

**SULTAN PLANNING BOARD  
AGENDA COVER SHEET**

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**ITEM NO:** D-4  
**DATE:** February 16, 2010  
**SUBJECT:** Planning Board Work Plan, Presentation Format  
**CONTACT PERSON:** Robert Martin, Community Development Director

**ISSUE:**  
Gantt Chart Format of the Planning Board Prioritized Work Topic List

**BACKGROUND:**  
In September of 2008, the Board adopted a Prioritized Work Topic List. This has guided Board activities since that date. The List has been reviewed by the Board periodically and items have been added by Board or Council direction since its September 2008.

The Board chose to present the list in prioritized fashion to help guide scheduling of immediate/critical projects first.

The list was reviewed by the Board and the City Council at the January 5, 2010 Joint Meeting.

Up to this date the Prioritized Work Topic List has been presented in written and graphic formats at Project Level.

The Board requested greater detail than just Project Level. This Agenda cover transmits a Gantt Chart (**Attachment A**) with Project Level and Task Listing under selected large projects.

**DISCUSSION:**  
If the Board feels that this format is moving in the right direction, Staff will expand the approach and bring it back to the next meeting.

If this approach is not moving in the right direction, the Board is asked to provide alternative approaches for Staff to explore.

**ATTACHMENTS:**  
Attachment A: Gantt Chart of Prioritized Work Topic List

**BOARD ACTION:**  
(This space provided to note current or future action steps.)

**STAFF ACTION:**  
(This space provided to note current or future action steps.)