

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PLANNING AND ZONING MANAGER IN THE COMMUNITY DEVELOPMENT DEPARTMENT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Planning & Zoning Manager be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Planning & Zoning Manager shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1<sup>st</sup> reading: 10/24/2022

2<sup>nd</sup> reading: 11/14/2022

3<sup>rd</sup> reading:

PASSED: 12/12/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 12/16/2022

APPROVED: 12/13/2022

ATTEST: /s/ Valerie E. Rosmarin  
Clerk of Council

/s/ Gregory J. Zilka  
Mayor

# CITY OF AVON LAKE

## POSITION DESCRIPTION

### Planning & Zoning Manager

Job Title: Planning & Zoning Manager

Department: Community Development

Immediate Supervisor: Community Development Director

Positions Supervised: None

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: Classified

### **JOB RESPONSIBILITIES**

The Planning & Zoning Manager is a professional with advanced planning experience. This position is involved with the City's planning tasks, including those that are larger and more complex. The position requires a high degree of independence and judgment, receiving general supervision from the Community Development Director. The position is responsible for the administration of Avon Lake's Planning Commission, current and long-range planning projects, and is responsible for ensuring that the City's Comprehensive Land Use Plan and other planning documents guide new development in the City. The position is focused on new developments in the City that have a multitude of moving parts, and the position is responsible for keeping Council and the Administration apprised of those developments in a thorough but understandable and accessible way. The position also maintains working knowledge of community development grants and funding opportunities and assists in identifying and applying for these opportunities.

### **QUALIFICATIONS**

Bachelor's Degree or Master's Degree in any of the following: Urban Planning, Public Administration, Civil Engineering, or related field; thorough working knowledge of the State of Ohio basic building codes, City of Avon Lake building codes, zoning and public nuisance codes and ordinances; knowledge of Planning Commission and Board of Zoning Appeals workings; understanding of legal/court process as it relates to code/zoning enforcement.

In addition to higher education requirements, this position requires proficiency in:

- Computers and programming for office use (Excel, Word, etc.)

- Budget preparation – knowledge of governmental budgeting is a plus.
- Safety and OSHA protocols.
- Personnel oversight and staffing.
- Blueprint reading, CAD drawing, and other planning software tools.

All applicants must pass a background screening, and drug test, and possess a valid State of Ohio Driver's License.

Applicant must possess the ability to communicate effectively and diplomatically, both orally and in written form(s); the ability to tailor communication style(s) to meet the audience (including federal, state, and local entities; elected officials; community volunteers; potential developers; City staff; and the general public.)

## **SPECIFIC DUTIES**

The specific duties of the Planning & Zoning Manager have been divided into three areas: 1.) City Planning, 2.) Planning Commission, and 3.) New Development.

### ***CITY PLANNING***

*These duties relate to oversight of the construction, growth, and development of Avon Lake, personally or directing clerical support staff*

1. As the City professional most directly responsible for its planning documents has a comprehensive knowledge of Avon Lake's Comprehensive Land Use Plan, Master Thoroughfare Plan, Multi-Modal Transportation plan, and others, initiating amendments to those documents when necessary.
2. Performs a variety of city planning tasks with integrity and professionalism, representing the City positively.
3. Manages planning studies, often involving public engagement.
4. Develops and revise the City's transportation plans, studies and analyses.
5. Maintains and improves Avon Lake's relationship with the Northeast Ohio Areawide Coordinating Agency (NOACA).
6. Maintains active involvement in regional planning groups, such as the American Planning Association chapters in Ohio and our region.
7. Conducts research and prepares statistical reports on demographic and economic issues, providing reports to City Council.
8. Works with other communities in regional program areas, such as water resources, hazard mitigation, and coastal zone management.
9. Analyzes community needs and develops programs to meet those needs per established City policies and available resources.
10. Serves as a technical and professional advisor to the City Council, Planning Commission, and other commissions and committees regarding matters of planning and zoning.

11. Guides the identification and acquisition of property for city use, including parkland.

### ***PLANNING COMMISSION***

*These duties involve the administration and organization of Avon Lake's Planning Commission, personally or directing clerical support staff*

1. Attends Planning Commission meetings and substantially assists in the conducting of meetings, in cooperation with the Chairman of the Planning Commission.
2. Collects all Planning Commission application materials.
3. Communicates with applicants about the status of their application and Avon Lake's Planning Commission process.
4. With the assistance of the Development Review Committee, makes determinations about the completeness and timeliness of applications.
5. Ensures accurate minutes are taken at Planning Commission meetings.
6. Creates and maintains Planning Commission case files.
7. Provides Planning Commission members with a packet of information for each meeting that includes applications, submission materials, and correspondence
8. Oversees and directs the process by which City departments review Planning Commission applications and provide comments and feedback.
9. Issues public notices and other communications required by law regarding Planning Commission.
10. Keeps Avon Lake City Council updated on the actions of the Planning Commission.

### ***NEW DEVELOPMENT***

*These duties involve coordination with parties proposing and bringing new commercial and residential development to Avon Lake, personally or directing clerical support staff*

1. Upon the proposal of new development, determines whether the development adheres to the City's Comprehensive Land Use Plan and other planning documents.
2. Serves an active and critical role as part of Avon Lake's Development Review Committee.
3. For large commercial and residential development projects in the early stages, serves as Avon Lake's liaison, delivering information back and forth between City and developer.
4. Maintains an inventory of large and ongoing development projects, detailing the phases of each.
5. Develops and maintain relationships with individuals and companies that build frequently in Avon Lake.

6. Develops and maintain relationships with real estate professionals and real estate trade groups.
7. Meets with groups of Avon Lake residents concerned about future development.

### **PHYSICAL REQUIREMENTS**

Intermediate physical activity including lifting, bending, standing, reaching, etc.

### **Knowledge of:**

- The City of Avon Lake, departments, and policies – including an understanding of the state and local building and zoning codes (both in place/practice and proposed).
- Project management – including building/residential construction terms and processes.
- Local geography, demographics, rural and urban regulations, and laws governing planning, zoning, and construction.
- Public relations, public speaking, and presentations.
- Strong oral and written communication skills.

**Salary range** - As determined by Codified Ordinances.

**Benefits** - As determined by Codified Ordinances.