



MEMORANDUM

To: Annapolis City Council

From: Mayor Gavin Buckley
City Manager Teresa Sutherland T. Sutherland
JB

Date: January 20, 2020

Subject: Confirmation of Director of Planning and Zoning

Article VI, § 2.A of the City Charter provides that department directors are appointed by the City Manager with the approval of the Mayor and confirmation of the City Council. The City Manager is to describe the manner in which the appointee fulfills the qualifications for the position, and the compensation of each director is fixed by the City Manager with the approval of the Mayor.

Article VI, § 7 of the City Charter requires the Director of Planning and Zoning to be appointed on the basis of the individual's knowledge and experience in the fields of comprehensive planning and zoning regulations, of which at least three years shall have been at an executive or supervisory position. The individual is also required to have an advance degree in planning.

Pursuant to these Charter provisions, the Mayor and I are seeking your confirmation of Sally Nash, PhD, for Director of Planning and Zoning. Dr. Nash possesses three bachelor's degrees from the University of Texas in Geography, Spanish, and Plan II (the Honors degree). She also possesses a doctorate in Geography from the University of North Carolina at Chapel Hill.

Prior to her City employment, Dr. Nash worked for the Center for Urban and Regional Studies, an applied research organization focused on urban, regional, and rural planning and policy issues under the umbrella of the University of North Carolina. She participated in their research, wrote professional articles, and prepared grant proposals.

Dr. Nash began her career as a professional planner for the City of Annapolis in 2006 after working as a planner in the private sector. She has served as the City's Chief of Comprehensive Planning since 2013, and she has served as Acting Director of Planning and Zoning for more than 19 months (from January – December 2014 and from May 2019 – present).

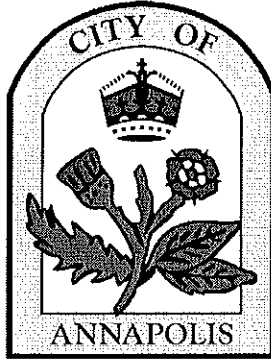
Dr. Nash is a Certified Planner by the American Institute of Certified Planners (AICP). The AICP website states that the AICP is the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct and keep their skills current through advanced professional education.

Tricia Hopkins, the Human Resources Manager has opined that she believes Dr. Nash's coursework is consistent with and could be identified as within a Master's of Planning curriculum and that Dr. Nash's education and professional experience exceed the Charter requirements for the Director of Planning and Zoning position. We have attached Ms. Hopkin's memo and Dr. Nash's resume for your reference.

Dr. Nash's compensation will be \$149,467, which is grade A20, step 9.

We trust you will agree that Dr. Nash's credentials, education, training, and experience make her well qualified to serve as the Director of Planning and Zoning. We will be seeking your favorable confirmation at the City Council meeting on Monday, January 27, 2020, after which Dr. Nash will take the oath of office.

Thank you for your consideration of Dr. Nash as Director of Planning and Zoning.



HUMAN RESOURCES DEPARTMENT

MEMORANDUM

DATE: January 21, 2020
TO: Mayor Gavin Buckley
FROM: Tricia Hopkins, Human Resources Manager
RE: Dr. Sally Nash's credentials review

At your request, I have conducted a review of Dr. Sally Nash's credentials in regards to the qualifications for Planning and Zoning Director. The City Charter requirements are incorporated into the City Council approved job description, which also requires certification by the American Institute of Certified Planners. The charter language in Article VI, Section 7 reads as follows:

The planning and zoning director shall be appointed on the basis of his knowledge and experience in the fields of comprehensive planning and of zoning regulations, of which at least three (3) years shall have been in an executive or supervisory position. The director shall have an advanced degree in planning.

As you may be aware, Dr. Nash has previously served in an acting capacity as the interim director for more than 19 months (January 2014 until December 2014 and currently since May of 2019). She has served as the Chief of Comprehensive Planning since 2013 along with her duties as interim director, which clearly demonstrates her knowledge and experience contemplated by the charter provision. Prior to achieving that position Dr. Nash has been a professional planner for the City of Annapolis since 2006. She has also worked in the private sector as a planner from 2005 until her career began with the City and was able to qualify for the AICP certification in 2010. Her ability to obtain that certification also validates her qualifications in the planning field.

Dr. Nash possesses a bachelor's degree (conferred 1998) as well as a doctorate in Geography (conferred 2003). The American Planning Association recognizes that an undergraduate degree in Geography is acceptable as preparation for a Master's in Planning. I conducted an

examination of the course and academic requirements for Dr. Nash's PhD in Geography to the requirements for a Master's in Planning.

Dr. Nash has completed coursework that is consistent with, and could be identified as, within the Planning curriculum and, therefore, transferrable into a Master's program in Planning. Those courses provided both a practical and theoretical foundation for her professional planning work in the areas of quantitative methods, communications and information technology, fundamental concepts, land use and development, cultural ecology, and a broad range of course work providing critical thinking and analytical ability to determine social and anthropologic impacts on decisions in the field of planning. Additionally, Dr. Nash chose to link her doctoral pursuit with extended work with the Center for Urban and Regional Studies, an applied research organization focused on urban, regional and rural planning and policy issues under the umbrella of the University of North Carolina. She participated in their research, wrote professional articles, and prepared grant proposals during the four years she worked for the center.

I find that the academic overlap between a PhD in Geography and a Master's degree in Planning identified above along with Dr. Nash's professional experience exceeds the minimum requirements adopted by the Council and reflected in the Charter provision.

Cc: Teresa Sutherland, City Manager
Michael Lyles, City Attorney
Regina Watkins-Eldridge, City Clerk

Sally Nash
3 Wilelinor Dr.
Edgewater, MD 21037
(301) 751-6484
snash3@hotmail.com

Education

1998-2003 Ph.D., Department of Geography, University of North Carolina at Chapel Hill

1994-1998 B.A., Geography, Spanish, and Plan II, University of Texas at Austin, Honors

Work Experience

May 2019-Current Acting Director
City of Annapolis
Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
City Manager: Teresa Sutherland
(410) 263-7997

February 2013-Current Chief of Comprehensive Planning
Comprehensive Planning Division
City of Annapolis
Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
Director: Pete Gutwald
(410) 263-7961

January 2014-December 2014 Acting Director
City of Annapolis
Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
City Manager: Tom Andrews
(410) 263-7997

June 2009-February 2013 Senior Comprehensive Planner
Comprehensive Planning Division
City of Annapolis
Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
Director: Jon Arason
Chief of Comprehensive Planning: Virginia Burke
(410) 263-7961

April 2006- June 2009

Land Use and Development Planner
Current Planning Division
City of Annapolis
Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
Director: Jon Arason
Chief of Current Planning: Tom Smith
(410) 263-7961

August 2005-April 2006

Planner I
Bolton & Associates, LLC
102 Centennial Street, Suite 104
La Plata, MD 20646
Supervisor: Staci Lagana, Project Manager
(301) 392-0787

June 2004-August 2005

Writer/Editor, Publications Department
Recorded Books, 270 Skipjack Rd.
Prince Frederick, MD 20678
Supervisor: Donna Carnahan
(410) 535-5590, ext. 1112

August 2003-December 2003

Lecturer, World Regional Geography
University of North Carolina at Chapel Hill
Geography Department, CB#3220
Chapel Hill, NC 27599
Supervisor: Dr. Larry Band, (919) 962-3921

Adjunct, Introduction to Physical Geography
Elon University, Department of History and
Geography

May 2003-June 2003

Lecturer, World Regional Geography
University of North Carolina at Chapel Hill
Geography Department