

TARA N. SULLIVAN

PROFESSIONAL EXPERIENCE

Reuben, Junius & Rose, LLP, San Francisco, CA

February 2016 – Present

Attorney

- Work on a variety of land use and real estate matters on behalf of major developers, property owners and lenders; represent clients in all facets of land use, zoning, and environmental law.
- Perform complex due diligence analysis, planning and zoning evaluations, including reviewing title reports, surveys and environmental reports, on properties and development projects.
- Lead and manage projects through the land use process, from inception to final approval hearings, defending projects on appeal, infrastructure-utility reviews, building permit issuance, and construction.
- Represent clients in quasi-judicial hearings and administrative legal challenges, appearing before commissions for development and other approvals.
- Identify and anticipate potential issues such as use, design, and environmental concerns and liaise with outside partners and municipal agencies to refine projects, demonstrate regulatory compliance, and ultimately gain the approvals necessary for project commencement.
- Provide advice on compliance with CEQA requirements, review environmental and technical documents, prepare legally defensible analyses and environmental impact assessment documentation, work on MMRP requirements.
- Negotiate, draft, and review contracts ranging from MOUs, RFPs and other procurement packages; design and construction contracts; easements; complex contracts with public agencies; grant proposals and neighbor/stakeholder agreements.
- Counsel clients on the legal, technical, and procedural aspects at city, state, and federal regulatory agencies and jurisdictions.
- Provide in-depth guidance on various issues including housing/permitting laws, CEQA/NEPA requirements, analysis on the *SOI Standards for the Treatment of Historic Properties*, building code, and coastal regulations.
- Produce and deliver presentations, project status reports, and communicate deliverables to clients and decisionmakers.

Barbary Coast Consulting, San Francisco, CA

August 2014 – January 2015

Director

- Initiated and maintained excellent working relationships with government officials and staff at the Mayor's Office, Board of Supervisors, and city agencies.
- Analyzed client issues, provided advice on regulatory strategies and compliance, worked with city entities, and assisted clients to overcome hurdles and obtain approvals.
- Identified and influenced state and local legislative proposals that would impact client mission(s)/projects and represented the interests of clients during the legislative processes.
- Developed and implemented client communication and marketing programs to engage and build relationships with officials, community organizations, and interested parties.
- Coordinated media relations including development of strategy and press materials, staged press conferences and events, and prepared clients for media presentations.

Dyett & Bhatia Planners, San Francisco, CA

March 2013-August 2014

Senior Associate

- Oversaw comprehensive updates to zoning codes and General/Master Plans for local and regional municipalities throughout the west including Santa Monica, CA, Goleta CA, and Maricopa AZ.
- Drafted planning, zoning, and sign Codes, which included new zoning districts, use controls, parking regulations, development and design standards, sign regulations, coastal, and environmental controls.
- Created and/or updated administrative procedures, including permit, design, and entitlement review, notification and enforcement procedures, and appeal processes.
- Prepared and lead community workshops, interviews, and other meetings with stakeholders.

San Francisco Planning Department, San Francisco, CA

June 2006-March 2013

Senior Planner

August 2011-March 2013

- Managed complex multi-agency office, laboratory, and residential development projects including new vertical construction, redevelopment of industrial land, environmental reviews, and long-range land use expansion plans.
- Served as liaison on an interagency effort to reorganize the City's permitting processes through the creation and implementation of an online project and permitting database program.
- Revised the Department's internal environmental policies and procedures, including researching and reporting on best practices, creating implementation procedures, and training Department staff.
- Presented projects to City Commissions, including making policy recommendations, drafting findings of compliance, preparing motions, and making presentations.
- Assisted the Director's Office on special projects on an as-needed basis.

Legislative Liaison & Policy Analyst

February 2007-August 2011

- Liaison between the Planning Department, Planning and Historic Preservation Commissions, and Mayor's Office, Board of Supervisors, various legislators, city/state officials and agencies.
- Drafted City Charter amendments, Municipal Code ordinances, resolutions, policies, and other legislation related to land use, real estate, and development.
- Prepared and presented policy recommendations on proposed amendments to the municipal code to relevant Commissions and legislative bodies.
- Served as Appeals Coordinator for environmental and entitlement appeals at the Board of Supervisors, including developing responses and strategy and presenting arguments at public hearings.
- Represented the Zoning Administrator at the Board of Appeals, including preparing response briefs, ensuring the correct administrative procedures were followed, and defending decisions.
- Performed complex research and analysis on legislative issues affecting or pertaining to land use and development such as policy initiatives, Code revisions, best practices, and individual projects.
- Coordinated Department responses to media inquiries, policy direction, and legislative activity.
- Conducted public outreach, including organizing community meetings, presenting land use policies and practices to community organizations, and creating documents for the public.
- Created implementing documents and processes for new legislation.

Senior Planner & Preservation Planner

June 2006-February 2007

- Evaluated development applications for conformance with the Planning Code, design guidelines and policies, the *SOI Standards for the Treatment of Historic Properties*, and the *California Environmental Quality Act*.
- Conducted analyses of proposed development projects for historic preservation impacts.
- Prepared entitlement reports, planning studies, historic resource evaluations, and resolutions, and presented projects to City agencies and bodies.

New York City Law Department, New York, NY

June 2005-September 2005

Law Associate, Environmental Division

- Drafted memoranda on the City's requirements under the Clean Air Act, Clean Water Act, and the State Environmental Quality Review Act.
- Prepared motions to dismiss, summary judgment documents, and assisted with consent order compliance.
- Conducted legal research and analyses on various land use matters pertaining to environmental issues.

State of New York, Office of Attorney General, New York, NY

June 2004-September 2004

Law Associate, Telecommunications & Energy Bureau

- Drafted memoranda on state and federal telecommunications and energy issues.
- Researched and investigated issues on payola schemes and energy issues in New York State.

New York City Landmarks Preservation Commission, New York, NY

July 2001-September 2003

Landmark Preservationist

- Reviewed alteration and new construction applications for landmarks and buildings in historic districts.
- Presented development projects to the Landmarks Preservation Commission for review and approval.
- Completed the *Madison Avenue Design Guidelines*, design regulations in four historic districts.
- Conducted on-site inspections for compliance and provided technical assistance to the public.

EDUCATION

Brooklyn Law School, *Juris Doctor*

Columbia University, *Master of Science*, Historic Preservation, *Master of Science*, Urban Planning

Skidmore College, *Bachelor of Arts*, Art History and Philosophy

ACTIVITIES

San Francisco Heritage, *Board Member*, 2013 - 2023

San Francisco Women's Political Committee, *Board Member, Endorsements Chair*, 2011- 2014

San Francisco Chamber of Commerce, *Leadership San Francisco Class of 2011*

AWARDS

Jack Weprin Real Estate Prize, Brooklyn Law School

ALI-ABA Environmental Law Scholarship Award, Brooklyn Law School

W.K. Fellows Prize, Columbia University

UNESCO – US/ICOMOS, International Summer Fellow, Royal Institute of British Architects, London, England

MEMBERSHIP

California State Bar Member