

# 2017-2018 Students on Commissions Program

## Planning Commission

The Planning Commission plays a central role in the planning process in two important ways. First, it acts as an advisory board to the City Council on all planning and development issues, including the development and maintenance of the Comprehensive Plan. Second, the commission assures that the Comprehensive Plan is implemented by reviewing development applications on a case-by-case basis.

The Planning Commission is a permanent committee made up of seven (7) citizens who have been appointed by the City Council to serve four (4) year terms. Planning Commissioners are lay people who do not collect a salary or stipend to perform their duties.

The commission reviews and recommends actions on matters related to planning and development in light of federal, state, and local regulations and potential environmental effects. It also listens to testimony from citizens and other interested parties, holding public hearings when required by state and municipal law.

Meetings are held the fourth Monday of every month at 7pm in the Minnetrista Council Chambers.

## Students on Commissions Involvement

Students on Commissions are expected to:

- Attend and participate in meetings
- Receive and review commission packets
- Serve as non-voting members
- Must be a Minnetrista resident

## Application Process

Terms are Fall (*September-December*), Spring (*January-April*), or Both (*September-April*).

Students can submit receive an application in two ways:

- Applications can be found at the City's website at [www.cityofminnetrista.org](http://www.cityofminnetrista.org), on the "Government – Planning Commission – Students on Commissions" page.
- Applications can be obtained at Mound-Westonka, Waconia, and Holy Family High School Career Centers or Counseling Offices, or at Minnetrista City Hall, 7701 County Road 110W, Minnetrista, MN 55364.

The **deadline** for submitting an application is **Friday, April 14, 2017, at 4 p.m.**

Applications may be sent as an attachment to: [ctabor@ci.minnetrista.mn.us](mailto:ctabor@ci.minnetrista.mn.us) or can be mailed to or dropped off at: City of Minnetrista, Attn: Cassandra Tabor, 7701 County Road 110W, Minnetrista MN 55364

*For additional information, please contact  
Cassandra Tabor at [ctabor@ci.minnetrista.mn.us](mailto:ctabor@ci.minnetrista.mn.us) or 952-241-2510*



## 2017-2018 Students on Commission Application

We welcome your application to serve as a Student on Commissions representative on City of Minnetrista City Planning Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information which further qualifies you may be attached to this application.

The City of Minnetrista does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, sexual orientation, status with regard to public assistance or disability in the admission or access to programs, services, activities, or employment.

**DATA PRIVACY NOTICE:** Our application requests that you furnish both public and private information about yourself. Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Act (Minn. Stat. Sect. 13.43, subd. 2 & 3). It is available to anyone who requests the information. The data you give us about yourself is needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City's ability to evaluate your application.

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>
<b>Address</b>	Street	City	State	Zip Code
<b>E-mail address(es)</b>		<b>Home Phone</b>		<b>Cell Phone</b>
<b>Names of Parents/Guardians</b>				
<b>Term(s) Preference(s):</b>				
<input type="checkbox"/> Fall Session <i>(September through December)</i> <input type="checkbox"/> Spring Session <i>(January through April)</i> <input type="checkbox"/> Both <i>(September through April)</i>				

**PERSONAL INFORMATION**

<b>Education</b>	
School you attend: <input type="checkbox"/> Mound-Westonka High School <input type="checkbox"/> Holy Family Catholic High School <input type="checkbox"/> Waconia High School	Year in school next year: <input type="checkbox"/> Senior (Class of 2018) <input type="checkbox"/> Junior (Class of 2019)

<b>Memberships/School Activities/Civic Experiences/Volunteer Work Experience</b>			
Organization name	Location	Dates of participation	Positions held/accomplishments

<b>Employment Information (if employed)</b>		
Current Employer/Most Recent Employer		
Position Title/How long have you been with this employer?		
Contact Name/Supervisor at Employer	Email	Phone
Job Responsibilities		

**Questions for Application** (Please answer on this application or attach on a separate sheet)

1. What are your primary interests for wanting to serve as a “Students on Commissions” representative?

2. What aspects from your personal experiences, school activities, civic experiences and/or volunteer work experiences demonstrate why you should be selected as a participant in the “Students on Commissions” program?

3. As a Student Representative, are there any issues which might cause conflict between civic responsibility and personal interests?

**IMPORTANT: READ BEFORE SIGNING!**

The term of appointment for each student selected to serve a term or terms as a "Students on Commissions" representative are established and stated at the time of their appointment. Students on Commissions terms all occur from September through May. Students on Commissions members are appointed to one to two four (4) month terms per year. For Juniors, at the completion of the school year, a student is welcome to re-apply to the Students on Commissions Program the following year, but appointments do not carry over from year to year.

Students on Commissions members, like all appointed City Commission members, serve without remuneration.

Any Student Commission member may be removed by the City Council at any time. Commissions hold their regular meetings at an established time. All Commission members are required to be residents of the City.

The facts set forth in my application are true and complete. I understand that if appointed, false statements on this application shall be considered cause for dismissal. I authorize investigation of all statements and matters contained in this application which the City of Minnetrista may deem relevant to my appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date