



112 Second Street  
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**City of Langley**  
**PLANNING ADVISORY BOARD**

**AGENDA**

**May 6, 2020 @ 3 pm**

**LANGLEY CITY HALL**

112 2<sup>nd</sup> Street, Langley WA

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87655087292>

Or iPhone one-tap: US: +12532158782,87655087292# or #13462487799,,87655087292#

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Webinar ID: 876 5508 7292

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1. Call to Order
2. Approve agenda
3. Approve minutes of March 4, 2020
4. Discussion Items:
  - a. New member
  - b. Zoning amendment application for Second and DeBruyn
  - c. Open Meeting Act and Public Records Act training
  - d. Coles Valley follow up
5. New Business
6. Citizen comments

7. Announcements

8. Adjourn

Next Regular Meeting: June 3, 2020

## **Guiding Principles for Citizen Committees and Boards.**

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with state law, unless otherwise advised by the city attorney.
- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the city council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by state law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the city council, or staff.
- Each member will participate in the group's discussions and work assignments without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report to the city council.
- There should be "no surprises" from the committee, either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the city council. The staff liaison fulfills an important role in assisting the committee in this regard.

When presenting recommendations to the Council, it is essential that advisory group members keep the following in mind:

- all recommendations should be in written form;
- all ideas should be expressed in clear and concise language;
- proposed solutions should be viable and cost-effective;
- recommendations should identify the reasons for the changes suggested;
- the advice should reflect a consensus of a majority of the group members.