

A RESOLUTION TO APPOINT MEMBER OF THE DUNWOODY PLANNING COMMISSION

WHEREAS, the City of Dunwoody is authorized by the City Charter to create boards, commissions and authorities as the Mayor and City Council deem necessary; and

WHEREAS, the Mayor and City Council previously adopted Chapter 2 ("Administration") of the City Code of Ordinances, which calls for the creation of the Planning Commission; and

WHEREAS, the Mayor and City Council had previously appointed Ali Mahbod as a member of the Planning Commission with his term expiring on June 30, 2024; and

WHEREAS, the position held by Ali Mahbod has become vacant prior to the expiration of his term; and

WHEREAS, the Mayor of the City of Dunwoody is authorized with confirmation from the City Council to appoint Elizabeth Shin as a member of the Planning Commission with the following term of office:

Elizabeth Shin,term expiring June 30, 2024

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Dunwoody while in regular session on April 25, 2022, at 6:00 pm that Elizabeth Shin is appointed as a member of the Planning Commission of the City of Dunwoody to serve for the designated term of office.

Approved:

Lynn P. Deutsch, Mayor

Attest:

Sharon Lowery, City Clerk
(SEAL)



APPLICATION FOR APPOINTMENT

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6700 | Fax: (678) 382-6701

The Dunwoody City Council believes that citizens bring valuable insights and are a skilled resource in the community. The Council encourages all citizens to consider becoming involved in the city government by serving on a Board, Commission, or Committee. Applications are accepted throughout the year.

To be considered for an appointment to a municipal board, commission, or committee, please complete and submit the following application and send it with a resume to the City Clerk, Sharon Lowery. Applications and resumes may be submitted by e-mail to sharon.lowery@dunwoodyga.gov, by fax to (770) 396-4705, or by mail to 4800 Ashford Dunwoody Road, Dunwoody, GA 30338.

* Applicant Information

Name: Elizabeth Shin		
Address: 822 Perimeter Walk		
Phone: 7703631007	Cell: [REDACTED]	
Email: [REDACTED]		
Place of Employment: City of Roswell	Occupation Transportation Project Manager / Engineer	
How long have you been a resident of Dunwoody?	2 Years	7 Months

* Board / Commission / Committee for which you would like to be considered

<input type="checkbox"/> Alcohol License Review Board	<input type="checkbox"/> Development Authority
<input type="checkbox"/> Art Commission	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Audit Committee	<input checked="" type="checkbox"/> Sustainability Committee
<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Urban Redevelopment Agency
<input type="checkbox"/> Construction Board of Adjustment and Appeals	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Discover Dunwoody	
<input type="checkbox"/> No preference, I just want to volunteer!	

* Interest and Experience (Please also attach or submit a resume)

Why are you interested in serving on a board / commission / committee?
I love being serving my community and would like to share my experience and knowledge (engineering, planning, sustainability).
In my personal life, I follow sustainable practices in my home and look for community opportunities.
What experience do you possess that would be of benefit to a board / commission / committee?
My professional experience as an engineer working closely with planners provides insight into how [transportation] projects are developed from the planning to engineering to construction. With my job, I review developers' plans and provide comments back based on our Code. I am passionate about having our built environment consider future challenges and sustainability. I can use my connections with other agencies to improve our Code and practices.

* Terms & Conditions

I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for appointment.

I hereby agree that if appointed to serve as a member of a City of Dunwoody Board, Commission, or Committee, I will spend my time, skills, and energy on the goals and mission of the Board, Commission, or Committee including preparation for meetings. Furthermore I agree that, if appointed, my term will be governed by the By-laws of the Board, Commission, or Committee to which I am appointed.

I understand that if appointed, I will make an effort to attend all meetings and must attend at least two-thirds of the scheduled meetings in order to remain a member in good standing.

Applicant's Name: Elizabeth Shin	
Applicant's Signature: <i>Elizabeth Shin</i>	Date: 4/5/2022

Submit!

Elizabeth (Shaw) Shin, P.E.

822 Perimeter Walk, Dunwoody, GA 30338 | [REDACTED] | [REDACTED]

Education

GEORGIA INSTITUTE OF TECHNOLOGY | ATLANTA, GA | BS CIVIL ENGINEERING | CLASS OF 2016

Skills

PROFESSIONAL ENGINEER (PE) GA #047305

GSWCC LEVEL II PLAN REVIEWER

SOFTWARE: MicroStation; InRoads; AutoTurn; ArcGIS; AutoCAD

GDOT LAP TRAINING: Local Administered Projects, Plan Development Process, Title VI, Right-of-Way Acquisition, Engineering and Design Procurement

CITY OF ROSWELL PROJECT MANAGEMENT 2.0 CLASS (2019)

Experience

TRANSPORTATION PROJECT MANAGER | CITY OF ROSWELL DEPARTMENT OF TRANSPORTATION | JULY 2021 - PRESENT

TRANSPORTATION ENGINEER | AUGUST 2016 – JULY 2021

Project Manager

- Track schedule and budget, project status, attend project meetings to communicate and coordinate project tasks.
- Review and supervise work of consultants (invoices, Committee items, scope of work, task orders, change orders etc). Consultant work includes but is not limited to capital project design, SUE work, survey work and traffic signal work.
- Review preliminary, final and right-of-way plans. Coordinate with Public Works, Community Development and Fire departments for PFPR and FFPR comments and land disturbance permit approval. Coordinate with GDOT for comments and permitting.
- Coordinate utility relocations, right-of-way adjustments and field changes during construction.
- Manage GDOT LAP re-accreditation. Coordinate with Finance and Administration to track federally-funded projects and create policies to comply with state and federal regulations to continue to administer federal-aid eligible projects at a local level.

Projects: City of Roswell's first mini roundabout, North Coleman Rd Mini Roundabout; pedestrian crossing from Municipal Complex to downtown Roswell, SR 9 Pedestrian Hybrid Beacon; turn lane and intersection improvements, King Rd Turn Lane Extension, Woodstock Rd at SR 92 Intersection Improvement, Woodstock Rd at North Coleman Rd Signal; corridor study, Grimes Bridge Rd Corridor Study

Designer

- Design project concepts, cost estimates, and plan sets using MicroStation and InRoads for Capital Improvement Projects, typically under \$500,000 for Construction
 - Projects include sidewalks, trails, new alignment connections, intersection improvements such as roundabouts, additional turn lanes, signal installations or upgrades. Include utility relocations and reimbursements, wall designs, and swales.
- Coordinate with other divisions within RDOT, other City departments, consultants, contractors, Fulton County, GDOT and utility companies for planning and implementation of projects such as peer reviews, environmental approval, permits, stormwater design, funding, right of way and utility needs on projects.
- Submit for land disturbance permits, encroachment permits, or signal permits when applicable
- Submit and assist with construction bid packages for contract procurement process.
- Evaluate project proposals, such as the Bicycle & Pedestrian Plan.
- Review and resolve project design issues that arise during utility coordination, right-of-way or construction
- Conduct site visits to perform field investigations of roads and intersections for sight distance, signage and erosion control issues.
- Review and prepare comments for site development and redevelopment as relates to transportation issues.

- Respond to concerns and request from residents, businesses, and Mayor and City Council. Communicate with homeowner associations and individuals to gather and provide information regarding transportation issues. Attend public outreach meetings.
- Develop module about transportation engineering for CORE Academy.

Projects: pedestrian crossing of a state route, Saddle Creek Rd RRFB; connecting two parks with a driveway, Adult Recreation Center Driveway; sidewalks and trails, Houze Rd Multi-Use Trail; intersection improvements, SR 92 at Hardscrabble Rd, Old Roswell Rd at Warsaw Rd, Woodstock Rd Left Turn Lane

Planner

- Review Traffic Impact Studies and provide comments about methodology and design recommendations.
- Analyze traffic data to provide intersection improvements for Pine Grove Road Corridor Study. Develop design concepts for intersection improvements. Analyze and recommend traffic calming alternatives and low-cost improvements along the corridor.
- Recommend safety improvements based on field visits and traffic data like sight distance or crash history.

ROADWAY/HIGHWAY DESIGN INTERN | JACOBS ENGINEERING | ATLANTA, GA | SUMMER 2016

- Created and edited roadway plan sections such as typical sections, cross sections, drainage, and right of way.
- Conducted an inventory of assets for the City of Atlanta in the field with GIS.

TRANSPORTATION ENGINEERING INTERN | MCGEE PARTNERS (VHB) | ATLANTA, GA | SPRING 2015

- Designed roadway plans such as alignments, profiles and cross sections following AASHTO Green Book.
- Determined drainage design and drainage area map, quantity takeoffs and cost estimates.

INTERN IN COMMUNITY DEVELOPMENT | CITY OF ROSWELL | ROSWELL, GA | SEPTEMBER 2011-DECEMBER 2011

Leadership

WORLD FEDERATION OF HEMOPHILIA | YOUTH GROUP TWINNING PROJECT MANAGER | 2018 – 2021

- Represent Hemophilia of Georgia and their Junior Board of Directors in a partnership or twinning project through the World Federation of Hemophilia (WFH) with the Fundación Apoyo al Hemofilico (FAHEM) of the Dominican Republic.
- Assess the needs of FAHEM and create an action plan and budget to formalize a group of youth leaders for FAHEM.
- Develop and translate resources and trainings for their youth leaders in program development and advocacy.
- Lead training to develop FAHEM's youth leaders.

HEMOPHILIA OF GEORGIA JUNIOR BOARD OF DIRECTORS | CHAIRMAN | 2016-2019

- Manage public relations team and fundraising team. Raised over \$5000 for the organization. Volunteered 600+ hours in 2 years.

INSTITUTE OF TRANSPORTATION ENGINEERS | GA ITE CLERK | 2016 – PRESENT

2021 OUTSTANDING YOUNG MEMBER AWARD , GEORGIA SECTION ITE

- Serve on the Public Agency Executive Council. Served on the Transportation Systems Maintenance & Operations (TSMO) Executive Council as the Outreach and Workforce Development Chair. Facilitated student engagement for the TSMO Executive Council for ITE International.
- Served as Registration and Marketing Chair for the 2020 and 2021 GA ASHE/ITE Winter Workshops.
- Served as Co-Chair for the 2021 GA ITE Leadership Program. Participated in GA ITE's Leadership Program (2019).
- Serve as the Clerk to GA ITE Board of Directors.
- Served on the Safety Committee (2017), Engineering Outreach Committee (2017-Present), and Technical Exchange Committee (2018) for the Georgia Section of ITE. Participated in GA ITE's Mentorship Program (2018) as a mentee.
- Served as an engineering mentor for a team of middle school students through Future Cities.

ALPHA GAMMA DELTA | FIGHTING HUNGER GRANT COMMITTEE | 2018 – PRESENT

- Review around 30 grant applications annually which amount to \$250,000 in funding.