

## **Instructions for Submission for Planning Commission Seat**

The functions, powers and duties of the Planning Commission can be found in Ordinance Chapter § 62.

### **Requirements:**

The Planning Commission meets the first Tuesday of every month. In addition to the monthly Planning Commission meeting, you may be asked to attend additional Township-related meetings, such as public hearings.

As a Planning Commissioner you will be encouraged to attend education classes provide by the Minnesota Association of Townships or other third-party training partners, either in person or via zoom. The Clerks will provide you with all the training information.

You will also be expected to review the agenda material and be prepared to discuss the information at the monthly meetings. Come with questions, suggestions and solutions.

Please provide the following information.

1. Tell us about yourself.
  - a. How long have you been a resident of the Township?
2. Why are you interested in joining the Planning Commission?
3. Related Experience
  - a. Other Committees or organizations you have served on.
  - b. Volunteer service information.
4. Work History
  - a. Tell us about your work history and accomplishments.
  - b. Transferable Skills that you will bring to the Planning Commission.
5. Explain why you think you will be a good fit for the Eureka Planning Commission.

Thank you for your application.