

DIRECTOR OF PLANNING & ZONING

Edmond, Oklahoma



EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

On the outskirts of Oklahoma City, Edmond charms residents with its friendly atmosphere and exceptional quality of life. A low crime rate, great schools, bustling local businesses, and plenty of outdoor activities create a welcoming, safe environment. Edmond is where creativity and activity meet! You'll find championship golf courses, indoor/outdoor food halls, downtown street festivals, local shopping, and dining galore. Cruise Route 66 to explore Arcadia Lake, tour historic sites, and snap selfies. You can also explore 33 parks, 47 miles of trails, and more than 300 public art pieces. Come see why Edmond is a Great Place to Grow!

First explored by Washington Irving in 1832, the City of Edmond was part of the Unassigned Lands — territory that was not assigned to any Native American tribe living in the area. The area was open to exploration, inhabited by herds of buffalo, black bears, and wild horses, and used for hunting by nearby tribes.

On July 4, 1884, Congress granted rights to railroad companies to build tracks across the territory. By 1887, railroads were running across the Unassigned Lands. That year the train station, first named Summit for being the highest point of the railway between the Cimarron and North Canadian rivers, was officially renamed Edmond. One passenger train

and one freight train arrived from each way daily, stopping for water, coal, and meals that Mrs. Seen, the wife of construction worker John M. Steen who came from New Mexico to build the well, cooked for the crews. One man said Edmond was the most important stop between Purcell and Arkansas City because crews could eat there.

In 1889, a land run opened the area to settlers, which led to an influx of new residents. Today, Edmond has a population of 96,391 in 90 square miles. Edmond has grown substantially in the past 130 years, but has retained much of what defined it in those early days. Several historic sites built throughout the City's history remain standing, like the 1889 Territorial Schoolhouse, the Rodkey grain elevator, and the University of Central Oklahoma's Old North.

Residents enjoy beating the heat during the summer at two splashpads, as well as the Pelican Bay Waterpark (with a pool, lazy river, water slides, and spray ground). You can reserve a tee time at the Golf Club of Edmond or KickingBird Golf, see a free gallery opening at Edmond Fine Arts Institute, or bike and hike 29 miles of natural surface trails at Arcadia Lake. It's no surprise that Edmond has been recognized as one of the Top 100 livable cities in the U.S.

THE COMMUNITY continued

Annual festivals in Edmond include: a year-round farmer's market, Eagle Watch at Arcadia Lake, University of Central Oklahoma Black History Month, Heard on Hurd Street Festival, VIBES Street Festival, Arts Festival in Downtown Edmond, Summer Music and Movies at Hafer and Mitch Park, LibertyFest, Rodeos at Edmond Round Up Club and Lazy E Arena, Oklahoma Wildlife Expo, Storybook Forest at Arcadia Lake, Cycle 66 Bike Tour, and Luminance 3D Light Display at Mitch Park.

Edmond sits at a crossroads of major thoroughfares. Bisected by major north-to-south route Interstate 35, and just miles north of Interstate 40 (an east-to-west favorite), Edmond enjoys easy access to Oklahoma City and regions in every direction. The Guthrie-Edmond Regional Airport is located seven miles North of Edmond and is operated through an intergovernmental agreement between the City of Edmond and the City of Guthrie.

MAJOR EMPLOYERS

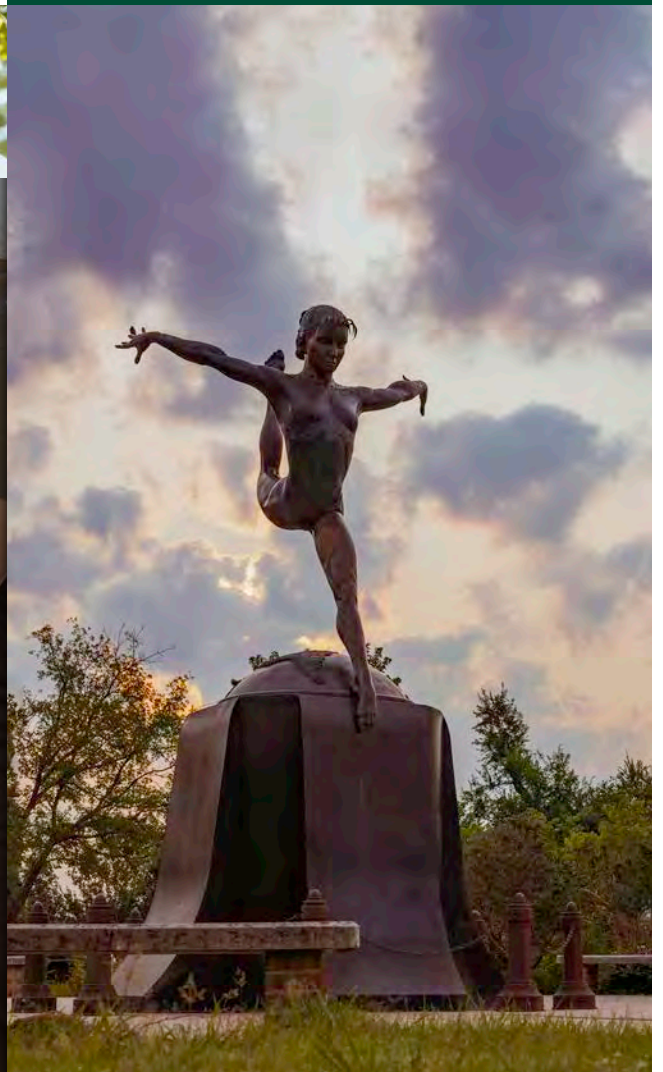


Major employers in Edmond include Edmond Public Schools, University of Central Oklahoma, City of Edmond, Integris Health Edmond, Mercy Edmond, OU Medical Center Edmond, and Crest Foods.



MEDIAN HOUSEHOLD INCOME

Edmond has a median household income of \$135,862 and an average home value of \$408,367.



GOVERNANCE & ORGANIZATION

The City of Edmond operates under the council-manager form of government, established by the Home Rule Charter. There are five City Council Members, including the Mayor, who are elected by single member districts/wards. Council Members serve four-year terms, and the Mayor serves two-year terms.

Edmond has 885 employees with an operating budget of \$485 million.

CORE VALUES

ACCOUNTABILITY:

We are responsible for our work, our words, and our actions.

COMMUNICATION:

We value efforts to communicate with our customers in a caring, timely, professional manner.

CUSTOMER SERVICE:

We provide service with courtesy, respect, dependability, flexibility, and timeliness.

INCLUSION:

We promote an inclusive workforce and equitable services for our increasingly diverse community.

INNOVATION:

We value innovation, creative thought, and the collaboration of ideas.

INTEGRITY:

We value the spirit of integrity in all aspects of our working lives.

PROFESSIONALISM:

We continue to seek growth, striving to be a learning organization.

TEAMWORK:

We encourage diversity of thinking, ideas, and responsibilities.





ABOUT THE DEPARTMENT

The Planning Department works to improve the quality of life of the people and community by creating attractive, connected, efficient, and equitable places for present and future generations.

In 2022 alone, the Planning Department reviewed 309 applications. Edmond's first mobility plan, EdmondShift, was adopted in 2022 after a year-long effort led by the Long-Range Planning Division. Additionally, public transportation provider CityLink has increased its service area for the first time since 2009, now providing transit service to the I-35 Corridor.

The Planning Department has 10 full-time employees – Director of Planning & Zoning, Administrative Assistant, Sustainability/ADA Coordinator, Long-Range Planner and Associate Planner, Housing/Community Development Manager and Grant/CDBG Coordinator, and three Planners.

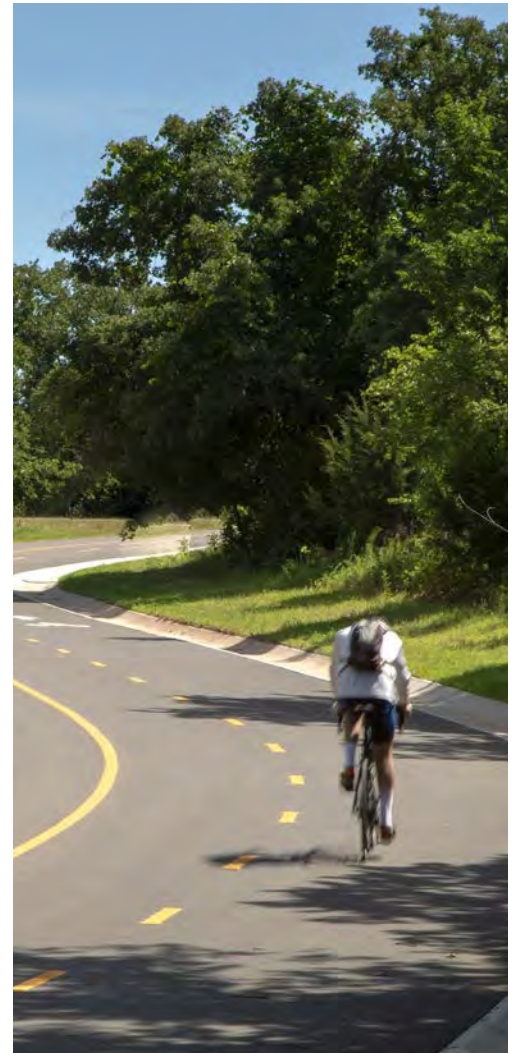
The Planning Department has a FY23-24 budget of \$1,719,558, with the Community Development Block Grant (CDGB) budget of \$1.5 million, and a CityLink (transit) budget of \$3.4 million.

ABOUT THE POSITION

Reporting to the Assistant City Manager of Development Services, the Director of Planning & Zoning leads and supervises the activities of the Planning Department including the current and Long-Range Planning functions; the ADA and Sustainability programs; and federal programs associated with CDBG and Transit. This includes developing and implementing goals and objectives in order to achieve Council Strategic Initiatives.

The Director of Planning & Zoning serves as an advisor to City Management, other City departments, the public, and the City Council, as well as a technical advisor to the City's Planning Commission, the Central Edmond Urban District Board, and the Board of Adjustment. They are responsible for overseeing the preparation of the department budget. This position directs professional and support staff engaged in reviewing and analyzing project proposals, plan drafts, revisions, and/or additions to land-use controls, and other factors involved in planning, controlling, and regulating City development. They are also responsible for interpreting and updating the Zoning Ordinance as required for implementation of the adopted Comprehensive Plan, other plans, and Council Strategic Initiatives.

This position is expected to model trustworthy service, demonstrate the expectations of management, and establish a path for success in all work activities. They will oversee employees, provide feedback and performance reviews, and identify goals and set objectives in support of the City's mission and strategic initiatives. The Director of Planning provides interpretations of the Zoning Ordinance for calls, questions, and office visits; reviews and prepares memos, maps, and reports related to development projects for Planning Commission and City Council Review; and inspects site plan improvements.



OPPORTUNITIES & CHALLENGES

The next Director of Planning will focus on the following opportunities and challenges:

- ◆ Foster collaborative initiatives with the Planning Commission, Downtown Transformation Manager, and Economic Development Authority to formulate sustainable strategies and opportunities specifically tailored for downtown development and re-development.
- ◆ Engage with the Development Advisory Forum to pinpoint areas for enhancing customer service within the development community.
- ◆ Collaborate with other departments to continue to create a Development Impact Fee program.
- ◆ Execute the recommendations outlined in the City's long-range mobility plan, EdmondShift, and actively pursue available grant funding to support and expedite the plan's implementation.
- ◆ Continue support for community services and mental health initiatives with private and public partners.
- ◆ Lead the ongoing effort to modernize and simplify Development Ordinances, specifically working with City Officials, other departments, and the public to create a Unified Development Code.
- ◆ Advocate for sustainable development practices and actively seek funding resources applicable to municipal operations, land-use decisions, transportation alternatives, and preservation of natural resources.
- ◆ Uphold support for the ongoing ADA transition plan, monitor its progress, and explore opportunities for securing additional funding sources to facilitate its successful implementation.
- ◆ In partnership with the State DOT and the Engineering Department, develop corridor plans to improve and revitalize two major state highways in the city.





IDEAL CANDIDATE

The City of Edmond is seeking a strong communicator, strategic thinker, and a collaborative, approachable leader to serve as its next Director of Planning and Zoning. The ideal candidate will have stability and integrity, with a wealth of experience in public engagement. They will possess knowledge of laws related to land-use planning, building codes, regional issues, code compliance practices, and economic development practices and programs.

The next Director will have proven public speaking skills that require addressing complex issues to diverse audiences, City Council, and Boards and Commissions. They will be highly proficient in effectively engaging, educating, and collaborating with developers, property owners, residents, neighborhood organizations, community groups, other City departments, and governmental agencies. Explaining the intricacies of the development process, while demonstrating a capacity to listen, is key for the new Director, as is offering options when available, yet taking a grounded and firm stance even in the face of adversity.

The ideal candidate will be effective and adept at fostering a culture of customer service. This includes a professional management style that seeks opportunities to collaborate with other departments, while integrating policy and best practices into high-quality service. The next Director will possess exceptional leadership skills necessary to build, mentor, and motivate a team to meet and exceed high standards for service, efficiency, and accountability. They will also seek opportunities for team members that allow for professional growth and talent development.

Flexibility and a personable demeanor are valuable assets, enabling the new Director to adapt to various situations and connect with people. The ideal candidate will be diplomatic, politically savvy, and successful at balancing the needs and perspectives of different groups, while ensuring that the overall goals of the City are met. As a member of the Edmond Executive Leadership team, the new Director will demonstrate the highest levels of personal and professional ethics and behavior and lead by commitment, example, and ethical standards, both on and off the job.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in planning, geography, landscape architecture, or related field; plus, at least six years of experience in planning, zoning, and/or economic development, including three years of related management experience. A master's degree in urban planning or a related field is preferred. An equivalent combination of education and experience will be considered.

An American Institute of Certified Planners (AICP) certification is preferred.



COMPENSATION AND BENEFITS

The salary range for this position is \$123,113-\$184,698, depending on qualifications and experience. The City of Edmond offers a generous benefits package that includes employee medical, dental, and vision insurance; life insurance; and paid vacation, sick leave, and holidays. The City participates in the Defined Benefit Pension Plan administered by the City at a 6% employee deposit rate with a 11.13% employer contribution. The Director will receive a \$100/month cell phone allowance and a \$240/month car allowance. The City offers an alternate work schedule of nine hours Monday-Thursday and four hours on Fridays. There is also an on-site, no-cost clinic for employees and dependents.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Debra Stapleton, Senior Vice President

DebraStapleton@governmentresource.com

602-206-3536



The City of Edmond is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

City of Edmond

<https://www.edmondok.gov/>

Edmond Planning Department

<https://www.edmondok.gov/419/Planning>

Edmond Economic Development Authority

<https://www.eeda.com/>

Edmond Chamber of Commerce

<https://www.edmondchamber.com/>

Visit Edmond

<https://visitedmondok.com/index.php>

