

PLANNING ADVISORY TEAMS



ROLES, RESPONSIBILITIES & OPERATING PROCEDURES

Role of the Planning Advisory Team

The purpose of the Planning Advisory Team (PAT) is to provide input, feedback, and information pertaining to the development of the Comprehensive Plan, as well as to present issues and concerns facing the future of the municipalities in the Planning Area and Lycoming County.

The role of the Planning Advisory Team is to *advise*. This can be an important undertaking if several things happen, including:

- The group does its homework in understanding the issues.
- The group develops practical, thought-out recommendations.
- The group achieves consensus in support of its recommendations.
- The group establishes credibility through its work.

Members are *not* expected to become professionals or technicians in planning, or offer highly detailed and technical judgements. However, they should have enough technical knowledge and an understanding of local conditions to provide credible advice about policy matters. PATs should make sure that the public's views and values are communicated.

PAT Member Responsibilities

- Convey the concerns of local residents and other constituents within the various Planning Regions.
- Provide productive input to Lycoming County and the Consultant Team in a collaborative fashion.
- Facilitate a deeper understanding of project needs, issues and constraints.
- Maximize broad-based public participation in the decision making process.
- Attend meetings regularly.

Local Government Representative Responsibilities

PAT members representing local governments have additional responsibilities:

- Serve as the official representative of the municipality.
- Communicate and connect with elected officials, planning commission and staff about the work the PAT is doing.
- Coordinate the review and adoption of the draft comprehensive plan update.

(continued on reverse)

Role of the County

The County will:

- On behalf of the participating municipalities, lead the effort to prepare the update to the 2006 multi-municipal comprehensive plan.
- Prepare the draft update to the plan for review and consideration by the local governments in the planning area.
- Ensure that issues and opportunities of regional significance are elevated to the update of the County's Comprehensive Plan.
- Attend and facilitate all scheduled public meetings.
- Keep meeting topics focused and moving according to the agenda; ensure that all points on the agenda are covered unless there is consensus from the Team to omit or revise topics.
- See that the Advisory Team has staff support and access to information.
- See that the Advisory Team plays a role in the overall public participation program.
- See that advice and recommendations of the Advisory Team are carefully considered.

Operating Procedures for the PAT

- All Team members will have an equal opportunity to express their point of view and opinions.
- Team members will respect the personal integrity, values and goals of their fellow members.
- Disagreements and differences of opinion are to be expected and must be expressed in a mutually respectful way; they will be reviewed as problems to be solved.
- Personal attacks will not be tolerated.
- Team members will provide one another with all pertinent information.
- Tentative, sensitive or confidential information will be regarded as such by all Team members.
- Team members will not initiate media contact regarding items that were discussed at a PAT meeting, particularly when discussions are of a sensitive nature. If the media initiates contact with a PAT member, the member should respond by deferring to the staff member of the Lycoming County Planning Department who is leading their PAT.
- All Team members share a mutual responsibility for assuring that the above operating procedures and ground rules are observed and maintained.