



# MAYOR & COUNCIL COMMUNICATION

**DATE:** October 20, 2015  
**REGULAR**  
**ITEM #13**  
**MOTION**

**AGENDA ITEM:** Planning Commission Application

**SUBMITTED BY:** Clark Schroeder, Interim City Administrator

**THROUGH:** Julie Johnson, City Clerk

**REVIEWED BY:** Interim Administrator and City Clerk

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## **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Interim Administrator

**FISCAL IMPACT:** None

## **SUMMARY AND ACTION REQUESTED:**

The Planning Commission has a vacancy for a second alternate and one application has been received for consideration.

## **BACKGROUND INFORMATION (SWOT):**

**Strengths** – The 2<sup>nd</sup> alternate vacancy could be filled

**Weaknesses** – None

**Opportunities** – One candidate has applied to serve on the Commission

**Threats** – None identified.

**RECOMMENDATION:** Based on the outcome of the discussion concerning the process for considering committee and commission appointments, the Council may choose to appoint the application or refer the applicant to the commission for further discussion.



# Application for Planning Commission Appointment

Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Planning Commission

Date: 29-Sept-2015

Name: Susan Dunn Address: 11018 Upper 33<sup>rd</sup> St. N. Lake Elmo

Phone Number: 777-0197 Email: \_\_\_\_\_ Resume Attached (Optional): Yes  No

1. What do you consider to be the major challenges facing the Lake Elmo Planning Commission?

Comprehensive Plan

2. What do you see as your role serving as a member of the City's Planning Commission? How does this relate to the role of the City Council in planning matters?

- Advisory Commission
- In depth understanding and review of proposals for development

3. Why are you interested in serving on the Lake Elmo Planning Commission? What experience and qualifications do you have that demonstrate your ability to support the Mission Statement and Goals of the City and service to the community through the Planning Commission?

> More than a quarter of a century of service to our city (plus).  
 Served on LE City Council, LE Parks Commission, LE Planning Commission, WC Commission and National Park Service Volunteer. Professional background - nursing + engineering sciences.

4. How much time do you have to contribute to Planning Commission objectives including meeting preparation, meeting participation and other opportunities as they may exist?

As much time as needed.