Megan Clarke

Planner

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SUMMARY

Planner with 5 years in municipal current and long-range planning in central Ohio, covering zoning administration, comprehensive planning and development review for a suburb of 50,000. Builds data analysis in Microsoft Excel, writes reports in Microsoft Word and presents to boards in PowerPoint while managing multiple priorities on tight hearing schedules.

SKILLS

Zoning Administration • Comprehensive Planning • Development Review • Data Analysis • Microsoft Excel
Microsoft Word • PowerPoint • ArcGIS • Project Scheduling • Attention to Detail

EXPERIENCE

Planner 05/2023 - Present

Scioto Ridge Planning and Zoning Westerville, OH

Suburban planning and zoning department with 6 staff.

- Handle zoning administration for 90 variance, rezoning and conditional use cases a year.
- Coordinate comprehensive planning chapters on land use and housing, gathering input from 600 residents.
- Build Microsoft Excel data analysis of permits and housing units for the yearly development report.
- Present cases to the Board of Zoning Appeals in PowerPoint, with 95% of staff recommendations adopted.

Zoning Technician 06/2021 - 04/2023

Franklin Valley Regional Planning Commission Columbus, OH

Regional commission providing zoning and planning services to 9 townships.

- Inspected 400 properties a year for zoning violations, writing notices and follow-up schedules.
- Drafted ArcGIS maps for 3 township land use plans and the commission's annual report.
- Tracked project scheduling for 25 hearing cases a month in a shared Microsoft Excel calendar.
- Wrote meeting minutes in Microsoft Word for township zoning commissions.

EDUCATION

Master of City and Regional Planning 05/2021

The Ohio State University Columbus, OH

City and Regional Planning

CERTIFICATES

AICP

American Planning Association

11/2024