



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

9:00am Welcome

9:05am Communication Etiquette (75 minutes):

- Tactical de-escalation (Lindsey)
 - Table-top activities and rotations
 - 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

Break

Permit Review Basics (Darren)

- Fundamentals of Review
 - Current Planning Team
 - Shoreline Management Program
 - Critical Area Ordinance (Chelsea)

SEPA/Environmental Review (Garrett)

- Environmental Checklist
 - Determinations
 - Lead Agency
- Environmental Reports

Box Lunch provided

Intermediate Permit Review:

Middle Housing (Garrett)

Land Division/Segregation (Scott)

Break

Adding to the Permit Process Mix & Review

- Critical Area Permit Review (Matthew)
 - 3rd Party examples
 - Residential
 - Commercial
- Shoreline Master Program Permit Review (Larry)
 - Basic
 - Port of Tacoma
 - Industrial
- New Permit Processes (Larry)
 - Unit lot subdivision (fee simple)
 - Parking
 - Utilities

Break

Future of Planning (Joshua)

- Future of Planning from Department of Commerce

Tribal Planning Basics:

- Statutory requirements (Bridget)
- Planning with Tribes (Marla)

4:30pm Adjourn

Hoppy Hour: 7 Seas Brewery