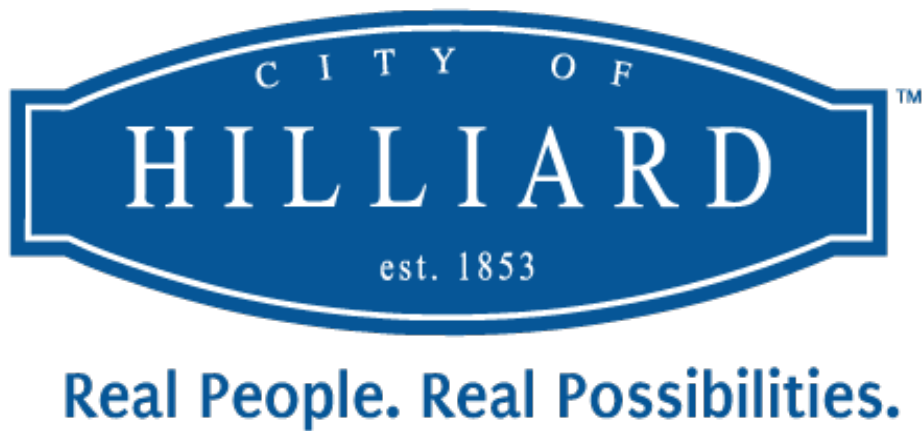


Planning Intern: The City of Hilliard, Ohio

Mac McCloy



BACKGROUND

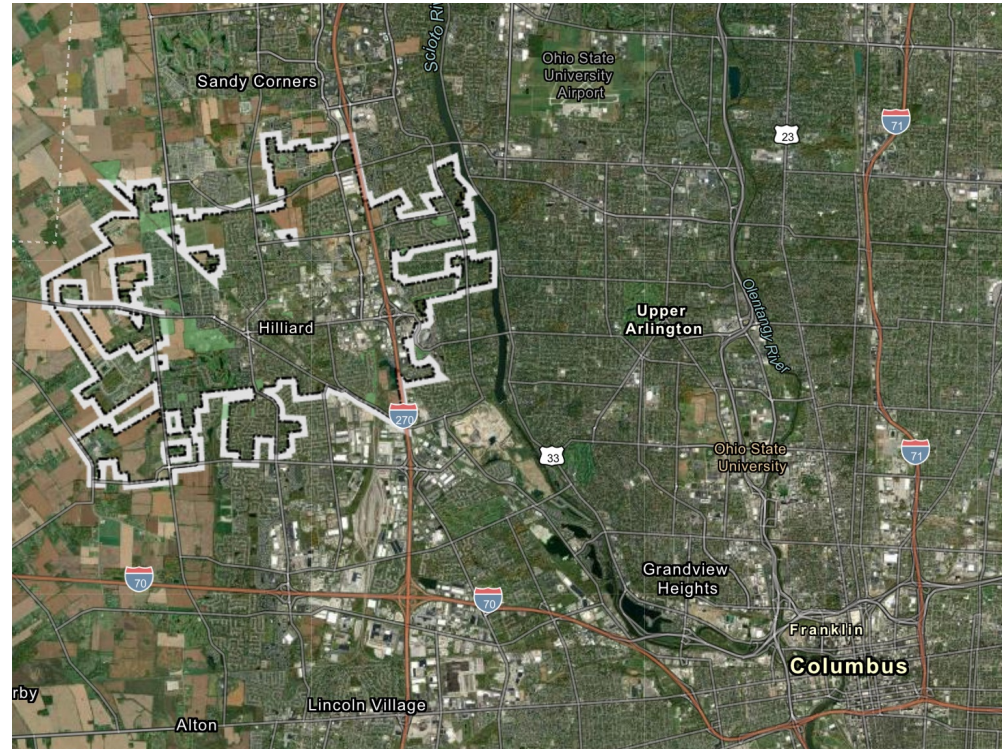
How I got here

I have always been interested in the work of MORPC (Mid-Ohio Regional Planning Commission) since becoming a student here at OSU. I initially applied for a data analyst internship position offered by the organization, but, when that fell through, I was informed of MORPC'S Local Government Internship Program. After an interview with a representative of MORPC, I was accepted into the program. Later, I was assigned to the City of Hilliard's Planning Division and was interviewed by the division's Director and Manager after which I was offered the official position.

Facts about Hilliard

Hilliard is a city in Franklin County located northwest of OSU's campus, boasting a population of over 30,000 residents. The composition of the city can be described as sub-urban, consisting largely of single-family subdivisions.

A Map of Hilliard's Municipal Boundaries

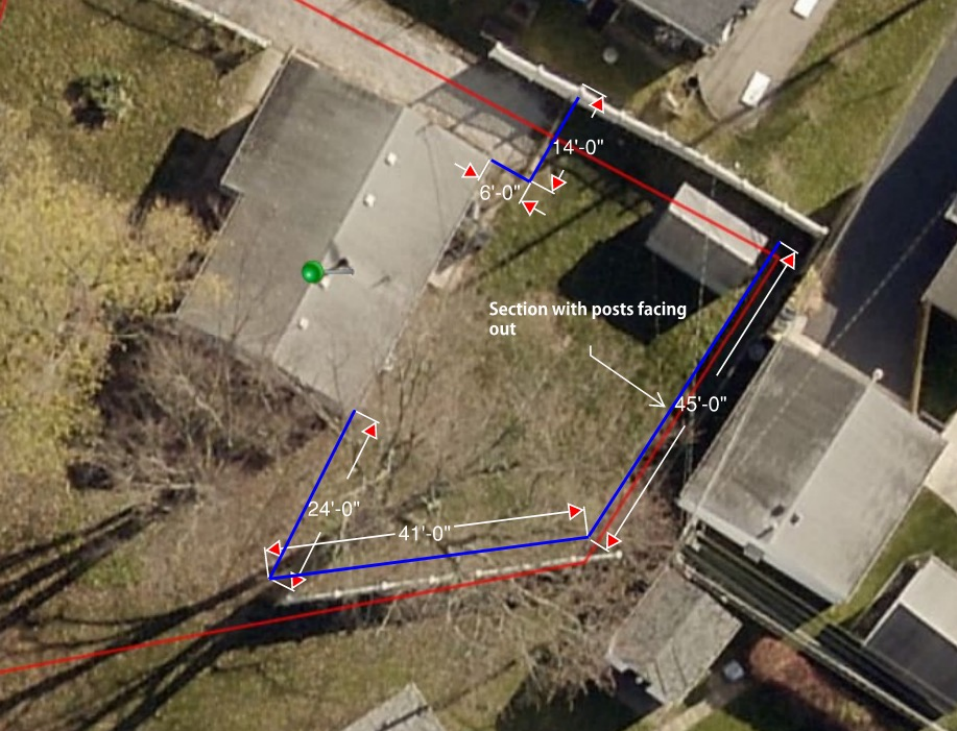


THE WORK

Day-to-Day Tasks

- My weekly tasks included:
- Writing staff reports
 - Recording meeting minutes of Board of Zoning Appeals and Planning & Zoning Commission
 - Reviewing site plans for code conformity
 - Assembling board and commission presentations
 - Updating permit webpage
 - Assisting applicants in drawing structure locations, setback lines, etc. on their site plans using the software, Bluebeam (see image below)

A Site Plan I Generated for Residence



Larger Assignments

I was occasionally tasked with assignments that spanned at least a week or more. In one instance, I worked directly under the City Manager, creating a report for her to present to City Council. I was even able to attend the council's executive session which is highly exclusive!

A Picture of Me at the Municipal Courts Building



Field Trips

- Probably the most refreshing aspect of this internship was that, at least once a week, I was able to get out of the office and go on various expeditions such as:
- Visited Franklin County Municipal Courts Building (see image above)
 - Attended several inspections with code enforcement officer
 - Examined bike paths and multi-use trails around Hilliard
 - Attended a Swearing-In Ceremony
 - Attended site visits with Planning Director to take measurements
 - Collected photos of various properties for board and commission presentations

Personal Project: SolSmart

I was able to pick up a personal project for myself mid-way into the internship: to get the city SolSmart certification.

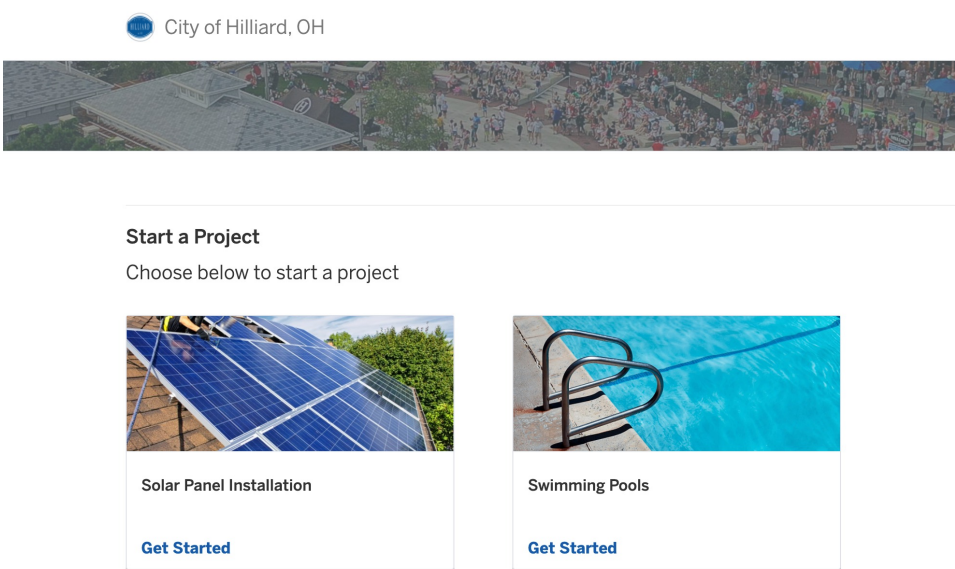
The Official Logo of SolSmart



Some criteria I was able to complete for the city was:

- Create a checklist detailing the steps to install a rooftop solar array for residents
- Aid in the development of a solar information webpage
- Create a specific project page for solar projects on the city's permit webpage (see below)

A Screenshot of the City's Permit Page Showing the Project I Created



LOOKING BACK

Skills and Takeaways

I learned various things on the job relating to the planning and zoning of a small city. The most important takeaways I had were how to read and interpret site plans as well as how the political process for getting developments approved works. Additionally, I was able to develop skills in using two software applications: the first transferred meeting minutes into a public forum and the second generated site plans on images and PDFs (see below).

The Desktop View of the Two Software Applications



Application to Future Aspirations

This internship will prove to be extremely helpful in my job search as I aspire to work for other MPOs (like MORPC) or a development consulting firm. Both entities work with local governments constantly, so this experience will be valuable.

Image References:
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<http://medirgov.com/Software.html>.

"Revu Standard." DRG Digital, 16 July 2021,
<https://drgdigital.com.au/product/revu-standard/>.