

Expectations

Sultan Planning Board and City Staff

The Revised Code of Washington provides direction to municipalities for planning boards, commissions and staff to work together as a planning agency. Each party has a role to play and must work together to achieve the goals of the mayor and council.

Planning Board Members

1. Stay calm and professional in all interactions. Remain objective. Listen carefully. Limit personal involvement.
2. Effectively control meetings. Follow the agenda. Start and stop meetings on time. Allow time for all members to speak and share points of view.
3. Ensure contacts with other board members and council do not violate appearance of fairness or open public meeting act requirements. Limit "off-the-record" contacts with other members.
4. Provide staff with written materials in advance for legal and code compliance review prior to publication in workshop packets/agenda packets.
5. Read agenda materials before the meeting and ask staff for explanations and information in advance of the meeting if possible in order to facilitate discussions.
6. Provide feedback on draft agendas within 24-hours.
7. Lead planning agency public outreach efforts as the "face" of the city. Understand technical materials in order to educate others. Provide staff with written materials in advance for legal and code compliance review.

City Staff

1. Stay calm and professional in all interactions. Remain objective. Listen carefully. Limit personal involvement.
2. Contact planning board chair with draft agenda 7-10 days before the next meeting to seek feedback and input on proposed agenda items.
3. Prepare and distribute agenda and workshop materials 5-days before the next meeting.
4. Provide deep background information and policy alternatives in all agenda materials.
5. Follow-up with the planning board chair on agenda and deliverables for next meeting.
6. Assist the planning board in outreach efforts. Provide technical detail and materials in advance to educate and inform planning board members sufficiently to lead community discussions and receive feedback.