

KARA J. HOMAN

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September 28, 2009

Mayor Don Merkes
City of Menasha
140 Main St
Menasha, WI 54952

Re: Offer to Serve on the Menasha Plan Commission

Dear Mayor Merkes:

I am writing to express my interest in serving on the Plan Commission for the City of Menasha. My strong educational background, planning-related work experience, and passion for community involvement and improvement should serve the city well.

I have enclosed my resume for your consideration. I look forward to your response. Please feel free to contact me if you have any questions, or need additional information.

Sincerely,

Kara J. Homan

Encl: (1)—Resume

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EDUCATION	M.S. in Urban and Regional Planning The University of Iowa Emphasis in Land Use/Environmental Planning & Economic Development	May 2007 Iowa City, Iowa
	B.S. in Geography, with distinction The University of Wisconsin at Madison Environmental Studies Certificate accompanied degree	May 2005 Madison, Wisconsin
EXPERIENCE	Associate Planner <i>East Central Wisconsin Regional Planning Commission</i> <ul style="list-style-type: none">Currently working in a multi-faceted capacity on a variety of regional planning issues that require coordination and collaboration with a variety of stakeholders. These include managing a federally funded economic development program, leading two separate “Smart Growth” comprehensive planning initiatives (Town of Greenville and Village of Lohrville), and coordinating work efforts related to socioeconomic data.Recently began providing interim planning services for the City of Waupaca, which requires staffing their Plan Commission, administering CDBG grants, and handling a variety of short- and long-term planning initiatives.	March 2007—Present Menasha, Wisconsin
	Planning and Zoning Intern <i>Planning and Zoning Department, The City of Pella</i> <ul style="list-style-type: none">Lead several city-level initiatives, including a successful effort to join the National Flood Insurance Program, and the adoption of new regulations pertaining to design review districts.Assisted planning staff on a variety of day-to-day planning activities, including zoning ordinance research and updates, site plan review activities, and providing staff opinions on variance requests.	May—August 2006 Pella, Iowa
	Graduate Assistant <i>Urban and Regional Planning, The University of Iowa</i> <u>Recruitment & Placement Assistant</u> , January —May 2007 <ul style="list-style-type: none">Marketed and conducted recruitment visits to colleges and universities; Developed contacts with local governments and organizations to improve internship and job placement efforts <u>Teaching Assistant</u> , August —December 2006 <ul style="list-style-type: none">Assisted in teaching “Economics for Policy Analysis,” a graduate level course; Prepared and conducted twice weekly review sessions for problem sets and exams <u>Research Assistant</u> , August 2005—December 2006 <ul style="list-style-type: none">Conducted surveys pertaining to public participation at toxic waste sites—results published in <i>Journal of Planning Research</i> (Vol. 26, No. 4); Performed literature reviews for a variety of topics	August 2005—May 2007 Iowa City, Iowa
	Planning/GIS Intern <i>East Central Wisconsin Regional Planning Commission</i> <ul style="list-style-type: none">Assisted in the production of a new MPO Long Range Transportation and Land Use Plan for Fond du Lac, Wisconsin by creating map layouts, analyzing traffic patterns and developing GIS crash data	May—July 2005 Menasha, Wisconsin
	Library Assistant <i>Kleene Mathematics Library, The University of Wisconsin at Madison</i> <ul style="list-style-type: none">Compiled data for university-wide academic Journal Value ProjectAided patrons in book retrieval and checkout	September 2002—May 2005 Madison, Wisconsin

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- MEMBERSHIPS
- Fox Cities Greenways Board of Directors, January 2009—present
 - Community Gardens Partnership Steering & Land Development Committee, Dec. 2007—present
 - American Planning Association (APA), September 2005—present
 - Student Representative to Iowa APA Chapter Board, September 2006 –May 2007
 - APA Student Representative Council member for the University of Iowa, Sept. 2006 –May 2007
 - Phi Beta Kappa, inducted 2004

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- AWARDS
- AICP Outstanding Student Award, University of Iowa, 2007
 - Outstanding Service Award, Iowa Chapter of the APA, 2007
 - American Planning Association Federal Planning Division Scholarship Recipient, 2006
 - Excellence of Scholarship in Geography, UW-Madison Department of Geography, 2004

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- COMPUTER SKILLS
- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
 - ArcGIS ESRI Package (ArcMap, ArcCatalog)
 - SPSS for Windows

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- PRESENTATIONS
- 2009 WAPA Spring Conference, March; “Preparing for the 2010 Census”
 - 2009 NADO National Conference, September; “Engaging your Region in the CEDS”