Richard M. Kight, Jr.

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Work Experience

Sept. '87 – May '11   **City of Westerville: Department of Planning and Development,** Westerville, OH

1997 – 2011   Planning Administrator

- Supervised a staff of seven responsible for all planning and zoning activities for the City, including plan preparation, zoning review, flood plain management, zoning certificates, variances, zoning enforcement and various planning studies.
- Oversaw the creation of a digital, address-based records-keeping system for planning and zoning activities.
- Oversaw the conversion of the City Zoning Map to a digital format.
- Served as Secretary of the Westerville Planning Commission.
- Provided staff support on planning and zoning matters to the Westerville City Council.

1987 – 1997   Zoning Officer

- Responsible for all city zoning activities, including staffing of the Planning Commission Board of Zoning Appeals and the Architectural Review Commission (Uptown Review Board).
- Supervised the rewriting of the City Zoning Code
- Established a process for Zoning Overlay Districts in the City of Westerville, which led to the subsequent creation of 5 such districts

Nov. '76 – Aug. '87   **City of Columbus: Department of Development, Planning Division,** Columbus, OH

Planner

- Responsible for various planning activities, including development of area plans, staff support to area commissions (including German Village and the Near East Side), and development of a Capital Improvements Plan.
- Responsible for planning activities in the Downtown Central Business District.

Education

1976   **Masters in City and Regional Planning- The Ohio State University,** Columbus, OH

1971   **Bachelor of Arts in Political Science- Allegheny College,** Meadville, PA

Professional Affiliations

- American Planning Association
- American Institute of Certified Planners

Skills

- Report and Budget Preparation
- Public Speaking and Presentations
- Management and Supervision
- Experience with Microsoft Office Applications

References

Available upon request