



Urban Design Internship
Summer 2014
City of Lakewood

The Department of Planning & Development

The Department coordinates long-range planning, zoning, and economic development for the City as well as administers the federal Community Development Block Grant Funds awarded to Lakewood by the U.S. Department of Housing and Urban Development. The Department works directly with the Lakewood Planning Commission, the Board of Zoning Appeals, the Board of Building Standards/Architectural Board of Review and Sign Review Board, the Lakewood Heritage Advisory Board, and the Citizens Advisory Committee.

The Division of Housing & Building

The chief priority of this department is enforcement of commercial and residential building codes for every structure in the City.

The Division of Housing and Building provides code enforcement and plan examination services. It conducts annual inspections on rental property, permit inspections, complaint inspections, and prior to sale inspections. The Division issues permits on new construction, repairs, and alterations. The Division maintains a registry of contractors able to work in the City. It also accepts applications for the Board of Zoning Appeals, Board of Building Standards, Architectural Board of Review, and the Planning Commission.

Internship Description

The City of Lakewood is seeking a part-time urban design intern to work directly with planning staff and the City Architect to gain hands-on practical experience working on planning and design related issues in the city. It is our objective to provide an intern with portfolio caliber projects. The intern will spend 20 hours a week working individually and collaboratively to complete assigned projects by a given timeline.

The intern will be asked to:

- conduct field inspections, take photographs, record site conditions
- examine relevant information pertaining to development projects throughout the city
- assist in designing potential storefront renovations of commercial buildings along Lakewood's commercial corridors
- assist in designing public space and park improvements, including pedestrian amenities, landscaping, and signage
- other duties as assigned

This internship provides a unique opportunity to have a project designed and built as an intern. Some of the projects the intern will be working on are a priority for the City and may see funding in the near future.

Example projects:

- Design storefront renovations for City staff to pitch to property owners.
- Assist City Architect in designing plans for city-owned residential properties.
- Work with planning and public works staff to design public space and park improvements.

Qualifications

Applicants should be working toward a degree with major course work in architecture, landscape architecture, urban design, or urban planning with a design focus. A strong interest and skill set in urban design and graphic tools (hand graphics and digital tools such as AutoCAD, SketchUp, and Adobe Suite) will be needed. Applicants should be able to communicate clearly and concisely verbally and in writing, and be comfortable and capable working both independently and with a staff team and members of the public. Willingness to learn and adapt quickly to city practices and regulations related to planning, public policy and zoning is very helpful.

Compensation

The City of Lakewood is looking for an intern to work no more than 20 hours per week. Pay shall be \$12 per hour. Work days and start date shall be negotiated with selected candidate.

Application Process

To apply please provide a cover letter, resume and a completed application form. Please include in your application at least three (3) digital examples of graphic presentations and/or 3D modeling in PDF format. Submit all materials to Jason Russell (jason.russell@lakewoodoh.net).