

# A SHORTCOURSE

## ON LOCAL PLANNING

### A Short Course on Local Planning

Wednesday, June 21, 2023, 9:00 – 11:00 a.m. Q&A After  
Association of Washington Cities, Annual Conference

#### Agenda:

- 9:00 WELCOME AND INTRODUCTIONS.....Commerce**
- 9:05 THE LEGAL BASIS OF PLANNING IN WASHINGTON.....Ryan Walters, AICP, Attorney**  
The statutory basis of planning in Washington State, and early planning statutes.  
Constitutional issues in land use planning.
- 9:30 COMPREHENSIVE PLANNING BASICS.....Dave Andersen, AICP, Managing Director**  
What is planning, and why is it important? Overview of the Growth Management Act requirements for local planning.
- 9:55 BREAK (5 minutes)**
- 10:00 ROLES AND RESPONSIBILITIES .....Sarah Fox, AICP, Climate Program Manager**  
Roles and responsibilities in the planning process. The process for public participation in local planning, and best practices for effective meetings.
- 10:25 OPEN GOVERNMENT LAWS .....Ryan Walters, AICP, 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.
- 10:55 QUESTIONS AND ANSWERS.....All**

**REGISTER FOR THE SHORT COURSE AT:** <https://www.commerce.wa.gov/serving-communities/growth-management/short-course/> Or send an email with your name, organization and title (if applicable) and the date 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 360-259-5216. All will be welcome at the on-line virtual meeting. There is no in-person attendance, and no cost to attend.



**PRESENTERS:**       **Ryan Walters, JD, AICP, Attorney**  
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## **ADDITIONAL TRAINING AND EDUCATIONAL OPPORTUNITIES IN WASHINGTON**

**Department of Commerce, Growth Management Services** [www.commerce.wa.gov/serving-communities/growth-management/](http://www.commerce.wa.gov/serving-communities/growth-management/). See the Short Course Resource Manual and Videos on the “Short Course on Local Planning” web page

**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)

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

**Association of Washington Cities (AWC)’s Risk Management Services Agency (RMSA)**  
[www.awcnet.org/PropertyLiability.aspx](http://www.awcnet.org/PropertyLiability.aspx)

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, viewing the videos 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.