

# Sarah Jencik Joins the Team

Sarah Jencik, Office Associate II, joined Community Development and Code Compliance on March 18, 2013 to work in the Planning Division. She received a B.S. in Urban Studies and Geography from Virginia Commonwealth University. Sarah previously worked in two Richmond based law firms as a Legal Assistant. She also was an Intern with the City of Richmond in their Economic Development and Community Development Department working with other city planners and staff. Sarah is currently obtaining her Notary Public certification in order to better serve our customers and zoning case applicants. She will primarily serve as the Recording Secretary for the Board of Zoning Appeals and the Planning Commission. Sarah will prepare all Legal Public Notices, Adjacent Owner Notifications, and other legal and zoning related documents for the Planning Division.

