

# Zoning, Permitting, and Government Agencies



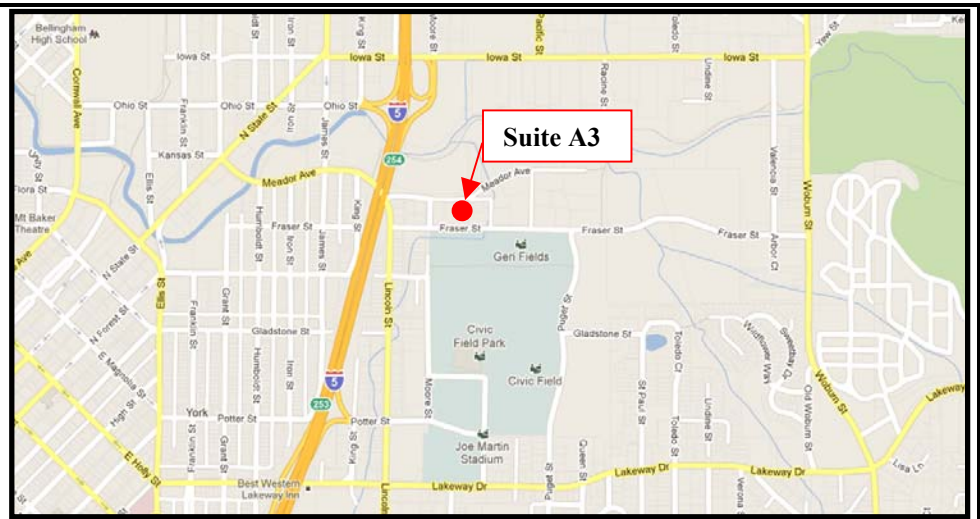
**PLAN 123 – February/March 2012**

## **Class Description:**

The class introduces students to the local planning, zoning, permitting process, and government agency process. Students will develop a basic understanding of the local government project review process from application through approval. Students will prepare development applications for a project and present the project as if to a project review body (Hearing Examiner or Planning Commission). This class is a combination of lectures, student explorations, and practical hands-on experience. The class covers the basics of zoning, SEPA, SMA, GMA, public hearings, and the development review process.

## **Location:**

**WEI Headquarters:  
Haskell Business Center  
1301 Fraser Street, Suite A3  
Bellingham, WA 98229**



## **Dates and Times:**

The class is scheduled to run on **Wednesday evenings at 6:00-9:00 PM from February 1<sup>st</sup> to March 21<sup>st</sup>**. This provides a total of (8) evening classes to cover the course material. One additional two-hour segment will be scheduled with students after the start of class to attend an out of class activity. Please see the Class Calendar on the third page.

## **Tuition and Registration:**

Tuition must be paid on or before the first night of class. Program enrolled students have seniority for this class and should register online three-weeks before the class begins. Continuing education students may begin registering online two-weeks before the class begins. Students may also send class registrations by mail to the following address:

**Washington Engineering Institute  
1301 Fraser Street, Suite A3  
Bellingham, WA 98229**

Washington Engineering Institute, 1301 Fraser Street Suite A3, Bellingham WA 98229  
website: [www.weiedu.org](http://www.weiedu.org) email: [admin@weiedu.org](mailto:admin@weiedu.org) phone: (360) 739-1428

## **Class Materials Provided:**

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- **Lecture Notes:** Various lecture handouts are provided by your instructor as needed.
- **School Laptop - Continuing Education Students:** Enrolled students have their own laptop. However, Continuing education students may use a school laptop during lecture times, but you will not have it to study at home. Therefore, you are encouraged to utilize your own laptop for this course. Please contact [dbren@weiedu.org](mailto:dbren@weiedu.org) if you need to use a school laptop during lectures.

## **Class Materials Not Provided:**

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- **Personal Laptop – Program Enrolled Students:** Program enrolled students are required to have a laptop in order to conduct their program.
- **Software:** Word processing software and Adobe Reader. Enrolled students must have the freeware Open Office or purchase Microsoft Office to conduct this course.
- A **3-ring binder** is recommended to hold the handouts provided by the instructor. See course materials on website. Download and print as needed for the course.

## **Recommended Materials (not provided):**

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- **Text Book:** The Citizen's Guide to Planning, 4<sup>th</sup> Edition. Planners Press, American Planning Association, 2009. ISBN: 978-1-932364-65-1 (pbk.) Available on-line at APA books and Amazon.

# Instructor

## **Michael Jones, AICP**

**Experience:** 10 years of experience in the public sector. Currently Mr. Jones serves as the Community Development Director for the City of Blaine. Mr. Jones' previous experience includes employment at the City of Ferndale Planning Department; Sacramento County, California Department of Environmental Review and Assessment; and the State of California Department of Fish and Wildlife. Mr. Jones' experience includes a broad range of environment regulation and development review.

**Registration:** American Institute of Certified Planners, American Planning Association

**Education:** Bachelor of Arts in Geography-Environmental Resource Management, Western Washington University

## **Format:**

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**Class Structure:** Evenings will typically run in one-hour blocks as follows:

6:00 PM – Class  
6:50 PM – Break  
7:00 PM – Class  
7:50 PM – Break  
8:00 PM – Class last hour

Often a portion of the last hour will be used to address questions related to individual student projects and assignments.

## **Final Exam, Grades, and Course Certificate:**

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This course includes preparation of development applications for a development project, out of class assignments, attending a public hearing at a local government agency, and a final exam.

# February / March 2012 – Zoning, Permitting, & Government Agencies

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
		<b>Zoning and Environmental Regulations</b> <b>6:00 – 9:00 PM</b> Orientation Zoning-What it is and how to use it Environmental Regulations (SEPA) Read Chapter 7				
6	7	8	9	10	11	12
		<b>Development Review Process</b> <b>6:00 – 9:00 PM</b> Technical Review Staff Review Public Hearings Read SEPA Handout				
13	14	15	16	17	18	19
		<b>Land Use Permits</b> <b>6:00 – 9:00 PM</b> Overview of various land use permits				
20	21	22	23	24	25	26
		<b>Subdivisions</b> <b>6:00 – 9:00 PM</b> Short Plats Long Plats Planned Unit Developments Read Chapter 6				
27	28	29	1	2	3	4
		<b>Site Planning</b> <b>6:00 – 9:00 PM</b> Review of various site planning concepts and pitfalls				
5	6	7	8	9	10	11
		<b>Planning and Zoning Authority</b> <b>6:00 – 9:00 PM</b> Overview of Washington's fundamental planning laws and Shoreline Regulations Read Chapters 1, 2 and 3				
12	13	14	15	16	17	18
		<b>Presentations</b> <b>6:00 – 9:00 PM</b> Student Presentations				
19	20	21	22	23	24	25
		<b>Final Exam</b> <b>6:00 – 9:00 PM</b> Turn in project Final exam				



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## Class Registration Form 2010 v2.0

**Returning students with a Student ID do not need to fill out the gray portions of this form.**

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Class Requested</b>	<b>ENGR 123 – Zoning, Permitting, and Government Agencies</b>
<b>Class Month / Date</b>	<b>February / March 2012</b>

**WAC 490-105-160 – State Licensed School Reporting Requirements:**

<b>Student ID #</b>		
<b>SSN #</b>		
<b>Date of Birth</b>		
<b>Gender</b>		
<b>Disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Race</b>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian Native or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other	
<b>Prior Education</b>	<input type="checkbox"/> Less than high school graduation <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post H.S., no degree or certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master or Doctorate Degree	GED Year _____ Graduation Year _____  Graduation Year _____ Graduation Year _____ Graduation Year _____
<b>Name of Last School Attended</b>		

\_\_\_\_\_  
**Student Signature**

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**Date**