



**CLAUDIA D. HUSAK**

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**EXPERIENCE**

Planner II

11-07 to present

City of Dublin, Land Use and Long Range Planning, Dublin, Ohio

- Staff Liaison to the Planning and Zoning Commission and City Council
- Managing all Planning and Zoning Commission meetings, including overseeing agendas, case reviews, staff reports, meeting packets, presentations and meeting follow-ups
- Coordinating planning agenda items for City Council meetings, including agenda titles, ordinances, packet information presentations and meeting follow-ups
- Case Manager on large zoning and development applications including the 200-acre Tartan Ridge residential development, the expansion of the Midwestern Auto Group campus and the Avery and Perimeter Square shopping centers
- Collaborated with the Economic Development Department on locating or retaining companies within the City of Dublin, including Interstate Gas Supply, WD Partners and Delta Energy
- Author of Zoning Code Amendments addressing park and rides, day cares and fences
- Supervising Planning Assistants, Planners and Administrative Staff

Planner I

04-05 to 11-07

City of Dublin, Land Use and Long Range Planning, Dublin, Ohio

- Worked with The Ohio State University on recruiting Planning Assistants
- Conducted interviews, hired and trained Planning Assistants as the Supervisor
- Facilitated public meetings for the 2007 Community Plan Update
- Reviewed and edited draft chapters for the 2007 Community Plan Update
- Assisted with the Planning and Zoning Commission and Board of Zoning Appeals meeting preparation
- Interacted with the public daily answering zoning and development inquiries

Planning Assistant

07-03 to 04-05

City of Dublin, Land Use and Long Range Planning, Dublin, Ohio

- Created maps using ArcGIS software, performed site analyses and conducted research to support review of development projects
- Researched and documented requests for property and zoning information
- Supported Planning staff in preparation of meeting packets, background materials and presentations for various City boards and Commissions

Volunteer

03-03 to 06-03

City of Columbus, Planning Department, Columbus, Ohio

- Researched demographic information for area commissions
- Utilized GIS to obtain commission boundaries and census geographies
- Analyzed census information from various sources and organizations
- Conducted statistical analysis to modify data
- Compiled database for use on the Planning Division website

**EDUCATION**

March 2005

The Ohio State University

- Master of City and Regional Planning

June 2003

Bachelor of Arts

- Major in Urban Geography
- Minor in City and Regional Planning

**SKILLS**

Strong verbal and written communication, meeting facilitation, detail-oriented, Adobe Photoshop, InDesign, ArcGIS, Microsoft Office