

AMANDA K. SCHWABE

KEY RESPONSIBILITIES

Coordinating and Managing Land Use Requests	Staff to Planning Commission & City Council
Report, Resolution & Presentation Development	Agreement, Easement, and Zoning Letter Preparation
Zoning Code & Comprehensive Plan Interpretation	Address Administration
Ordinance Research, Creation & Revision	Webpage Creation and Content Management
Building Permit Review	Facilitate Task Teams & Special Projects

EXPERIENCE

11/21 – Present

Senior Planner

City of Savage

Responsible for interpreting and implementing the Zoning Code, Subdivision Code, Sign Code, and Comprehensive Plan to guide prospective applicants, land and/or business owners, developers, real estate professionals and elected officials through the regulations and processes related to planning and zoning including subdivision, conditional use permit (CUP), variance, comprehensive plan amendment, text amendments, and building permits. Research, prepare and present reports, resolutions, and agreements for the Planning Commission and City Council. Provide clear and concise oral and written communications to the Planning Commission, City Council, and members of the community. Review landscape and tree preservation plans and conduct site inspections to confirm compliance with City Code requirements. Prepare location maps and public hearing notices for land use applications. Assist Code Enforcement Coordinator on items related to the Zoning and Sign Code. Coordinate and facilitate meetings with internal department representatives and external customers. Ability to work independently as well as with a group to complete projects in an efficient and effective manner.

8/17 – 11/21

Planner

City of Prior Lake

Interpreted and implemented the Zoning Code, Subdivision Code, Sign Code, Comprehensive Plan and other policies to guide landowners, developers, real estate professionals and elected officials through land use applications and related projects including subdivisions, annexations, and building permit requests. Researched, prepared and presented reports, resolutions, and special projects as staff to the Planning Commission, Economic Development Authority (EDA) and City Council. Established and coordinated the Prior Lake Chalk Fest event which brought an average of 1,750 people to downtown for the two-day experience each year. Facilitated ordinance creation and amendments for consideration by the Planning Commission and City Council. Updated and reorganized the entire Zoning Code which resulted in the reduction of 30 pages of text and more concise and user-friendly information. Created and maintained content for three departments on the City of Prior Lake website. Administered addressing for all new developments and coordinated with utility and service providers to ensure information is accurate. Assisted with Shoreland Overlay District and FEMA floodplain management. Facilitated task teams related to arts and culture in Prior Lake which resulted in the creation of a new advisory committee to the EDA. Utilized Geographic Information Systems (GIS) to produce maps for internal and external use. Worked closely with Scott County, watershed districts, MnDOT, DNR, Metropolitan Council, and consultants.

6/15 – 8/17

Network Real Estate Specialist/Regulatory

Verizon Wireless

Responsible for managing the projects and processes related to telecommunication contracts with landlords of cellular towers, city water tanks, and private in-building solutions around the Minneapolis/St. Paul metropolitan area. Primary real estate specialist for in-building solution projects at luxury hotels, city convention centers, and commercial office buildings in preparation for Super Bowl LII. Worked directly with network engineers, external system designers, as well as environmental and legal teams to comply with corporate policies and local government regulations. Conducted project reviews to ensure compliance with the Federal Communications

Commission and State Historic Preservation Office regulations. Facilitated regular meetings with the project team to guarantee timely and efficient completion of tasks. Prepared and distributed weekly project and financial reports to the Network Real Estate team leaders.

9/08 – 6/15

Land Management Planner

Carver County

Interpreted and implemented the Zoning Code and Comprehensive Plan to guide landowners, developers, townships, real estate professionals and elected officials with planning and zoning related projects including subdivisions, variance, CUP, interim use permit (IUP), annexation, code enforcement and building permit requests. Completed annual CUP/IUP reviews and terminations; interpreted complex legal descriptions and utilized GIS to track data and produce maps for residents and commissioners. Worked closely with 10 Townships in the County, watershed districts, MnDOT, DNR, Soil and Water Conservation District, and consultants. Coordinated public hearing notices and served as staff to the Board of Adjustment and Planning Commission.

8/06 – 9/08

Assistant City Planner / Interim Senior City Planner

City of Minnetrista

Analyzed and evaluated land use planning actions with landowners, developers, and elected officials and presented recommendations. Researched and interpreted the Zoning Code and Comprehensive Plan; met with landowners and developers regarding proposed and on-going projects; reviewed subdivision, variance, CUP, and IUP requests, development contracts, and Environmental Assessment Worksheet and Alternative Urban Area Review materials. Implemented Parks and Trails plan including development of new city park while serving as liaison to the Park & Recreation Commission. Generated agendas, staff reports, resolutions, and presentations for Commissions and City Council. Researched, developed and revised ordinances; reviewed building permits; created maps utilizing GIS; maintained relationships with consultants and other agencies including the Metropolitan Council.

5/05 – 8/06

Economic Development Coordinator

City of Mankato

Supported the Economic Development Authority with consultation and administration. Marketed and managed 75,000 sq. ft. multi-tenant professional building through lease development, tenant retention, work order reviews, and supervised two on-site administrative staff members. Reviewed proposed commercial development plans, Tax Increment Financing district plans, and presented to the Planning Commission. Administered Small Cities Development Program for rental, owner occupied, and commercial rehabilitation projects.

5/03 – 5/05

Economic Development Coordinator

City of Lakeville

Provided City Council, Economic Development Commission, businesses and Chamber of Commerce with economic development resources. Updated Strategic Plan; generated Livable Community Act reports; served as liaison to the Downtown Lakeville Business Association; administered CDBG program; managed the Spotlight on Business program; created marketing materials; and coordinated meetings and events.

EDUCATION

Master of Arts:

Urban Planning
Minnesota State University Mankato, 2006

Bachelor of Arts:

Community Development Major, Communication Studies Minor
Saint Cloud State University, 2003

RELATED TRAINING & ACTIVITIES

Website Liaison for Community Development Department for Savage
Granicus "Super User" for Prior Lake
Chamber of Commerce Ambassador
City of Prior Lake Employee Council member
GIS in Urban and Regional Planning, University of Minnesota

Notary Public
Carver County Health Break Team