



Planning Association of Washington

Bootcamp: Planning Basics
University of Washington Tacoma Campus
Keystone Building 1st Floor
Carwein Auditorium (KEY 102)
1754 Commerce, Tacoma WA 98403

October 16, 2026

Agenda

9:00am Welcome

9:05am Communication Etiquette (75 minutes):

- Tactical de-escalation (Lindsey)
 - Brief Presentation and group involvement
 - Sharing time/Q&A
- Matching the message to the medium (Kristina)
 - General communication rules
 - How to write an effective email
 - When to pick up the phone
 - Best practices for presentations

10:20am Break

Permit Review Basics

10:35am Permit Review Basics (Darren) (45 min)

- Fundamentals of Review
 - Current Planning Team
 - Shoreline
 - Residential Permit Example
 - Critical Areas (Chelsea) (15 min)

11:25am SEPA/Environmental Review (Garrett) (40 minutes)

- Background
- Why do we need SEPA?
- Why is SEPA a problem?
- Process
- Resources
- Takeaways

12:05: Box Lunch provided

Intermediate Permit Review:

12:45pm City Perspective Middle Housing (Garrett) (20 min)

1:05pm Land Division/Segregation (Scott) (20 min)

1:25pm Break

1:40pm Adding to the Permit Process Mix & Review

- Critical Area Permit Review (Matthew) (30 min)
 - 3rd Party examples
 - Residential
 - Commercial
- Shoreline Master Program Permit Review (Larry) (30 min)
 - Basic
 - Port of Tacoma
 - Industrial
- New Permit Processes (Larry) (15 min)
 - Unit lot subdivision (fee simple)
 - Tacoma-Middle Housing Approach

2:55pm Break

3:10pm Future of Planning (Robin Proebsting) (30 min)

- Upcoming and past legislature bills
- Future of Planning

3:40pm Tribal Planning Basics:

- Statutory requirements (Bridget) (30 min)
- Planning with Tribes (Marla) (20 min)

4:30pm Adjourn

Hoppy Hour: 7 Seas Brewery