

# A SHORTCOURSE

## ON LOCAL PLANNING



Department of Commerce

### A Short Course on Local Planning

Tuesday, February 6, 2018, 6:15 – 9:15 p.m.

Sequim Civic Center (City Hall), 152 Cedar Street, Sequim, WA 98382

Hosted by the City of Sequim

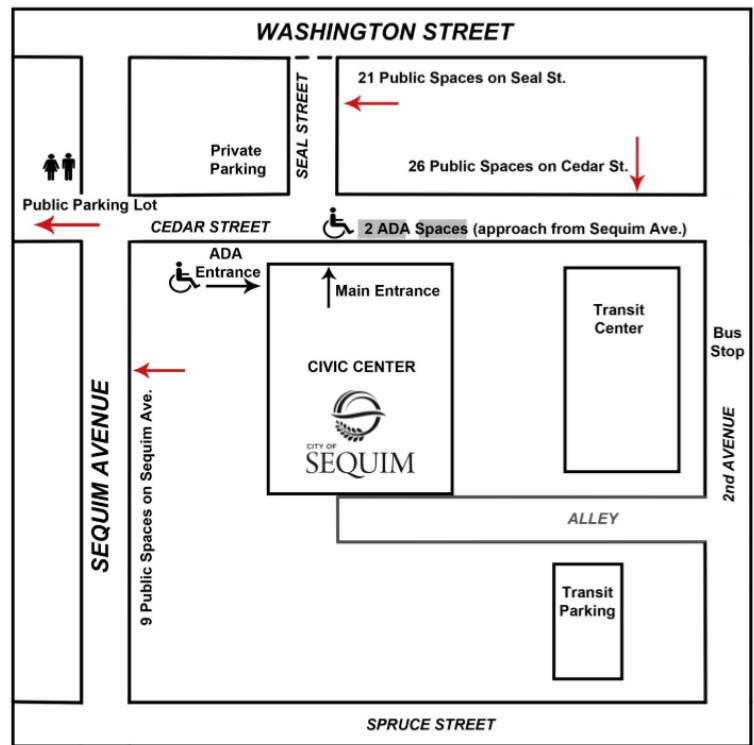
#### Agenda:

- 6:15– 6:30 WELCOME AND INTRODUCTIONS.....Commerce**
- 6:30 – 7:00 THE LEGAL BASIS OF PLANNING IN WASHINGTON..... Scott Missall, Attorney at Law**  
The statutory basis of planning in Washington State, and early planning statutes.  
Constitutional issues in land use planning.
- 7:00 - 7:30 COMPREHENSIVE PLANNING BASICS.....Gary Idleburg, Planner**  
What is planning, and why is it important? Overview of the Growth Management Act requirements for local planning. Ideas and tools for implementing and updating the comprehensive plan.
- 7:30 – 7:40 BREAK**
- 7:40 – 8:10 ROLES AND RESPONSIBILITIES.....TBA, Planner**  
Roles and responsibilities in the planning process. Legislative vs quasi-judicial decisions, tips for encouraging public involvement, best practices for effective meetings.
- 8:10- 8:50 OPEN GOVERNMENT LAWS .....Scott Misall, Attorney at Law**  
Open Public Meetings Act and Introduction to the Public Records Act. This training meets the requirements of RCW 42.30.205 requiring every member of a governing body to take Open Public Meetings Act training within 90 days of taking an official role, and every four years thereafter, as long as they remain in that role. Attendees will receive a certificate of training.
- 8:50-9:15 QUESTIONS AND ANSWERS.....All**

**REGISTRATION:** Please register by January 30 2018, by sending an email with your name, organization and title (if applicable) and the location of the short course you wish to attend to [shortcourse@commerce.wa.gov](mailto:shortcourse@commerce.wa.gov) or by leaving the same information at 360 725-3064. Registration is not required, but helps for planning purposes; all will be welcome at the event. There is no cost to attend. **SEE ALL UPCOMING IN PERSON COURSES AND VIDEO OPTIONS ON THE SHORT COURSE WEB PAGE AT: [www.commerce.wa.gov/serving-communities/growth-management/short-course/](http://www.commerce.wa.gov/serving-communities/growth-management/short-course/)**



**MAP OF SHORT COURSE LOCATION:**



**PARKING AT SEQUIM CIVIC CENTER:** There is plenty of parking for visitors to the Sequim Civic Center, located at 152 W. Cedar Street. In addition to the public parking lot across Sequim Avenue, there are 9 parallel parking spaces on Sequim Avenue, 26 spaces on the south side of Cedar Street, 21 spaces on Seal Street and two parallel designated ADA parking spaces on the north side of Cedar Street directly in front of the building. City staff has designated parking off of the City streets, so there should be plenty of spaces available for your visit. Many businesses around the Civic Center have their own parking lots. Please be sure to respect their parking spots and use them only when you are visiting those specific businesses.

City elected officials will earn 3 CML credits in Community Planning and Development

County elected officials will receive 2 core credits towards Certified Public Official Training

For WCIA members, attendance at the Short Course provides COMPACT training credit

For RMSA members, the Short Course meets the requirements of the land use advisory member standards

For WSBA members, viewing the video series provides 1 CLE Legal Credit, and 0.75 other credits (Activity # 1011672)

**A Short Course on Local Planning: Training citizen planners since 1977**

The Short Course is an opportunity for planning commissioners, local government staff, elected officials, and community members to learn about our state's legal framework for planning, comprehensive planning and community development processes, and public involvement in the planning process.

**MODERATOR:** Gary Idleburg, Senior Planner, Washington State Department of Commerce  
[Gary.Idleburg@commerce.wa.gov](mailto:Gary.Idleburg@commerce.wa.gov) 360.725.3045

**PRESENTERS:** Scott Missall, Attorney at Law, Short, Cressman & Burgess PLLC, Seattle  
[smissall@scblaw.com](mailto:smissall@scblaw.com), 206.515.2241

## ADDITIONAL TRAINING AND EDUCATIONAL OPPORTUNITIES IN WASHINGTON

**Department of Commerce, Growth Management Services** <http://www.commerce.wa.gov/serving-communities/growth-management/>. See the Short Course Manual and Videos under the “Short Course on Local Planning” Key Topic.

**Municipal Research and Services Center of Washington** at [www.mrsc.org](http://www.mrsc.org): See *A Planner’s Pocket Reference* at [www.mrsc.org/subjects/planning/PocketRef.aspx](http://www.mrsc.org/subjects/planning/PocketRef.aspx), which includes glossaries, web links for land use, environment, housing, census, economics, transportation, technical tools, model codes, and land use law.

**Washington State Office of the Attorney General** Trainings on Open Government, Open Public Meetings Act and Public Records Act training at [www.atg.wa.gov/OpenGovernmentTraining.aspx](http://www.atg.wa.gov/OpenGovernmentTraining.aspx)

## OUR SHORT COURSE PARTNERS

**Planning Association of Washington (PAW)** is a statewide, grass-roots, non-profit incorporated in 1963, with the mission to “provide unbiased practical planning education to the citizens of Washington State”. PAW created the Short Course on Local Planning and is a Founding Partner. [www.planningpaw.org](http://www.planningpaw.org) **Partner since 1980.**

**The Washington Cities Insurance Authority (WCIA)** is a liability insurance risk pool which supports member risk management through education. WCIA encourages their members to attend the Short Course on Local Planning because it is recognized as a tool for reducing land-use liability. [www.wciapool.org/](http://www.wciapool.org/) **Partner since 2009.**

**Washington Chapter of the American Planning Association (WA-APA)** [www.washington-apa.org/](http://www.washington-apa.org/) **Partner since 2014.**

**Association of Washington Cities (AWC)** and the **Risk Management Services Agency (RMSA)** [www.awcnet.org/](http://www.awcnet.org/) and [www.awcnet.org/PropertyLiability.aspx](http://www.awcnet.org/PropertyLiability.aspx). See *GMA Comp Plan Conversation Starter* videos. [www.awcnet.org/ResourcesResearch/GMACompPlanConversationStarters.aspx](http://www.awcnet.org/ResourcesResearch/GMACompPlanConversationStarters.aspx) **Partner since 2015.**

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[www.commerce.wa.gov/serving-communities/growth-management/](http://www.commerce.wa.gov/serving-communities/growth-management/) 360.725.3064