



# MEMORANDUM

LAUREL LUNT PRUSSING, MAYOR

384-2456

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September 23, 2005

TO: Council Members

FROM: Laurel Lunt Prussing, Mayor

RE: Appointment of Planning Division Manager

With this memo, I am recommending the appointment of Robert Myers to the position of Planning Division Manager, Community Development Department. This appointment will be on the agenda for the September 26, 2005 City Council Meeting.

Mr. Myers's numerous accomplishments are highlighted on the attached resume.

Based upon these qualifications, I am pleased to submit the appointment of Robert Myers to the position of Planning Division Manager, Community Development Department for your confirmation. Mr. Myer's appointment will be effective on or before October 24, 2005.



## MEMORANDUM

TO: Laurel Lunt Prussing, Mayor

FROM: Bruce Walden, Chief Administrative Officer

DATE: September 23, 2005

RE: Appointment of Planning Division Manager

I am writing to convey the staff recommendation regarding an appointment to Planning Division Manager. The staff recommends appointment of Robert Myers.

Mr. Myers has worked as a planner for 12 years and is currently the City Planner for St. Joseph, MO. He holds a Bachelor's degree in Anthropology from the University of Arkansas and a Master's in City and Regional Planning from the University of Memphis. He specializes in neighborhood planning, historic preservation, design review, zoning, and comprehensive planning. He is an American Institute of Certified Planners (AICP) member.

Mr. Myers is recommended for appointment to be effective on or before October 24, 2005 at a salary of \$64,000 per year. Staff also recommends approval of an employment agreement for Mr. Myers at the time that employment agreements are approved for other appointees.

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Bruce K. Walden  
CHIEF ADMINISTRATIVE OFFICER

**RECEIVED**

**JUL 21 2005**

**CITY OF URBANA  
PERSONNEL**

July 19, 2005

Robert A Myers, AICP 307 S 9<sup>th</sup>  
Street St. Joseph, MO 64501

Human Resources Department City of  
Urbana Urbana, IL

Dear Sir or Madam:

Please accept the following resume for consideration for the position of Planning Manager. I have twelve years experience in planning, community development, and historic preservation and would be honored to be considered for Planning Manager with the City of Urbana. I hold a masters degree in City and Regional Planning from an accredited planning school where as a student I received an American Institute of Certified Planners (AICP) student award. I am also an AICP member. My career has provided experience in most aspects of current and long range planning, but my special areas of interest are: land use planning and comprehensive planning; design review, including in historic districts; and processing zoning and subdivision applications. I am told my strengths are dealing with the public, communication, and following through on assignments. Solving tough problems through creative thinking is probably my favorite aspect of planning, but I've also enjoyed management of people and projects.

Working for a progressive smaller city has always been a professional goal. Although my wife and I most recently lived and worked in Atlanta and St. Joseph, Missouri, we are striving to live somewhere with the right community balance and hope I will have the opportunity to interview for the Planning Manager position. Living in Urbana would also allow us to live closer to my wife's family.

I am faxing this cover letter and the following resume and the originals will be mailed to your office. Meanwhile, should you have any questions, please feel free to contact me at

Respectfully,

Robert A Myers, AICP

## Robert A. Myers, AICP

**EMPLOYMENT** *City Planner, City of St. Joseph, Mo.* (June 2004-present) Population: 75,000. Head the Planning Division with responsibilities for both current and long range planning. Project manager for adoption of the first land use plan update since 1984. Revise zoning codes. Process development applications for zoning and subdivision approvals including rezonings, conditional use permits, plats, variances, signs, flood plain permits, and landscaping. Work with the Code Enforcement Division to abate violations. Provide City staff support for three boards and serve on four public commissions. Provide professional recommendations on economic development incentives such as tax increment financing (TIT) districts and Chapter 353 redevelopment corporation plans. Carry out architectural review for downtown St. Joseph. Manage a staff of two employees including hiring, training, and disciplining. Insure staff meets the City's customer service goals. Write ordinances, staff reports, requests for proposals, and contracts.

*Historic Preservation Planner, City of St. Joseph, Mo.* (May 2002 — June 2004). Population: 75,000. Administered all aspects of historic preservation for the City of St. Joseph, including meeting economic development needs through historic preservation; neighborhood revitalization; tax credits and other incentives; saving endangered historic structures; meeting Section 106 requirements; demolition of dangerous structures; design review in historic districts; preservation loans, grants, and contracts; eligibility issues for the National Register of Historic Places; and architectural history. Carried out annual historic preservation awards program. Dealt with legal aspects of properties, including loans, liens, foreclosures, citations, and abandonment. Leveraged \$270,000 in City grants into more than \$1.4. million in private investment in endangered historic properties. Wrote architectural descriptions, contracts, ordinances, grant applications, and press releases. Oversaw digitization of photo archives of some 3,500 images. Worked closely with the city attorney, city manager, and elected officials. Managed a budget of more than \$300,000 and one historic preservation intern each year.

*Planner III, Fulton County, Georgia, Atlanta, Ga.* (Oct. 2000 — May 2002). Population: 900,000. Provided comprehensive and long-range planning services for north Fulton County. Project manager for special area plans such as Warsaw Master Plan and Crabapple Crossroads Plan. Coauthored plan to preserve the rural character of northwest Fulton County (40 square miles). Planned for public meetings for up to 200 participants. Represented the Planning Division at civic meetings. Provided staff support for Heritage Preservation Advisory Board. Analyzed development trends and infrastructure needs using GIS (ArcView) and digital imagery. Created maps using GIS ArcView. Researched and compiled census data. Wrote plans, ordinances, grant applications, resolutions, minutes, and correspondence.

*Planner II, City of Saint Charles. Saint Charles, Mo. (Jan. 1995 – Aug. 2000).* Population: 60,000. Cowrote the City of St. Charles' revised zoning and sign ordinances. Served as project manager for the City's new comprehensive plan. Coordinated address review for 2000 census. Wrote wellhead protection ordinance and assisted in writing wellhead protection plan. Represented the City on the St. Charles County Master Plan 2010 Land Use Task Force. Administered zoning, architectural, and sign code requirements in review of development plans. Conducted architectural review for projects in commercial and historic districts. Provided staff support for two city boards. Served on a regional Bicycle and Pedestrian Facilities Advisory Committee and the St. Charles Beautification Commission. Used aerial photographs to analyze development conditions and trends. Assisted with the 1997 Four State Planning Conference on Gaming, Economic Development, and Historic Preservation. Wrote ordinances, design guidelines, contracts, minutes, and press releases.

*City Planner/Transportation Planner, North-central Alabama Regional Council of Governments. Decatur, Ala. (Aug. 1993 – Jan. 1995).* Population: 50,000. Administered zoning and subdivision regulations for Hartselle, Ala. Transportation planner for the Decatur Metropolitan Planning Organization.

## **EDUCATION**

*Masters in City and Regional Planning University of Memphis. Memphis, Tenn.. May 1994.* Accredited planning program. President of the Graduate Student Association. American Institute of Certified Planners' Outstanding Student Award, 1993-1994.

*Bachelor of Arts, Anthropology, University of Arkansas. Fayetteville, Ark. Aug. 1988.* Course work included archaeology, museum management, Native American history and culture, folklore, and cultural resources management. Historic archaeology fieldwork for two summers at Colonial Williamsburg and Monticello in Virginia.

## **TRAINING**

"Effective Zoning Administration Techniques". May 2-4, 2005. University of Wisconsin, Madison. Department of Engineering Professional Development.

"Introduction to Section 106 Review". July 10-11, 2002. University of Nevada, Reno. Heritage Resources Management Program.

**MEMBERSHIPS** American Institute of Certified Planners (AICP). Member.

## **& AWARDS**

American Planning Association (APA). Member.

Employee of the Quarter, City of St. Joseph, Missouri. First Quarter, 2003.

Certificate of Endorsement for wellhead protection plan, Missouri Department of Natural Resources, 1997.

Honorable Mention for comprehensive plan, Missouri Chapter of the American Planning Association, 1996.

Outstanding Student Award, American Institute of Certified Planners. 1993-1994.