

DANIEL RITTER, AICP

Experience

Community Development Director ▪ August 2022 – May 2025

Village of Tinley Park ▪ 16250 Oak Park Avenue, Tinley Park, IL 60477

- Direct, supervise, and lead the divisions of Building, Code Compliance, Planning, Health, and Economic Development to accomplish short-term and long-term Village goals and objectives.
- Managed changes to improve building, health, and fire code permitting processes, including transitioning aging and costly software to new ERP/Community Development software (BS&A).
- Function as the primary Economic Development contact for businesses and developers. Led the development of an updated and ongoing short and long-term economic development plan.
- Oversee various large scale commercial, residential, and industrial development projects from start to finish, including over \$500millions in development in 3 years.
- Start the first Comprehensive Plan in almost 25 years including obtaining initial board support, budgeting, publishing an effective RFP, identifying a consulting team, and implementing effective public outreach.
- Operate department-wide accounting, budget, purchasing, staffing, and operational management.

Planning Manager ▪ October 2021 – August 2022

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- Direct, supervise, and lead Planning Division team (Zoning Administrator and Planners) to accomplish short-term and long-term Planning and development goals.
- Discuss and negotiate with developers to draft applicable development, annexation, and incentive agreements to accomplish Village Board Economic Development goals and policies.
- Insure legal compliance with zoning and planning matters.
- Manage various consultant contracts including initial scope of work, budget, evaluation, and billing.

Senior Planner ▪ April 2018 – October 2021

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- Provide friendly and timely customer service responses to various customers including residents, business owners, developers, and others interacting with the Community Development Department.
- Manage, analyze, and present complex planning and zoning projects to elected and appointed officials at the Village Board, Plan Commission, and Zoning Board.
- Manage development and site plan review process including coordinating with various departments and ensuring proper project completion protocols are followed on complex projects of varying scales.
- Prepare comprehensive text amendments to various sections of the Village Zoning and Municipal Codes.

Assistant Planner ▪ October 2016 – April 2018

Village of Hoffman Estates ▪ 1900 Hassell Road, Hoffman Estates, IL 60169

- Site Plan design review for new construction projects to ensure they are in precise compliance with the Zoning Code and Subdivision Code regulations.
- Provide complex written and analytical analysis of various planning and zoning requests and provide thoughtful staff reports in written and verbal form.
- Review, research and update the zoning code, subdivision code, and other village codes.

Development Services Technician ▪ September 2013 – October 2016

Village of Hoffman Estates ▪ 1900 Hassell Road, Hoffman Estates, IL 60169

- Review permits for code compliance and complete inspections for commercial and residential projects.
- Analyze and present various planning and zoning projects to public bodies verbally and in writing.
- GIS mapping and webpage updating support to multiple Village departments.

Planning Technician ▪ January 2013 - August 2013

Village of Hoffman Estates ▪ 1900 Hassell Road, Hoffman Estates, IL 60169

- Assist with customer questions and informational needs (contractors, developers, residents).
- Staff Liaison to the Planning and Zoning Commission assisting with scheduling, preparing agendas, packets, maps, exhibits and staff reports.
- Completed field inspections for zoning approvals, landscape changes, and site plan work.

Manager ▪ April 2006 – March 2014

Culver's ▪ Tinley Park, IL 60477; Homewood, IL 60430; Schaumburg, IL 60193

- In charge of day-to-day operations, including about twenty employees at a fast-casual restaurant.
- Insured a high level of customer service and handled customer concerns/complaints.
- Monitored store security, handled financial operations, and ordered inventory for the restaurant.

Education

Northern Illinois University

- Masters in Public Administration – Local Government Administration Specialization

University of Illinois: Urbana-Champaign

- Bachelor of Arts in Urban and Regional Planning, Landscape Architecture Certificate

Skills and Continuing Education

- 10+ years of progressively responsible local government planning and development experience.
- AICP certified planner with corresponding continuing education credits and ethical requirements.
- An active member of the American Planning Association (APA) and the Illinois City/County Management Association (ILCMA), attending many sponsored conferences and workshops throughout the year.
- Proven experience in economic development administration for business retention and attraction.
- Experience managing building code, engineering, landscape, and fire department reviews that include the use of private consultants and various departments.
- Experience managing private consultant contracts, including determining scope or work, budgets, and ongoing performance measurement analysis.
- Extensive customer service experience with 15+ years in public and private organizations.
- Professional and technical writing experience.
- Experience in survey research, design, administering, and analysis.
- Computer skills with Microsoft Office, Adobe Suites, SketchUp, and SPSS.
- Freedom of Information Act (FOIA) and Open Meetings Act (OMA) experience and certifications.
- University of Chicago Fundamentals of Municipal Finance Credential (2025).