

MATTHEW W. DAVIS, AICP  
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## EXPERIENCE

DEVELOPMENT SPECIALIST  
*Development Services Division*

JULY 2006 TO PRESENT  
*WD Partners, Dublin, Ohio*

Assist WD Partners clients to expedite the approval of necessary entitlements to develop their respective operations in throughout the county. Services offered by WD Partners Development Services include: site evaluations and risk analysis, planning and zoning consultation and representation, application preparation, real estate negotiations, approval expediting and project management.

### Responsibilities:

- Communicate and advise engineering and architectural service groups on issues or changes that are required to construction documents for agency and real estate approvals.
- Track, monitor, and expedite the entitlement progress and deadlines, communicating information to all relevant and affected parties.
- Analysis of the permitting impact to a project schedule, soft costs and final completion of the site and risk assessment reports and executive summaries.
- Review the requirements for submittals and coordinate with appropriate discipline leads in the preparation for the submittal documents.
- Coordinate the acquisition of documents and reviews for compliance with project entitlements/approval submittal requirements.
- Develop understanding and maintain working relationships with relevant government agencies in order to successfully work within guidelines.
- Perform code research related to project scope and client requirements by following established procedures.
- Compile relevant information pertaining to the process and requirements of jurisdictional approvals and guide clients to the most efficient and effective methods of gaining the desired and necessary approvals.
- Establish and assess the potential risk of a client proposal and advise and direct the best actions to reduce development related risks.
- Represent clients at planning & zoning related public hearings and neighborhood meetings.

PLANNING OFFICER  
*Department of Development*

JULY 2000 TO 2006  
*City of Upper Arlington, Ohio*

Under general supervision, provide numerous and varied services to assist residents, Board of Zoning and Planning and committees, City Council, the director of the department, the City Manager and others as required. Assist customers in understanding the city's Master Plan and Unified Development Ordinance; create and maintain permanent records and documents.

*Responsibilities:*

- Provide support to the Board of Zoning and Planning; research and write staff reports, gather appropriate background and supplemental information; conduct field investigations, formulate recommendations, make presentations and attend meetings to answer any code related questions.
- The review of all building, sign, and swimming pool permit applications to insure compliance with code requirements.
- Study, research, and draft legislation of various planning and zoning matters and related issues.
- Assist residents, property owners, developers, design professionals, attorneys with city code, policies and procedures.
- Aid with the coordination and facilitation of the Technical Review Committee.
- Represent the Development Department at internal committee meetings.

DEPUTY DIRECTOR  
*Department of Community Development*

1999 TO 2000  
*City of Zanesville, Ohio*

Under administrative direction, provide support to and assist the Public Service Director in planning and directing operations of the Community Development Department. Supervision of a five member staff.

*Responsibilities:*

- Plan, monitor, and implement community development programs to ensure controlled, steady city growth development.
- Provide input in establishing community development goals in conjunction and coordination with comprehensive plans and strategies.
- Evaluate ongoing programs to determine effectiveness and compliance with community development plans and make recommendations.
- Network with state and local public officials, business leaders, grantors and others to encourage interest in grant programs. Seek grant opportunities and promote city community development efforts.
- Promote public relations and encourage private sector growth and development.

- Resolve complaints from general public. Answer departmental inquiries.
- Review & monitor community development budget. Analyze and collect data for formation of project budgets.
- General Department supervision including: personnel issues, employee evaluation, performance standards, complaint resolution.

ZONING ADMINISTRATOR  
*Department of Community Development*

1999 TO 2000  
*City of Zanesville, Ohio*

*Responsibilities:*

- Administer the City of Zanesville Planning and Zoning Code.
- Review zoning applications to determine compliance, mediate conflicts and enforce regulations.
- Provide staff support and coordinate meetings for the Board of Zoning Appeals, Planning Commission, Design Review Board & Downtown Design Review Board.
- Coordinate and promote downtown development efforts.
- Administer downtown grants received by the city and coordinate marketing and promotion of downtown development with the Downtown Association.

ASSOCIATE PLANNER FOR HOUSING  
*Department of Community Development*

1997 TO 1999  
*City of Zanesville, Ohio*

*Responsibilities:*

- Development, administration and implementation of City of Zanesville housing programs. Including: program outreach and intake, specification preparation, proper bidding procedures, execution of legal and required documents, contract management, completion of status and performance reports, additional program management requirements, handling monitoring visits and program closeouts.
- Update the Comprehensive Housing Improvement Strategy (CHIS)
- Provide support to the Zanesville Housing Advisory Committee
- Organize and hold public meetings regarding housing.

## EDUCATION

BACHELOR OF URBAN & REGIONAL PLANNING  
*Miami University*  
 College of Geography and Planning

1993 TO 1997  
*Oxford, Ohio*

BACHELOR OF POLITICAL SCIENCE  
*Miami University*  
 College of Arts & Sciences

1993 TO 1997  
*Oxford, Ohio*

Member of the Geography and Urban & Regional Planning Society; Pi Kappa Alpha Fraternity; Honors Seminar *Future of American Cities*; Classes structured around general planning principles and theory, public administration, geographic information systems & historic preservation.

## MEMBERSHIPS

- American Institute of Certified Planners, July 2002 to present
- Northland Community Council Development Committee, January 2004 to 2006
- MORPC Regional Growth Strategy Technical Committee, August 2003 to 2006
- Ohio Planning Conference Legislative Committee, January 2003 to 2006
- Floodplain Administrator City of Upper Arlington, January 2004 to 2006
- Upper Arlington Leadership Program, 2001
- *Board of Trustees* Muskingum Authority of Public Transit, 1997 to 2000
- American Planning Association, 1997 to present
- Ohio Planning Conference, 1997 to present
- ODOD/OHCP Summit, 1997 to 2000
- CRTC Construction Management Training, September 1998
- Ohio Conference on Community Development (OCCD), 1997-1999
- Downtown Ohio, Inc., 1997-1999
- National Association of Housing and Redevelopment Officials, 1997-1999
- Management Training with Kurt D. Southman, PhD, 1999-2000