

A Short Course On Local Planning

AWC CONFERENCE, JUNE 24, 2025, 1 – 4:00 P.M. including Q&A

IN-PERSON AT THREE RIVERS CONVENTION CENTER

7016 W. GRANDRIDGE BLVD, KENNEWICK, WA, 99336

Agenda

- 1:00 WELCOME AND INTRODUCTIONSDave Andersen, AICP Senior Planner
- 1:10 THE LEGAL BASIS OF PLANNING IN WASHINGTONRyan Walters, Attorney
The statutory basis of planning in Washington State, and early planning statutes. Constitutional issues in land use planning.
- 1:35 COMPREHENSIVE PLANNING BASICSDave Andersen, AICP, Senior Planner
What is planning, and why is it important? Overview of the Growth Management Act (GMA) requirements for local planning.
- 2:10 BREAK (10 minutes)
- 2:20 ROLES AND RESPONSIBILITIESValerie Smith, AICP, Senior Planner
Roles and responsibilities in the planning process. The process for public participation in local planning, and best practices for effective meetings.
- 2:55 OPEN GOVERNMENT LAWSRyan Walters, Attorney
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.
- 3:30 QUESTIONS AND ANSWERS All

PRESENTERS:

Ryan Walters, AICP, Mayor-elect

City of Anacortes

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Valerie Smith, AICP, Deputy Managing Director of Growth Management Services

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Dave Andersen, AICP, Managing Director of Growth Management Services

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ADDITIONAL TRAINING AND EDUCATIONAL OPPORTUNITIES IN WASHINGTON

Department of Commerce, Growth Management Services: <https://www.commerce.wa.gov/growth-management/>. See the Short Course resource manual and videos on the Short Course on Local Planning webpage: <https://www.commerce.wa.gov/growth-management/education-outreach/short-course/>

Municipal Research and Services Center of Washington: www.mrsc.org. We recommend you review: <https://mrsc.org/explore-topics/planning>.

Washington State Office of the Attorney General Trainings on Open Government, Open Public Meetings Act and Public Records Act training: <https://www.atg.wa.gov/open-government-training>

OUR SHORT COURSE PARTNERS

Planning Association of Washington (PAW) is a statewide, grassroots, 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

Washington Chapter of the American Planning Association (WA-APA): Washington state’s chapter of the APA partners on the Short Course to help fulfill their educational mandate and to support stronger planning statewide. www.washington-apa.org/

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/

Association of Washington Cities (AWC) Risk Management Services Agency (RMSA) is also a liability insurance risk pool which supports member risk management through education. AWC and RMSA both encourage their members to attend the Short Course on Local Planning because it is recognized as a tool for reducing land-use liability and strong civic education. <https://wacities.org/services/risk-management-service-agency>

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

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, viewing the videos provides 1 CLE Legal Credit, and 0.75 other credits (Activity #2038222)

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.