



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

April 23, 2025

Harper Donahue IV
Director
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Mr. Donahue:

The Department of City Development is hereby requesting re-exemption from the provisions of Civil Service for the City Planning Director position. We are asking that this request be heard by the City Service Commission at its meeting on May 6, 2025.

This position is critical to the strategic operations of the Department of City Development, serving as a director-level key facilitator in advancing the department's mission to promote and guide development and housing choice across the city. The City Planning Director manages the staff and resources of the City Development's Planning Division. The division is responsible for the design and administration of the City's land use regulations, the development of City-wide, area and neighborhood plans, development and implementation of legislation related to these activities, and the operation of the City Plan Commission. The position represents the City of Milwaukee in collaborative local and regional planning activities. This director position in the department has traditionally been exempted from the provisions of Civil Service as it deals with confidential and sensitive policy issues that have City-wide impacts.

The department intends to conduct an external recruitment to attract and retain highly qualified candidates to fill this vacancy. The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Vanessa L. Koster
Deputy Commissioner



Attachment

cc: Vanessa Armstrong, DCD



JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: Rev. 4/23/2025		2. Present Incumbent: Vacant		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Samuel Leichtling		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Department of City Development			Bureau: Division: Planning		Unit: Section:
Work Location: 809 N Broadway			Telephone: 286-5804 Email:		Work Schedule: Hours: 8 am – 4:45 pm / Days: M-F
6. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		7. Bargaining Unit: Management 8. If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: City Planning Director			Pay Range	Job Code
				1MX	5960
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position directs staff and resources assigned to the Planning Division. The Division is responsible for the design and administration of the City's land use regulations; the development of Comprehensive, Area and Neighborhood plans; development and implementation of planning and policy initiatives related to these activities; and the operation of the City Plan Commission. This includes designing and implementing land use and planning policies to support the City's goals for housing growth and choice, neighborhood and economic development, and urban design, and coordinating with applicants seeking zoning and land use approvals. The position represents the City of Milwaukee in collaborative local and regional planning activities and is responsible for ensuring that Planning Division activities are informed by community and neighborhood engagement.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
25%	<ul style="list-style-type: none"> Direct the City Planning division of the Dept. of City Development. Hire, orient and evaluate staff. Oversee day-to-day operations. Assign work, set priorities and expectations, and evaluate work product. Organize staff assignments and responsibilities for maximum efficiency. Manage the division's budget and identify potential grant sources to support specific planning projects. Develop partnerships to augment the City planning staff with qualified interns. Establish a positive culture within the planning division that demands a high degree of staff responsiveness; encourages creativity; and supports professional growth. Serve as a member of the senior management team of DCD. Coordinate the work of the planning division with other sections of the department.
10%	<ul style="list-style-type: none"> Provide overall direction and leadership to staff on Comprehensive Planning and Area Planning initiatives, including plan development, updates, and implementation, with a focus on effective community engagement during planning processes.
10%	<ul style="list-style-type: none"> Oversee initiatives to develop and implement updates to the zoning code and urban design standards to advance city planning goals.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
10%	<ul style="list-style-type: none"> Ensure the effective functioning of the City Plan Commission. Approve meeting agendas, minutes, and public notices. Determine staff recommendations to be presented to CPC. Oversee staff interaction with the CPC such that the Commission has timely and accurate information needed to make decisions. Ensure that CPC notices and meetings are conducted in accordance with State of Wisconsin open meetings law.
10%	<ul style="list-style-type: none"> Ensure high-quality representation of the City of Milwaukee in collaborative local and regional planning activities. Vet and present City position and perspectives to bodies such as the Southeast Wisconsin Regional Plan Commission, Community Development Alliance, etc. Ensure that the Planning Division provides effective analysis and recommendations to the Board of Zoning Appeals.
10%	<ul style="list-style-type: none"> Ensure that the Planning Division provides effective mapping and data analysis to support ongoing needs of the Department, including utilizing planning, demographic, and other data sources to inform departmental priorities and goals and communicating relevant data and trends to both internal and external audiences.
10%	<ul style="list-style-type: none"> Work closely with internal project managers and developers to ensure high-quality design and coordinated entitlement processes for projects seeking city approvals, including zoning changes, Board of Zoning Appeals approvals, Certified Survey Maps and Subdivision Plats, and street and alley vacations and dedications.
5%	<ul style="list-style-type: none"> Ensure that planning activities are well-informed by public input.
5%	<ul style="list-style-type: none"> Ensure that policy-makers are well-informed regarding planning division activity, including requests for entitlements, forthcoming legislation, and plan development.
5%	<ul style="list-style-type: none"> Oversee development of legislation and implementation of technology solutions to improve Milwaukee's land use regulation practices and processes.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sam Leichtling, Deputy Commissioner

- D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)
 Commissioner's office provides general policy guidance to the City Planning Director. Supervisor meets weekly with the incumbent to review project activity.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **10 FT; up to 3 interns**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

or supervision exercised by indicating one or more of the following.		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Long Range Planning Manager	
1	Urban Design Coordinator	
2	Principal Planner	
4	Senior Planner	
2	Associate Planner	
3	Graduate Intern	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. **Education and Experience:**

Master's Degree from an accredited college or university with a major in Urban Planning, Public

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Administration, Architecture, or closely related field. 5 years of progressively responsible experience in urban planning and development; at least three years of experience in a position requiring the supervision of professional staff.

ii. Knowledge, Skills and Abilities:

Thorough knowledge of urban planning, land use regulations and design principles. Ability to conceptualize and direct planning projects. Strong management skills. Astute political judgement. Strong oral and written communication skills. Ability to form a positive relationships with policymakers, development community, and community stakeholders. Demonstrated experience developing effective community partnerships and engagement strategies within racially and economically diverse communities.

iii. Certifications, Licenses, Registrations:

AICP Certification preferred. Valid Wisconsin driver's license.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

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<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 5%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input type="checkbox"/> Office Machines (check all that apply): <input type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

TO: The Honorable
The Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: April 30, 2025

RE: Request from the Department of City Development (DCD) to **re-exempt** one position of
City Planning Director

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
City Planning Director	1	1MX (\$128,143-\$144,744)

Please find attached a request from the DCD to **re-exempt** the City Planning Director position and a job description.

The City Planning Director is a leadership position in the DCD; the incumbent will report to the Deputy Commissioner. The City Planning Director is responsible for the design and administration of the City's land use regulations, the creation of high-level and citywide development plans and the implementation of those plans. Accordingly, the incumbent works closely with elected officials, is privy to confidential information relative to development in the City of Milwaukee, must understand and implement the planning agenda of the elected officials and represents the City in discussions with developers. Due to these factors, I recommend that the position of City Planning Director be re-exempted.

Please contact me at 414.286.8643 should you have additional questions related to this request.