**
**Minor : Civil Engineering**

**M.C.P, Master of City Planning Degree, May 1980**
**Howard University**
**Washington, D.C.**
**Major, City Planning**

# CONTINUING EDUCATION COURSES

INTRODUCTION TO THE PERSONAL COMPUTER – P.G. COMMUNITY COLLEGE

WINDOWS 98 SECOND EDITION – P.G. COMMUNITY COLLEGE

MICROSOFT/WINDOWS SHORTCUTS – PRYOR SEMINAR

WINDOWS/NET EXPLORER – P.G. SPORTS COMPLEX

WEBPAGE DESIGN – P.G. SPORTS COMPLEX

WORD/ EXCEL 2000 PART 1 – P.G. SPORTS COMPLEX

WORD/ EXCEL 2000 PART 2 – P.G. SPORTS COMPLEX

WORD/ EXCEL 2000 PART 3 -- P.G. SPORTS COMPLEX

MS OUTLOOK E-MAIL/ CALENDAR -- P.G. SPORTS COMPLEX

HOW TO HANDLE DIFFICULT PEOPLE – CAREER TRACK SEMINAR

ASSERTIVE COMMUNICATION SKILLS FOR WOMEN – CAREER TRACK SEMINAR

HOW TO SPEAK WITH CONFIDENCE AND CLARITY – PRYOR SEMINAR

HOW TO START A BUSINESS – SMALL BUSINESS ADMINISTRATION

STARTING A BUSINESS, WHAT NOW? – P.G. COMMUNITY COLLEGE

STARTING A HOME BASED BUSINESS – P.G. COMMUNITY COLLEGE

SELLING TO THE GOVERNMENT-- P.G. COMMUNITY COLLEGE

CONTRACTING WITH THE D.C. GOVERNMENT – D.C. WOMEN'S BUSINESS CENTER

CONTRACTING WITH THE FEDERAL GOVERNMENT- SMALL BUSINESS ADMINISTRATION

ACCOUNTING AND AUDITING PROCEDURES – P.G. COMMUNITY COLLEGE

PROPOSAL WRITING – P.G. COMMUNITY COLLEGE

QUICKBOOKS FOR WINDOWS – P.G. COMMUNITY COLLEGE

ADVANCED QUICKBOOKS – P.G. COMMUNITY COLLEGE