

KATHRYN (KATIE) ASHBAUGH, AICP

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PROFESSIONAL SUMMARY

RESULTS-DRIVEN LEADER leveraging ten years of local government experience as a planner and project manager to drive initiatives that support community development, municipal operations improvement, and transparent government in the greater Chicago area. Detail-oriented problem solver using analytical and research skills in conjunction with creativity to translate complex public policy into both codes and ordinances, as well as easily understandable concepts for lay audiences. Energetic change agent applying interpersonal, oral, and written communication abilities to interface with key internal and external stakeholders, relaying critical findings and building relationships.

AREAS OF EXPERTISE

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|--------------------------------|---|---------------------------------|
| ✓ <i>Consensus Building</i> | ✓ <i>Policy Development</i> | ✓ <i>Process Improvement</i> |
| ✓ <i>Zoning & Land Use</i> | ✓ <i>Data Collection & Analysis</i> | ✓ <i>Stakeholder Engagement</i> |
| ✓ <i>Community Development</i> | ✓ <i>Problem-Solving</i> | ✓ <i>Project Planning</i> |
| ✓ <i>Strategic Planning</i> | ✓ <i>Data Management</i> | ✓ <i>Project Management</i> |
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TECHNICAL SKILLS & PROFICIENCIES

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|---|--------------------------------|-----------------------------|
| ✓ <i>Asana</i> | ✓ <i>Contract Management</i> | ✓ <i>Budget Preparation</i> |
| ✓ <i>MUNIS</i> | ✓ <i>Accele Civic Platform</i> | ✓ <i>Google Suite</i> |
| ✓ <i>Microsoft Visio</i> | ✓ <i>Microsoft Office</i> | ✓ <i>Microsoft Project</i> |
| ✓ <i>Data Collection & Analysis</i> | ✓ <i>Laserfiche</i> | ✓ <i>CivicPlus/Clerk</i> |
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SELECT ACHIEVEMENTS

- Managed the project scoping, organization, marketing, and procurement of a \$750,000 request for proposals for the City of Evanston, Illinois's comprehensive plan and zoning code update.
 - Managed creation of the Village of Glen Ellyn's first municipally-owned parking garage and a \$30 million mixed-use project, navigating complex zoning, financing, and public review processes.
 - Managed more than 100 development applications as a planner in three municipalities, conducting plan reviews, coordinating with other municipal departments, preparing staff reports, and presenting to municipal public officials to obtain required zoning entitlements for construction.
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PROFESSIONAL EXPERIENCE

City of Chicago – Chicago, IL

06/2023 – Present

Project Manager - Department of Planning & Development

Accomplishments

- Managed a \$600,000 contract with AECOM to study the department's existing policies and procedures for all Chicago Plan Commission applications and identify process improvement opportunities, including but not limited to minimum information requirements for applications, public meeting requirements, peer city research, and internal meeting purpose and sequencing.
- Developed the content and guided the format and run-of-show for a one-day internal workshop series attended by more than 20 planning staff to identify issues and opportunities with the planned development process administered by the department.

Responsibilities

- Managed a \$600,000 contract with DataMade, LLC for the development, operations, hosting, maintenance, and continuous improvement of the city's first public-facing, map-based, online real estate platform for the marketing and disposition of vacant, city-owned property.
- Led the department's first data integration effort of the city's real estate asset management platforms and databases to increase operational efficiency, improve internal transparency, and facilitate project management for the city's real estate disposition and acquisition operations.
- Managed the development of the city's first formalized real estate disposition and acquisition standard operating procedures for internal use to ensure consistent and equitable administration of city codes and policies, and provide a foundation for future staff training.
- Managed the updates to the public-facing communications tools of the real estate disposition process, including the coordination of content development, final copy-editing, and user experience improvements of the city's real estate disposition Adobe Experience Manager microsite, and direct oversight of print materials format, design, layout, and content.
- Remediated previous inadequate contract management of an American Rescue Plan Act-funded, \$1.4 million contract for real estate agent services.

City of Evanston – Evanston, IL

04/2021 – 06/2023

Planner - Community Development Department

Accomplishments

- Managed the development of and marketing for a \$750,000 request for proposals for the city's first updates to the Comprehensive Plan and Zoning Ordinance since 2000 and 1991, respectively, which included: drafting the project scope, task and deadline assignment and follow-up, interdepartmental coordination, agenda development, meeting facilitation, and advertisement procurement.
- Contributed to department staffing requests during FY2023 budget preparation, developing a self-reported internal survey of administrative tasks completed by planning staff to justify adding a new full-time administrative position with a projected cost of \$83,000.00.
- Initiated and coordinated user experience improvement of the department's webpage with communications and planning staff to facilitate easier navigation to development project information, public hearing notices, and zoning application guidance.
- Developed the first standard operating procedure for Land Use Commission staff liaison duties to ensure consistent communication with the Commission and the public, and meeting operations.
- Collaborated with the 311 Division of the Police Department to create a new customer service request for businesses to more easily obtain sign regulations, creating a new drop-down feature on the 311 online platform that streamlines the user experience while quantifying and documenting inquiries.
- Drafted the job description for, managed the marketing of, and coordinated the recruitment process for the filling of two Planning Intern roles.
- Developed the department's first internship training manual for a new Planning Intern position.

Responsibilities

- Served as staff liaison to the Land Use Commission, including agenda management, application review, staff report preparation, and meeting material distribution.
- Provided audience-tailored customer service and technical support in person, over the phone, and via email to residents, design professionals, and developers to guide through the development process.
- Conducted permit reviews of projects ranging from residential accessory structures to commercial additions, guiding homeowners and contractors through the zoning and building permit process.
- Managed the zoning entitlement process of high-profile, multi-million dollar developments, including reviewing for zoning compliance, communicating with other departments, drafting findings into reports, and presenting to the Land Use Commission and City Council for approval.

Village of Glen Ellyn – Glen Ellyn, IL

04/2019 – 04/2021

Planner - Community Development Department

Accomplishments

- Supervised the major data collection, analysis, and internal staff coordination completed by the Planning Intern, to obtain quantitative information and metrics for the FY2021 budget narrative to justify the proposed \$1.8 million department budget.
- Oversaw the development of the department's first internship training manual for Planning Intern.
- Managed the zoning entitlement for the village's first municipally-owned parking garage, a \$16.1 million, 277-parking stall capital improvement project in the downtown.
- Managed the zoning entitlement for a \$30 million, five-story, mixed-use development in the downtown, which involved a \$3 million tax-increment financing request.
- Designed a technical zoning policy research project to reduce the number of zoning variations required for residential lot improvement, based on the hypothesis that many non-conforming properties required similar variations from setbacks and lot coverage requirements due to substandard lot widths or lot areas, therefore justifying code amendments to reduce the burden to property owners.

Responsibilities

- Served as staff liaison to the Zoning Board of Appeals, including agenda management, application review, staff report preparation, and meeting material distribution.
- Provided audience-tailored customer service and technical support in person, over the phone, and via email to residents, design professionals, and developers to guide through the development process.
- Supervised an intern pursuing a master's degree in urban planning and policy for one year, which included managing their weekly work assignments, providing practical skills coaching and professional mentorship, and specific task direction when required.
- Drafted multiple ordinances and corresponding Village Board memos for zoning relief requests.

City of Oak Forest – Oak Forest, IL

05/2016 – 04/2019

Community Planner - Community & Economic Development Department (contractor through 04/2018)

Accomplishments

- Fostered relationships with executive city staff to collaborate with and ultimately lead the implementation of the city's first standardized development review process, resulting in improved communication, transparency, accountability, and increased operational efficiency.
- Collaborated with communications staff to create a new business guide in digital and hardcopy format, clearly communicating key City policy information and facilitating entrepreneurship.
- Led the complete re-write of all codified zoning procedures, including discrepancy analysis of the code and day-to-day administration; collaboration with legal counsel to ensure state law compliance; stakeholder engagement with executive city staff; drafting of memoranda, ordinance, and code language; and public presentations to the Planning & Zoning Commission and the City Council.
- Managed the research, development, public review, and implementation of a comprehensive sign code update as mandated by the Supreme Court decision *Reed V. Town of Gilbert, AZ*, through City Council approval and subsequent Building Department staff training.

Responsibilities

- Served as staff liaison to the Planning & Zoning Commission, including agenda management, application review, staff report preparation, and meeting material distribution.
- Provided audience-tailored customer service and technical support in person, over the phone, and via email to residents, design professionals, and developers to guide through the development process.
- Drafted multiple ordinances and corresponding City Council memos for development applications.

City of Naperville – Naperville, IL

10/2015 – 03/2016

Community Planner - Transportation, Engineering, & Development Department

- Conducted plat of subdivision reviews for minor subdivisions to verify zoning compliance.
- Conducted building permit reviews for minor residential improvements to verify zoning compliance.
- Provided audience-tailored customer service and technical support in person, over the phone, and via email to residents, design professionals, and developers to guide through the development process.

Village of Orland Park – Orland Park, IL

06/2015 – 10/2015, 04/2016 – 05/2016

Planning Intern - Development Services Department

- Reviewed zoning code definitions for inconsistencies and ambiguities to determine necessary amendments.
- Performed appearance reviews of minor projects to ensure code compliance.
- Conducted density analysis of multi-family subdivisions to assist the Senior Planner with the Comprehensive Plan update.
- Assisted staff with parking analyses of sites with capacity issues to assist businesses.
- Drafted archiving procedures for digitizing building permit files.
- Fulfilled Freedom of Information Act requests for building and zoning records.
- Recorded complaints of code violations to assist the Code Enforcement Officer.
- Draft standard operating procedure for training of new officers.

City of Dublin – Dublin, OH

04/2014 – 05/2015

Planning Assistant - Planning Division, Department of Development

- Developed a work plan to initiate the update of the Historic Dublin Design Guidelines.
- Improved the Planning Division's archiving process for public record maintenance.
- Collaborated with Planning Division staff to develop the Bridge Street District Applicant Guide.
- Served as project manager for the Guidelines update Project Team, which included the Planning Director, Chief Building Official, the Parks & Open Space Director, and other related staff members.
- Served as development case manager and presented recommendations to the Administrative Review Team and the Architectural Review Board.
- Managed a team of three Planning Assistants in preparing packets for the Architectural Review Board meetings.
- Researched zoning inquiries and responded clearly to residents via phone, email, and in person as "Planner on Call".
- Created graphics and site maps using Adobe Creative Suite and ArcMap for reports, public meeting presentations, and the City's website.

EDUCATION & CREDENTIALS

Certified Planner

American Institute of Certified Planners (AICP)

11/2019 – Present

American Planning Association

Master of Public Administration (MPA)

Concentration: Financial Management

08/2016 – 12/2019

The University of Illinois at Chicago

Bachelor of Science (BS), City & Regional Planning

Honors; Honors with Research Distinction; Minor, Political Science; Cum Laude

09/2011 – 05/2015

The Ohio State University

Effective Supervisory Practices: Better Results Through Teamwork

ICMA Web Series

04/2022

The City of Evanston, Illinois

PROFESSIONAL ASSOCIATIONS

American Planning Association, Illinois Chapter - Chicago Metro Section | Member

05/2016 – Present

Project Management Institute, Chicagoland Chapter | Member

06/2025 - Present