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## CLEARWATER PLANNING COMMISSION BOARD APPLICATION

### **POWERS AND DUTIES**

The powers and duties of the Planning Commission are outlined in Minnesota Statutes Chapter 462. Generally, it is the responsibility of the Planning Commission to review and interpret the city's Comprehensive Plan and Zoning Ordinances and advise the City Council on matters subject to their review under these planning documents. Planning Commissioners have broad responsibility to advise the City Council on land use requests to help Council Members make decisions that are in the best interests of the residents of the City of Clearwater.

The Planning Commission is comprised of five voting members appointed by the City Council. Members serve staggered terms of up to three years. Members must be residents of the City of Clearwater or one Member may be a resident of an adjacent township who lives within a five-mile radius of City Hall. A City Council Member serves as one Member.

The Planning Commission normally meets the second and fourth Tuesdays of each month at 7:00 p.m. at Clearwater City Hall. Meetings may be cancelled if there is a lack of Commission business.

If you are interested in serving on this Commission, please complete the attached application and return it to City Hall or email it to [asmythe@clearwatercity.com](mailto:asmythe@clearwatercity.com). The applications will then be forwarded to the City Council, who will make the final determination to fill open positions.

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to this board the following information will also be public: education and training background, employment history, volunteer work, and awards and honors. The information contained within this application will be utilized by the Cities and the Commission in their process to select a member at large. Therefore, all of the information in this application may be used in a public forum and may be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment.

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_

Resident of the City of Clearwater

Resident of an Adjacent Township  Township Name \_\_\_\_\_

**EXPERIENCE AND EDUCATION**

Name of Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

Community Service/Activities: \_\_\_\_\_

\_\_\_\_\_

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Civic/Professional Organization Memberships:

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\_\_\_\_\_

**ADDITIONAL INFORMATION** (If additional space is needed please attach a separate piece of paper)

Please indicate why you are interested in serving on this Commission.

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Identify what you believe are your strengths and assets that would make you the right person to serve on this Commission.

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**CONFLICT OF INTEREST**

Conflicts of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain, or other personal interest. In accordance with these definitions, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in this Commission could give rise to a conflict of interest?

Yes \_\_\_\_ No \_\_\_\_

If yes, please provide details. \_\_\_\_\_

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You may attach a resume if you desire.

Thank you for your interest in serving on this Commission.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature