

Department of Commerce  
PlanView System

---

**State Agency Manual**



## Table of Contents

- State Agency Manual ..... 1
- Table of Contents ..... 2
- Introduction ..... 4
  - Getting Setup ..... 5
  - Step 1 – Create your Secure Access Washington (SAW) account (one-time only)..... 6
  - Step 2 – Submit a PlanView System Access Request Form..... 10
  - Step 3 – New User Registration Email ..... 12
  - Step 4 – Add the PlanView System service ..... 13
    - SAW Time Out..... 16
- PlanView ..... 17
  - System Highlights..... 18
- Home Page ..... 19
- Jurisdictions..... 20
  - Jurisdiction Search ..... 20
  - Jurisdiction Basics ..... 21
  - Jurisdiction Contacts and Addresses..... 22
    - Primary Contacts..... 22
  - Jurisdiction Attachments ..... 22
  - Jurisdiction Submittals ..... 23
  - Jurisdiction Cases ..... 23
- Contacts ..... 24
  - Contact Search ..... 24
  - Contact Details..... 25
    - Daily Report Settings -- Tag your Profile with Categories and Jurisdictions..... 26
  - Contact Categories for Daily Report ..... 26
  - Security Roles..... 26
  - Associated Jurisdictions. .... 26
- Submittals ..... 27
  - Submittal Search ..... 27
  - Submittal Basics ..... 28
  - Submittal Intake..... 29



- Submittal Categories..... 30
- Submittal Contacts and Addresses ..... 30
- Submittal Attachments ..... 31
- Submittal Comments ..... 32
- Submittal Workflows ..... 32
- Create a workflow to track you agency’s response to the Submittal ..... 33
- Workflow Details..... 34
- Cases ..... 35
- Case Search ..... 36
- Case Basics ..... 37
- Case Milestones ..... 38
- Case Contacts and Addresses ..... 38
- Case Categories..... 39
- Case Attachments ..... 39
- Case Comments ..... 40
- Case Workflows..... 40
- Reports and Definitions ..... 41
- Daily Reports..... 41
- Attachment Types..... 42
- Categories ..... 43
- Download Troubleshooting ..... 44
- System Access Request Form..... 47

## Introduction

Welcome to the PlanView data system. This system connects local government planners with state agency staff who help them with our shared responsibility to implement Washington's Growth Management Act(GMA) This manual will guide you through the features in this system so you can make the best use of it.

If you are new to this system, start by going to Appendix A. Appendix A guides you through creating a Secure Access Washington (SAW) account and adding the PlanView Service to your new account. After you create your account, the first place to do is to [Contacts](#). This is where you can complete your profile and select your preferences the [Daily Report](#).

The rest of the manual serves as a reference tool for the use of PlanView. You can also use the [Table of Contents](#) to navigate through this document. When you are using PlanView, please keep these points in mind:

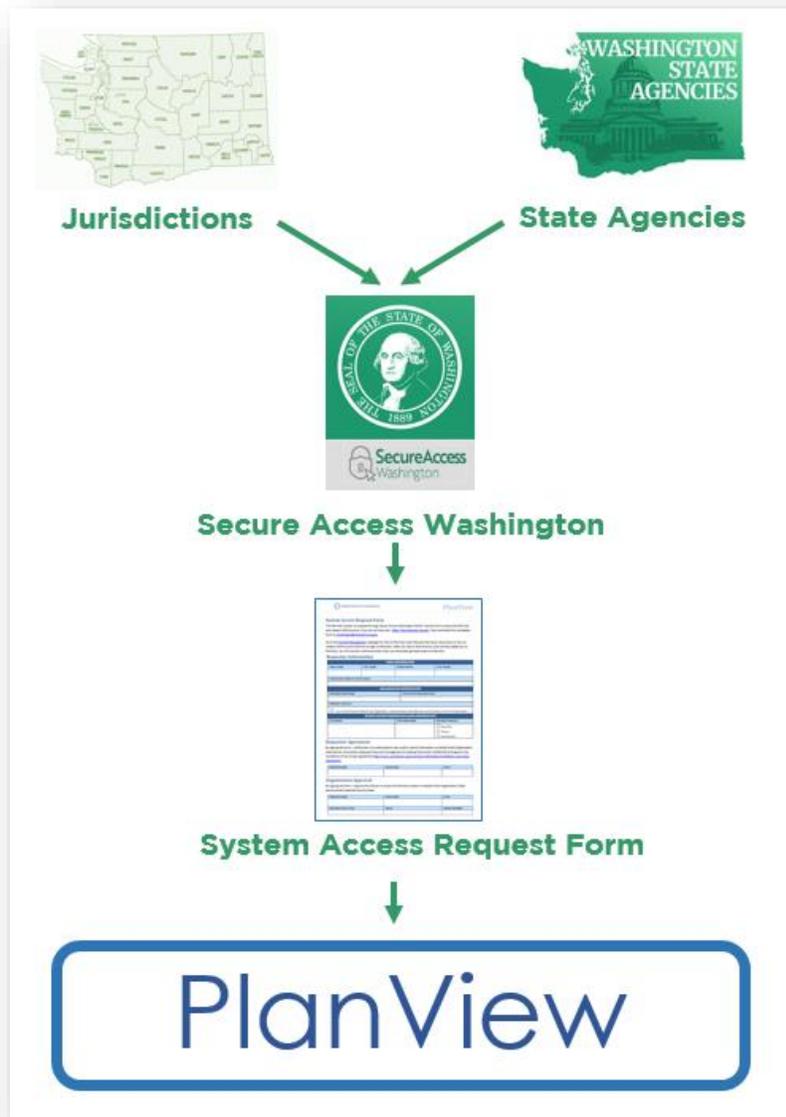
- The PlanView Data System is for official use only. Do not use PlanView anything other than state agency business. Do not loan your account or pass your credentials out to anyone but you.
- The PlanView system is a hub connecting state your agency with other agencies and local governments. As such, the comments you enter and the draft information in PlanView are viewable by any user with access. Please choose your words with this in mind.
- Although there is no public access function in PlanView, all of the material in PlanView is a public document subject to the public records act.

If you have any questions, contact your agency lead, or contact Dave Andersen at Commerce (509) 434-4491.

## Getting Setup

In order to gain access to system you must first complete a few initial steps:

1. [Create a Secure Access Washington \(SAW\) account.](#)
2. [Submit a PlanView System Access Request form.](#)
3. [Receive a New User Registration Email.](#)
4. [Add the PlanView System service to your SAW Account.](#)



## Step 1 – Create your Secure Access Washington (SAW) account (one-time only)

---

In order to access Commerce applications, you will need to create a Secure Access Washington (SAW) account. If you already have a SAW account, go to [Step 2](#).

Go to the Secure Access Washington site at <https://secureaccess.wa.gov/>

Click the “Sign Up!” button to begin.





Enter your name, email and create a Username. Note the requirements for a secure password. You will also need to verify that you are not a “Not a robot”.



## SIGN UP!

×

Not sure if you already have an account? [CHECK NOW](#)

**FIRST NAME**

**LAST NAME**

**EMAIL**

**USERNAME**

**PASSWORD REQUIREMENTS**

- Add at least 10 more characters
- Add a special character or a lower case letter or an uppercase letter or a number

**PASSWORD**

**CONFIRM PASSWORD**

I'm not a robot



reCAPTCHA  
Privacy · Terms

**SUBMIT**



You will be sent an email to activate your account.

The banner features the Seal of the State of Washington on the left. The top right corner has a green background with the text "SIGN UP!" and a close button (X). Below this, a grey bar contains the text "Not sure if you already have an account?" followed by a green button labeled "CHECK NOW". The main white area of the banner has the heading "CHECK YOUR EMAIL" and a paragraph: "An activation link has been sent to your email. You must click the link to activate your account before you can login."

Go to your email account and click the link provided on your email. The email will be titled → SecureAccess Washington: Welcome to SecureAccess Washington. Click the link to activate your account.

The screenshot shows an email header with the following details:  
**From:** "secureaccess@cts.wa.gov" <secureaccess@cts.wa.gov>  
**To:** [redacted]  
**Sent:** Fri, Jul 13, 2018 at 2:59 PM  
**Subject:** SecureAccess Washington : Welcome to SecureAccess Washington  
You are almost finished, [redacted]...

Thank you for signing up with Secure Access Washington.

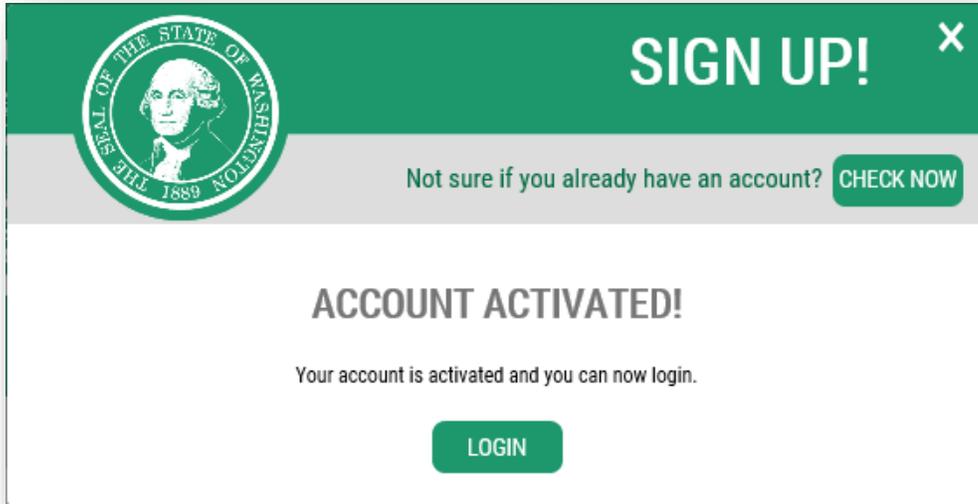
Your username is: [redacted]

To activate your account, please click: [https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=23551&userId=\[redacted\]](https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=23551&userId=[redacted]);

For questions or concerns about your SecureAccess Washington account, please visit <https://test-secureaccess.wa.gov/public/saw/pub/help.do>

Thank you,  
The Secure Access Washington Team

You will get an Account Activated message when you have successfully activated your SAW account.



## Step 2 – Submit a PlanView System Access Request Form

After establishing a SAW account, you will need to submit a [PlanView System Access Request Form](#), scan and email to [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov).



Department of Commerce

**PlanView**

System Access Request Form

### System Access Request Form

The PlanView System is accessed through Secure Access Washington (SAW). Use this link to access the SAW site and create a SAW account, if you do not have one: <https://secureaccess.wa.gov/>. Scan and email this completed form to [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov).

Go to the [Growth Management](#) webpage for links to PlanView User Manuals that have instructions on how to create a SAW account and how to login to PlanView. After you have a SAW account, and we have added you to PlanView, you will receive a welcome email when you have been granted access to PlanView.

### Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
CONSULTING FIRM (IF APPLICABLE)			
This is required for Consultants working on behalf of a Jurisdiction.			
ORGANIZATON INFORMATION			
ORGANIZATION NAME		TITLE WITH ORGANIZATION	
Name of the Organization you are requesting access to.		Consultants, provide you title with your Consulting Firm.	
PRIMARY CONTACT			
<input type="checkbox"/> Yes, I am the Primary Contact for this Organization. I understand that I will replace the current Primary User for this Organization.			
SECURE ACCESS WASHINGTON (SAW) INFORMATION			
SAW EMAIL	SAW USER NAME	SECURITY ROLE(S)	
User accounts will be set up with this email address.		<input type="checkbox"/> Read Only <input type="checkbox"/> Planner <input type="checkbox"/> Administrator	See descriptions below

### Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the Organization listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>.

PRINTED NAME	SIGNATURE	DATE

### Organization Approval

By signing this form, I approve this Person to access the PlanView system on behalf of the Organization listed above and the selected Security Roles.

PRINTED NAME	SIGNATURE	DATE
This must be an AUTHORIZED OFFICIAL for	the Organization above.	
ORGANIZATION TITLE	EMAIL	PHONE NUMBER



### Security Roles

Below is a summary of the permissions by role and contact type. You may request multiple security roles. **Administration will only be granted to users who have an email address with the requested Organization.**

		Administrator	Planner	Read Only
<b>JURISDICTIONS AND CONSULTANTS</b>	Online Submittals		X	
	View and Track Submittal Progress		X	X
	View and Track Periodic Update Progress		X	X
	View and Track Hearings Board Cases		X	X
	Update Contact Information for your Organization	X		
<b>STATE AGENCIES ONLY</b>	Personalize Submittal Notifications		X	
	Create Workflows to track Comment Letters		X	
	Create and update Contacts for your Organization	X		

### Consultants

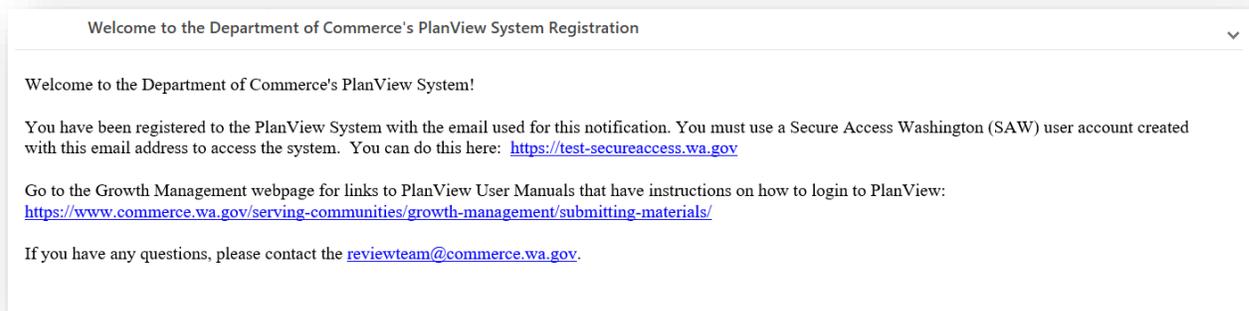
If you are a Consultant and need access to multiple Organizations, please submit a separate form for each Organization.

### Primary Contacts

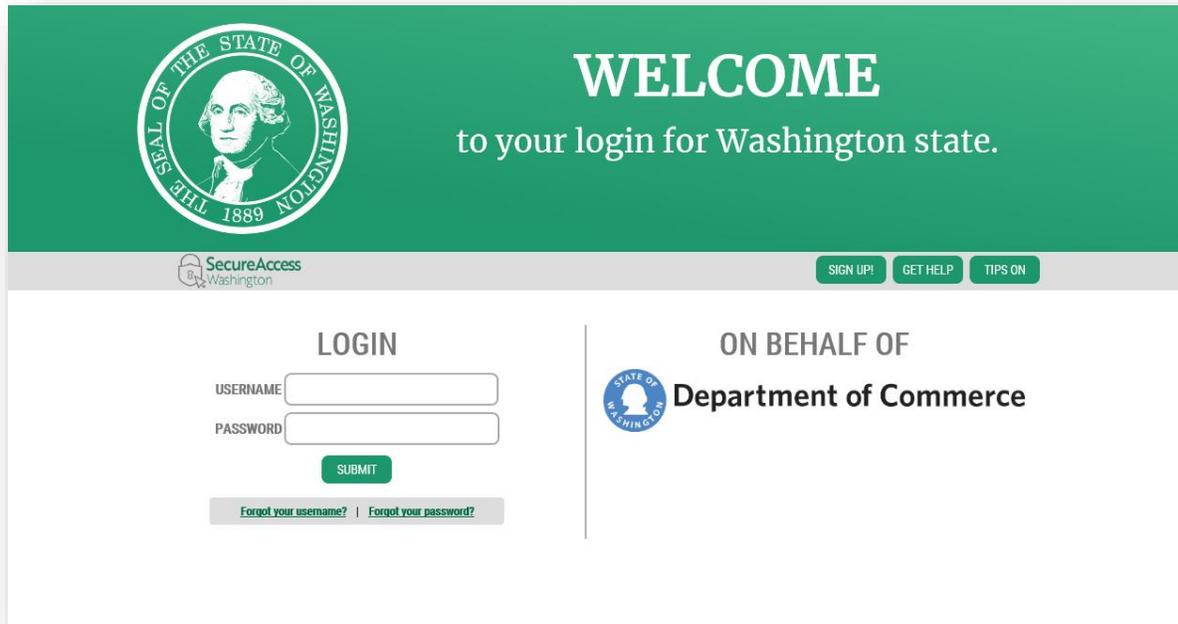
Primary Contacts are considered the lead user for an organization, will receive all Submittal notifications and will be contacted first when there are questions.

## Step 3 – New User Registration Email

Once your Growth Management Planner registers you as a PlanView user, you will receive an email like the one pictured below.

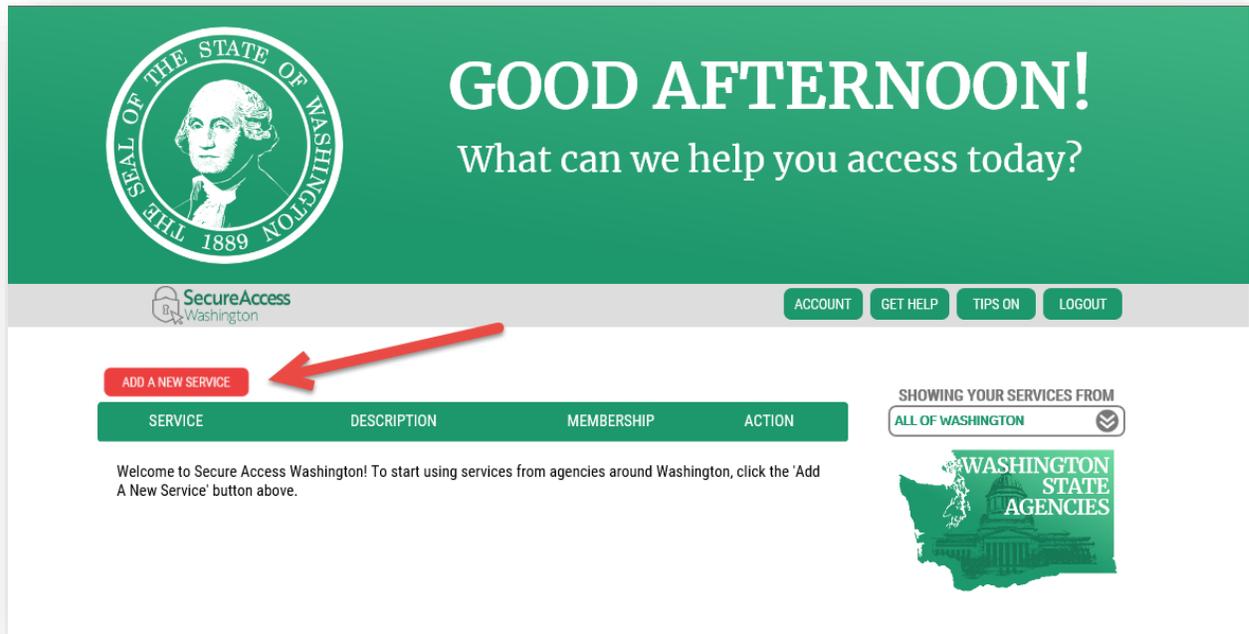


Next log into SAW using your new username and password.

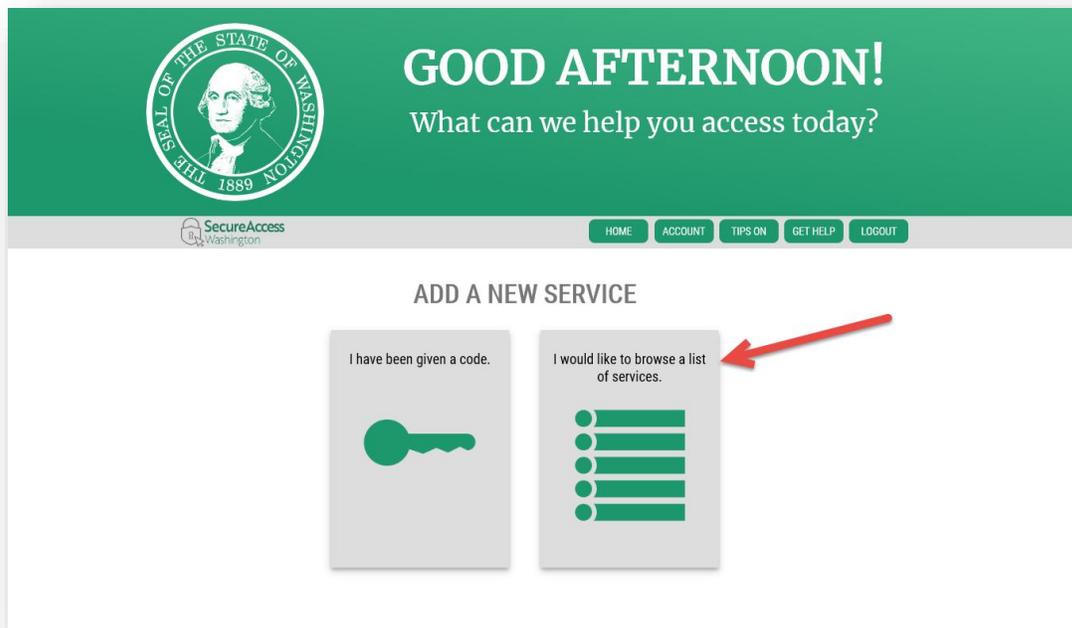


## Step 4 – Add the PlanView System service

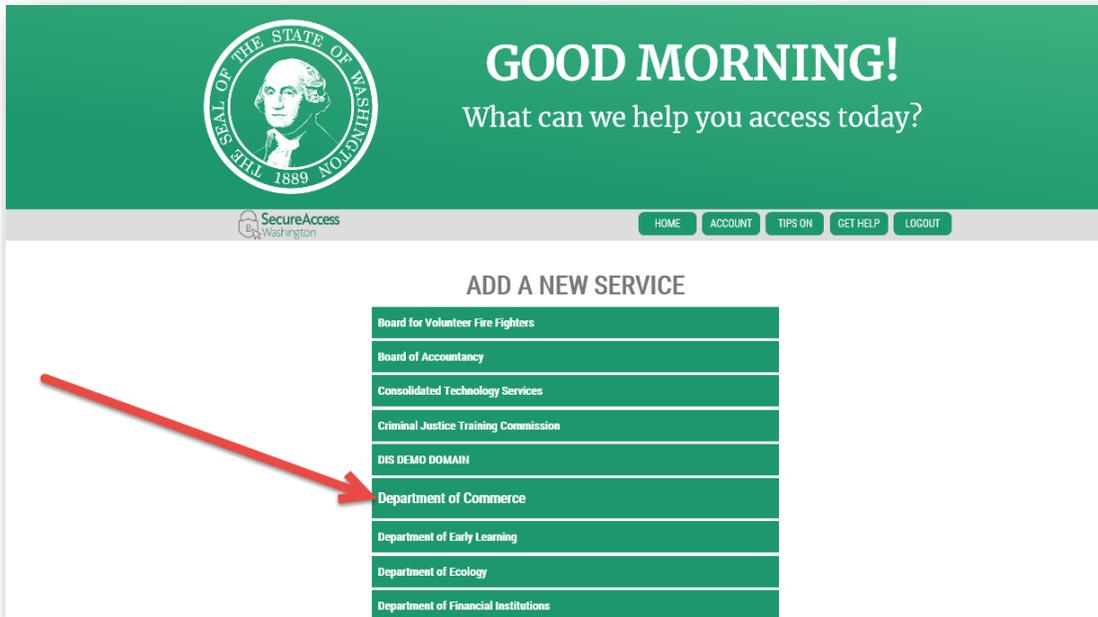
Once you've logged into SAW, you can add your selected services by clicking on the "Add a New Service" button.



Next, select the "I would like to browse a list of services" option.



This will take you to a list of state agencies. Click on Department of Commerce to see the list of available Commerce services.



**GOOD MORNING!**  
What can we help you access today?

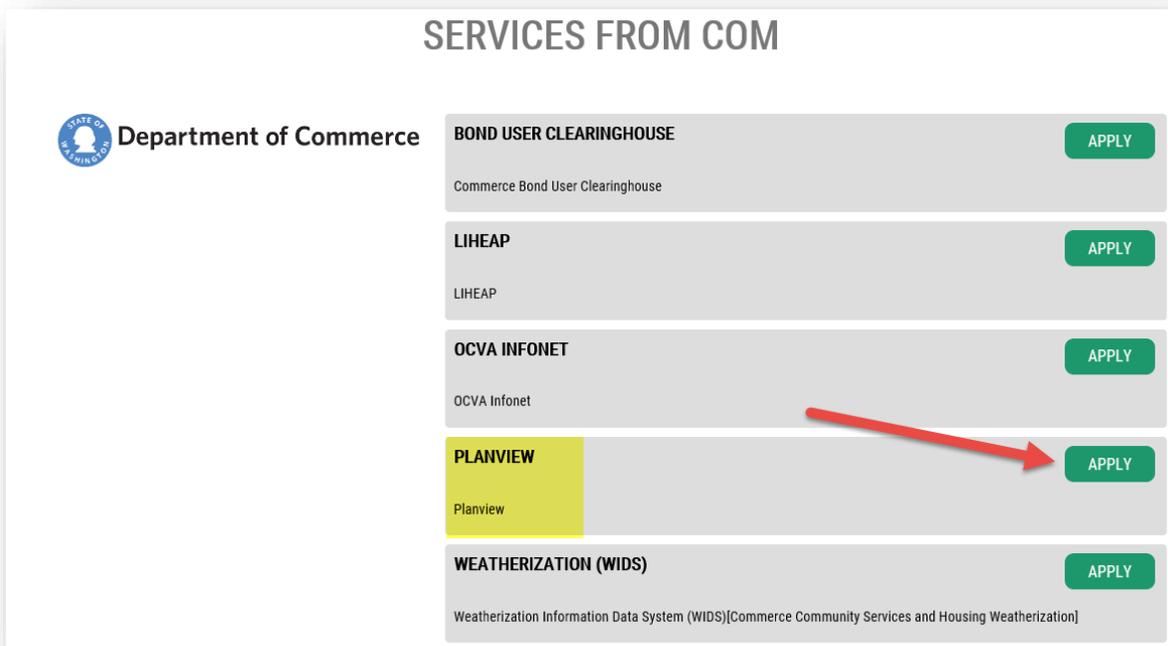
SecureAccess Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

### ADD A NEW SERVICE

- Board for Volunteer Fire Fighters
- Board of Accountancy
- Consolidated Technology Services
- Criminal Justice Training Commission
- DIS DEMO DOMAIN
- Department of Commerce**
- Department of Early Learning
- Department of Ecology
- Department of Financial Institutions

Click Apply for the PlanView service.

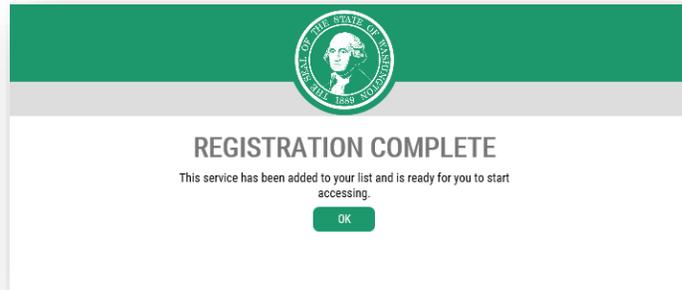


## SERVICES FROM COM

 Department of Commerce

<b>BOND USER CLEARINGHOUSE</b> Commerce Bond User Clearinghouse	<a href="#">APPLY</a>
<b>LIHEAP</b> LIHEAP	<a href="#">APPLY</a>
<b>OCVA INFONET</b> OCVA Infonet	<a href="#">APPLY</a>
<b>PLANVIEW</b> Planview	<a href="#">APPLY</a>
<b>WEATHERIZATION (WIDS)</b> Weatherization Information Data System (WIDS)[Commerce Community Services and Housing Weatherization]	<a href="#">APPLY</a>

You will get a Registration Complete message. You will also get two emails, a User Registered for Service email and an Access Approved email. They are informational only and you do not need them to continue.



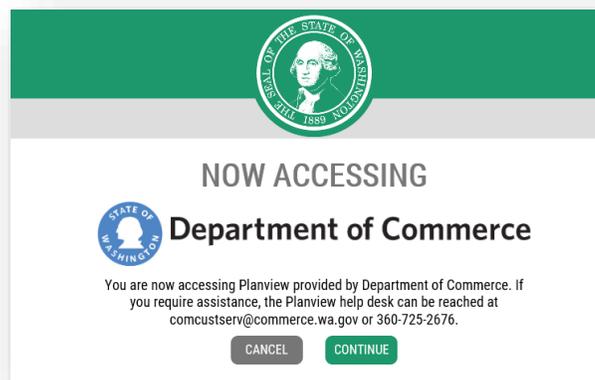
You will be redirected to the Service Screen. Click on the PlanView link to access the system.

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
<a href="#">BI Launchpad (Web Intelligence)</a>	Interface to Business Objects Web Intelligence hosted by WaTech. Requires SAW account with WA State employee e-mail to access.	Active ?	<a href="#">Remove</a>
<a href="#">Commerce Contract Management System</a>	Commerce Contract Management System	Active ?	<a href="#">Remove</a>
<a href="#">Commerce Extranet</a>	Commerce Extranet	Active ?	<a href="#">Remove</a>
<a href="#">Planview</a>	Planview	Active ?	<a href="#">Remove</a>

ALL OF WASHINGTON 

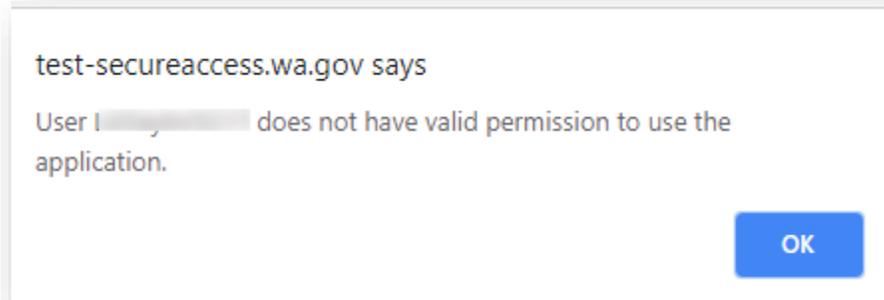


You will get an assistance notice. Click Continue and the PlanView system will be displayed.



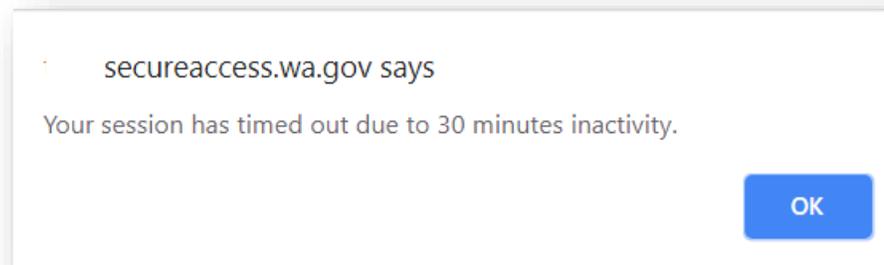


If you have not been set up you will get the following error message. Please note the display may be slightly different, depending on the internet browser you are using. Please contact [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov) if you have not received a New User Registration email.



### SAW Time Out

SAW automatically times users out after 30 minutes of inactivity. You will see the following message if you are timed out. Please note the display may be slightly different, depending on the internet browser you are using.



## PlanView

---

PlanView is a tracking system to connect local government planners to the state agency review and technical assistance professionals. It allows users to see the progress and responses of documents submitted by local Jurisdictions.

To understand how to make the most of PlanView, it is important to understand how the system organizes information and work. PlanView uses three main types of objects to organize work: Cases, Submittals and Workflows.

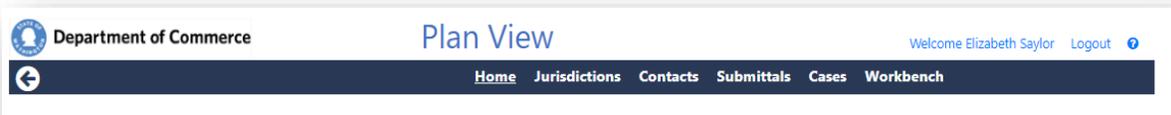
- Cases represent something a local government is working on. It could be as simple as a question to you or another staff member, or as complex as a multiyear projects such as a periodic update to the plans and regulations.
- A Submittal represents a change to a plan or regulation, in either draft or adopted form. Most comment letters and testimony in PlanView will be related to a specific submittal.
- A [Workflow](#) represents something a state agency person needs to do in response. It could be as simple as making a call to the local government and noting a comment, or it could be the process of drafting and sending a comment letter. The list of open workflows for you is your to do list.

It is helpful to think about the planning process at the local government level to see how this work is organized. The process starts when a local government decides it needs to start working on something. After they start the project, they reach out to you or your agency for help. Nothing has been submitted for review yet, but they are working on it. At this point, you can create a Case.

You can then use the Case to keep track of this work throughout the process. Using a case to keep track of this allows you to track who you are working with. It also allows other staff in other agencies to see who is working on something and know what different jurisdictions are working on.

As you work with them, there will be times when you need to research an answer to a question and get back to them. When you make a commitment to provide an answer, you can create a Workflow to keep track of what you need to do and when you need to get back to them. Each of these workflows will be attached to the case.

At some point in the life cycle of this project a local government will need to provide official notice as part of the required state agency notice process. They will create a Submittal that will be assigned to you for review. One or more of these submittals will be attached to the case so you can see that the submittal is related to ongoing work you have been helping the local government with. The task of reviewing the item and producing a letter will be tracked with a workflow attached to the submittal.



## System Highlights

- View [Submittal Documents and Track Responses](#) by all State Agencies.
- Indicate an interest in commenting by creating a [Workflow](#). This will allow Commerce, the Jurisdiction and other State Agencies know you are planning to respond.
- Manage your user profile by [selecting the Jurisdiction and subject areas](#) you want to receive notifications.
- [Add and Update Contacts](#) for your agency, if you are an Administrator.
- View [Hearings Board Cases and track the Periodic Update](#) progress.

This guide will review all the screens and their functionality. Use the links to go directly to the screen.

1. [Home Page](#) → Access new Submittals, Workflows and Contact List Reports
2. [Jurisdictions](#) → View Contacts, Addresses, Submittals and Cases
3. [Contacts](#) → Update Profile Information, Categories and Jurisdictions
4. [Submittals](#) → View Submitted Documents and track Commerce's response
  - a. Create a Comment Letter Workflow for your Agency.
  - b. Track other State Agency Responses
5. [Cases](#) → View progress of Jurisdiction Periodic Updates and Hearings Board Cases
6. [Manage Primary Contacts](#) → Update the primary contact person for each Jurisdiction.
7. [System Access Request Form](#) → Use the form to request system access for a new person or update the security for an existing user.



***ATTENTION: Be advised that most information displayed in the following screen shots are fictitious and for demonstration purposes only.***



## Home Page

The Home Page is the first page you will see when PlanView opens. It provides a list of Submittals received by the Department of Commerce for the past 7 days and lists the open Workflows for your Agency.

See a description of the numbered areas below.

The screenshot shows the PlanView Home Page interface. At the top, there is a navigation bar with the Department of Commerce logo, the PlanView title, and a user profile section (Welcome Elizabeth Saylor, Logout). The main content area includes a welcome message, a 'Submittals' section with a table of recent submittals, and a 'Workflows' section with a table of active workflows. Numbered callouts (1-6) point to specific UI elements: 1 points to the Submittals section header, 2 points to the radio buttons for filtering submittals, 3 points to the Workflows section header, 4 points to the print links, 5 points to the main navigation menu, and 6 points to the user profile area.

ID	Jurisdiction	Submittal Type	Periodic Update?	Categories	Submission Date	Days to Due Date
2019-S-21	Bainbridge Island City (1804)	Request for Expedited Review / Notice	No		02/25/2019 12:17 PM	12
2019-S-20	Roy City (2712)	Notice of Final Adoption of	No		02/25/2019 12:12 PM	
2019-S-14	Almira Town (2201)	60-day Notice of Intent to Adopt	No	Critical Areas Ordinance	02/22/2019 02:59 PM	
2019-S-13	Almira Town (2201)	60-day Notice of Intent to Adopt	No		02/22/2019 02:56 PM	
2019-S-12	Almira Town (2201)	Notice of Final Adoption of	No		02/22/2019 02:21 PM	
2019-S-11	Airway Heights City (3201)	Notice of Final Adoption of	No		02/22/2019 02:07 PM	
2019-S-10	Airway Heights City (3201)	60-day Notice of Intent to Adopt	No	Animal Control and	02/22/2019 01:50 PM	
2019-S-9	Ocean Shores City (1409)	60-day Notice of Intent to Adopt	Yes		02/22/2019 08:53 AM	
2019-S-8	Asotin County (0200)	60-day Notice of Intent to Adopt	Yes		02/22/2019 08:51 AM	
2019-S-7	Asotin County (0200)	60-day Notice of Intent to Adopt	No		02/21/2019 02:18 PM	
2019-S-6	Almira Town (2201)	60-day Notice of Intent to Adopt	No		02/21/2019 01:24 PM	
2019-S-5	Almira Town (2201)	60-day Notice of Intent to Adopt	No	Rural Lands Urban Centers	02/21/2019 12:05 PM	
2019-S-1	Almira Town (2201)	60-day Notice of Intent to Adopt	No		02/21/2019 10:42 AM	

ID	Jurisdiction	Periodic Update?	Assigned To	Assigned Date	Due Date	Status	Days to Due Date	Comments
2019-S-9	Ocean Shores City			02/22/2019	02/24/2019	●	-3	

1. Clicking on the submittal row opens the details for that Submittal and gives you access to attachments and workflows.
2. **The Submittals list will be initially filtered to your preferences.** These are set up on your [Contact](#) screen. You can view all Submittals or all Categories by selecting the desired radio buttons.
3. The Workflows section lists the active workflows for your agency. Clicking on the row opens the Submittal, where you are able to view the submittal, add attachments and/or close the workflow.
4. You can print Contact lists for the Primary Contacts for Jurisdictions or other state agencies by selecting the agency or Jurisdiction and clicking the Print link. A pdf report will be generated.

**Note: Notification of the pdf document download will depend on the internet browser. The file may also be blocked, depending on your settings.**

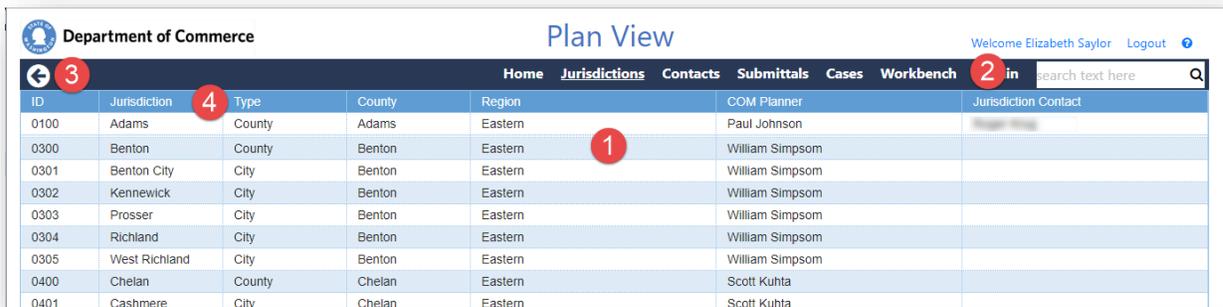
5. Use the Main Menu to navigate through the system. Each option has a detailed explanation of the available functionality throughout this document.
6. Use the Name Link to go to your profile. Use the logout link to log out of the system.

## Jurisdictions

When you select the Jurisdictions option off the Main Menu the Jurisdiction Search screen opens, displaying a list of all the Jurisdictions in Washington State.

### [Jurisdiction Search](#)

Use the Jurisdiction search screen to navigate to all of the Jurisdictions.



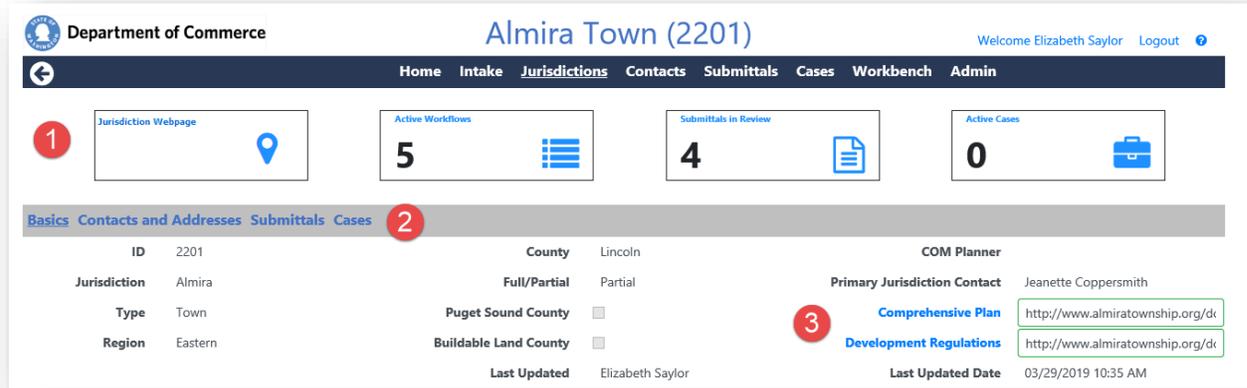
ID	Jurisdiction	Type	County	Region	COM Planner	Jurisdiction Contact
0100	Adams	County	Adams	Eastern	Paul Johnson	
0300	Benton	County	Benton	Eastern	William Simpsom	
0301	Benton City	City	Benton	Eastern	William Simpsom	
0302	Kennewick	City	Benton	Eastern	William Simpsom	
0303	Prosser	City	Benton	Eastern	William Simpsom	
0304	Richland	City	Benton	Eastern	William Simpsom	
0305	West Richland	City	Benton	Eastern	William Simpsom	
0400	Chelan	County	Chelan	Eastern	Scott Kuhta	
0401	Cashmere	City	Chelan	Eastern	Scott Kuhta	

1. Click on the row to open the Jurisdiction details, to view their Contacts, Addresses, Submittals and Cases.
2. Use the Search field to search for a specific Jurisdiction. You can search for text in any column.
3. Use the Back button to return to your prior screen.
4. Click on the column headers to sort the column contents.

Jurisdiction Basics

The Jurisdiction Basics screen contains the general information for the Jurisdiction as well as a Dashboard that shows system-wide activities for the Jurisdiction.

*See a description of the numbered areas below.*



1. Jurisdiction Dashboard
  - a. Jurisdiction link -- under construction
  - b. Active Workflows— Displays a count of the active workflows for the Jurisdiction. Selecting this box takes the user to the Workbench with a list of the active workflows for this Jurisdiction.
  - c. Submittals in Review – Displays a count of the Active Submittals for the Jurisdiction. Selecting this box takes you to the Submittal
  - d. Active Cases – Displays a count of the Active Cases for the Jurisdiction. Selecting this box takes you to the Case Search screen with a list of active Cases for the Jurisdiction.
2. Use the Jurisdiction menu to view Contact and Address, a list of Submittals and Cases for the Jurisdiction.
3. The Comprehensive Plan and Development regulation link takes you to the jurisdiction’s current comprehensive plan on the jurisdiction web site, or to their development regulations-often on Code Publishing. Click on the Comprehensive Plan and Development Regulations link labels to view the selected document.



## Jurisdiction Contacts and Addresses

The contacts and Addresses screen displays the contacts by contact type. Only Active contacts are initially displayed. Clicking on the contact row opens the Contact Details. The State Agency contacts shows state agency staff that have selected that jurisdiction in their profile. Contact the [ReviewTeam@commerce.wa.gov](mailto:ReviewTeam@commerce.wa.gov) if you need any updates.

**Contacts and Addresses**

Active  All

**Commerce Contacts** Add Contact

Pri...	ID	Title	Role	Prefix	First Name	Last Name	Work Ph...	Cell Phone	Email	Inactiv...	Tags	
<input checked="" type="checkbox"/>	259	Senior Planner	Growth Management...	Mr.	Benjamin	Serr	(509) 724-1...	(509) 724-1...	benjamin.serr@comme...			

**Jurisdiction Contacts**

Firm	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Ph...	Email	Inacti...	Tags	
<input type="checkbox"/>	5645	Mayor	Elected Official	The Hono...	Gary	Cook	(509) 659-1930		mayer@ritzville-wa.gov			
<input type="checkbox"/>	2720			Mr.	Rick	Hastings	(509) 835-3770		rhastings@studiocascade.com			
<input checked="" type="checkbox"/>	4608	Public Works Director		Mr.	Larry	Swift	(509) 659-1930		Larry.Swift@ritzville-wa.us			

**State Agency Contacts** Add Contact

Agency	Pri...	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Ph...	Email	Inacti...	Tags	
Ecology	<input checked="" type="checkbox"/>	809	CAO Review Coord...	Agency Lead	Ms.	Donna	Burten	(360) 407-7172		dbur461@ecy.wa.gov		Critical Are...	
WCC	<input checked="" type="checkbox"/>	164		Agency Lead		Ron	Shultz			rshultz@scc.wa.gov			

**Addresses**

Primary	Type	Address 1	Address 2	City	State	Zip Code	
<input checked="" type="checkbox"/>	Physical	216 East Main Avenue		Ritzville	WA	99169	+

2019 © Washington State Department of Commerce -- PlanView
 
[Conditions of Use](#)
[Privacy Policy](#)
[Accessibility Statement](#)

## Primary Contacts

Every Jurisdiction has a Primary Commerce, Jurisdiction and State Agency Contact for all participating state agencies. These individuals are the main point of contact for that Jurisdiction.

## Jurisdiction Attachments

Attachments specific to the Jurisdiction can now be added by Commerce.

[Basics](#)
[Contacts and Addresses](#)
[Capital Projects](#)
[Attachments](#)
[Submittals](#)
[Cases](#)

**Attachments**

Attachment Type	File Name	Title	Notes	Go...	Good E...	File Type	File...	Uploa...	Upload...
Correspondence	1286.docx			<input type="checkbox"/>		Word	63671	CTEDIEI...	07/15/2019
Map	772.docx			<input type="checkbox"/>		Word	59186	CTEDIEI...	07/15/2019

2019 © Washington State Department of Commerce -- PlanView
 
[Conditions of Use](#)
[Privacy Policy](#)
[Accessibility Statement](#)

## Jurisdiction Submittals

The Submittals screen displays a list of active submittals for the Jurisdiction. An active submittal is a submittal with one or more active workflows. Select the All Amendment Types radio button to see all of the Submittals for the Jurisdiction. Click on the Submittal row to display the Submittal details.

Basics [Contacts and Addresses](#) [Submittals](#) [Cases](#)

Active  All

ID	Submittal Receipt ID	Submittal Description	Plan Type	Submission Date	Periodic Update?	Expedited?	COM Planner	Jurisdiction Contact	COM Workflow Step	# of Assoc Workflows
22563	2019-S-19	...		02/28/2019	No	No	...	...		1
22560	2019-S-14	...		02/22/2019 02:59 PM	No	No	...	...		2
22559	2019-S-13	...		02/22/2019 02:56 PM	No	No	...	...		1
22558	2019-S-12	...		02/22/2019	No	No	...	...		1
22552	2019-S-6	...		02/21/2019	No	No	...	...		1
22551	2019-S-5	...		02/21/2019 12:05 PM	No	No	...	...		3

## Jurisdiction Cases

The Case screen displays a list of active Cases for the Jurisdiction. Click on the Case row to display the Case details.

Basics [Contacts and Addresses](#) [Submittals](#) [Cases](#)

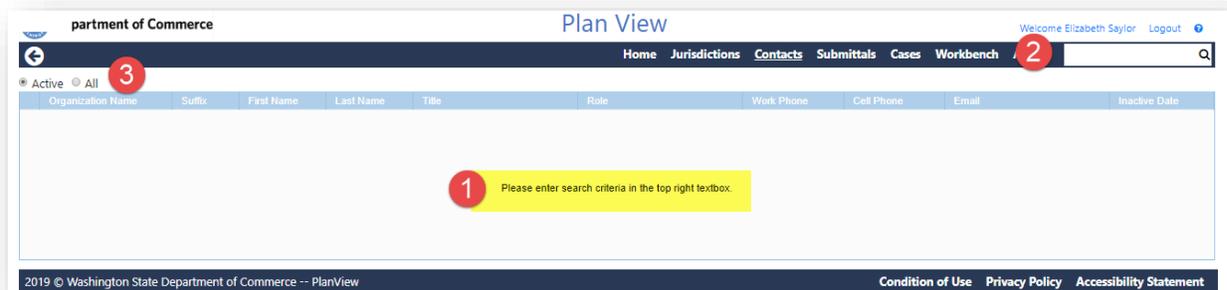
Case ID	Jurisdiction	Status	Case Type	# of Submittals	COM Planner	Jurisdiction Contact
2019-C-1	Almira	Active	General	0	...	...
2019-C-2	Almira	Active	General	0	...	...
2019-C-6	Almira	Active	Hearings Board	0	...	...

## Contacts

Use the Contact search screen to find a contact. Click on the Contact row to open the Contact Details. Click on the column headers to sort the content.

### Contact Search

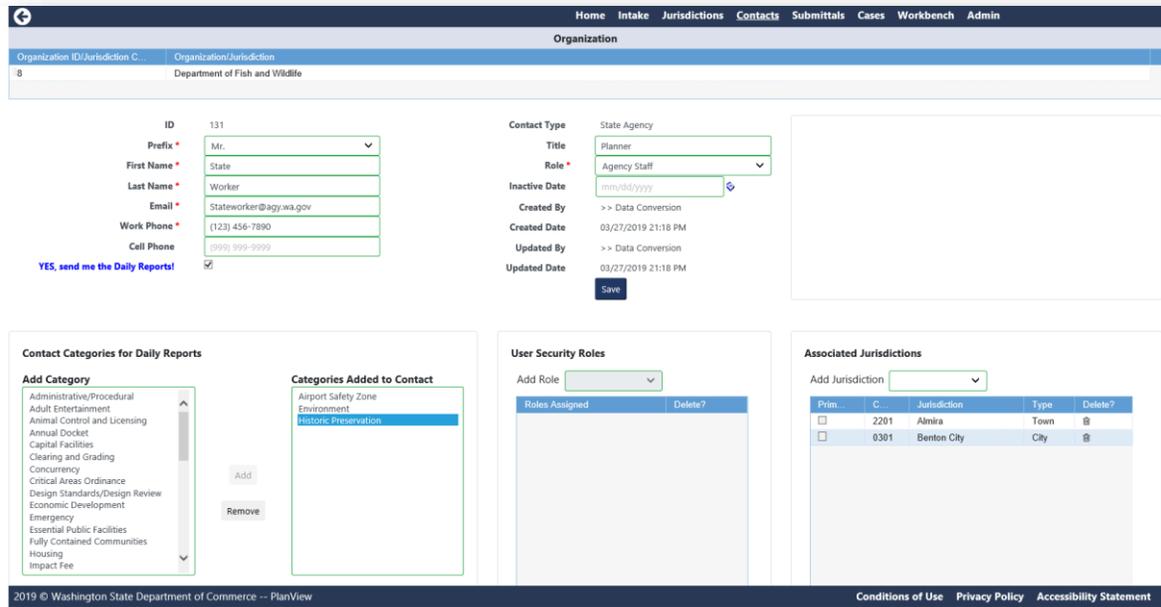
Use the Contact search screen to view Contacts and navigate to the contact details.



1. Because there are so many contacts, the screen initially loads without results.
2. Enter search criteria in the search field and click the magnifying glass or the Enter key. You can search by name, Jurisdiction, etc.
3. Use the All radio button to view inactive Contacts.

## Contact Details

The Contact Details screen allows a person to view and update their profile. Use this screen to manage the types of submittals they receive on the [Daily Report](#) by creating a list of categories. Some agency staff have regional assignments and work with a subset of jurisdictions. Some agency staff are an expert on a particular topic, but work with jurisdictions throughout the state. This screen allows you to select jurisdictions that you are interested in. Selecting a jurisdiction also means that users from that jurisdiction can see that you are an agency staff member they can reach out to if they have questions.



The screenshot shows the 'Contact Details' page for a user in the 'Department of Fish and Wildlife'. The page is divided into several sections:

- Organization:** Department of Fish and Wildlife
- User Profile:** ID 131, Prefix Mr., First Name State, Last Name Worker, Email Stateworker@agy.wa.gov, Work Phone (123) 456-7890, Cell Phone (999) 999-9999. A checkbox for 'YES, send me the Daily Reports!' is checked.
- Contact Information:** Contact Type State Agency, Title Planner, Role Agency Staff, Inactive Date mm/dd/yyyy, Created By >> Data Conversion, Created Date 03/27/2019 21:18 PM, Updated By >> Data Conversion, Updated Date 03/27/2019 21:18 PM. A 'Save' button is present.
- Contact Categories for Daily Reports:**
  - Add Category:** A list of categories including Administrative/Procedural, Adult Entertainment, Animal Control and Licensing, Annual Docket, Capital Facilities, Clearing and Grading, Concurrency, Critical Areas Ordinance, Design Standards/Design Review, Economic Development, Emergency, Essential Public Facilities, Fully Contained Communities, Housing, and Impact Fee.
  - Categories Added to Contact:** Airport Safety Zone, Environment, and Historic Preservation.
- User Security Roles:** Add Role dropdown, Roles Assigned table, and Delete? column.
- Associated Jurisdictions:** Add Jurisdiction dropdown, and a table with columns Prim, C, Jurisdiction, Type, and Delete?. The table contains two entries: 2201 Almira Town and 0301 Benton City City.

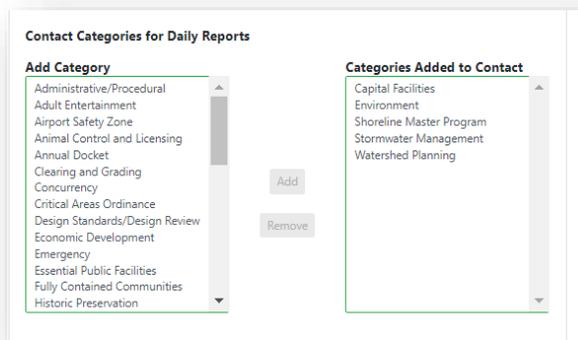
Footer: © 2019 Washington State Department of Commerce -- PlanView. Conditions of Use, Privacy Policy, Accessibility Statement.

## Daily Report Settings -- Tag your Profile with Categories and Jurisdictions

Check the Yes, send me the Daily Reports checkbox to opt in to receiving the [Daily Report](#) email. Next, customize the notifications you receive by adding Categories to your profile with the types of submittals you are interested in receiving. See a complete list [here](#). Finally, select the Jurisdictions you would like to receive in the report. **During the initial rollout of PlanView, if you are a primary contact for a jurisdiction, you will receive the all of the new Submittals on their Daily Report.** Eventually, primary contacts will be able to customize their reports too.

## Contact Categories for Daily Report

Click the Add and Remove buttons to manage your list.

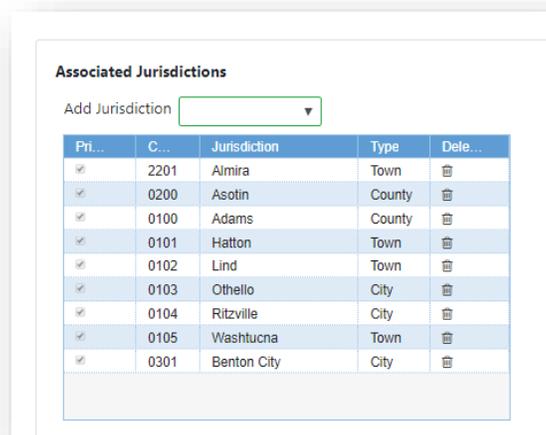


## Security Roles

Only users who have requested access to PlanView will have security roles. You can see a breakdown of the user roles in the [Submit a PlanView System Access Request Form](#) section.

## Associated Jurisdictions.

You can be associated to specific Jurisdictions to limit your Daily Submittal notifications. You will be notified for all new Submittals if you are the primary contact for a Jurisdiction.



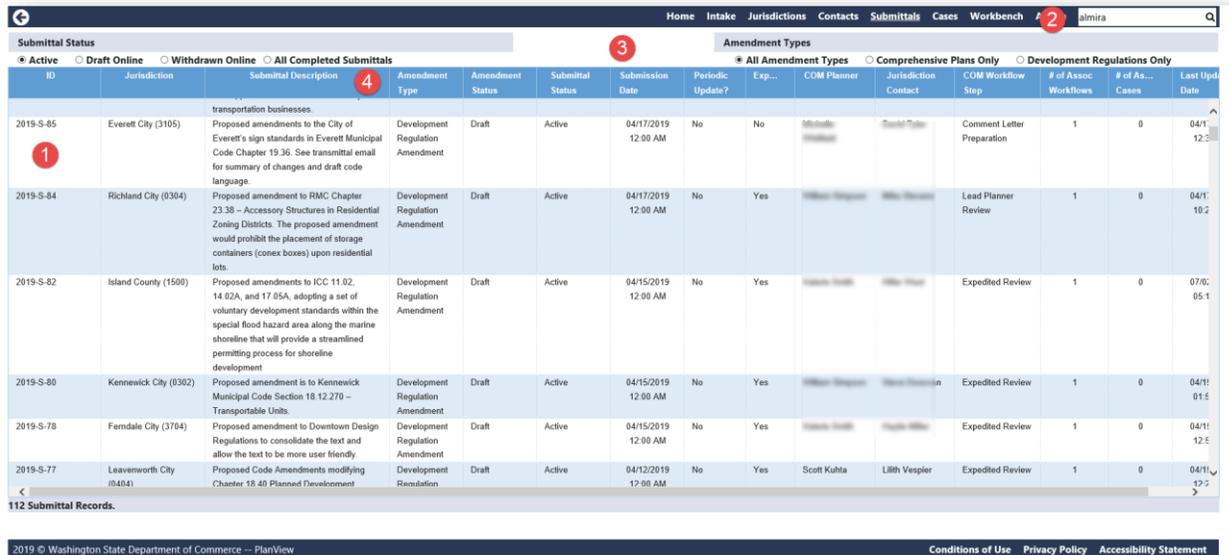
# Submittals

Submittals are the notice local governments provide when they are either proposing amends or when they adopt amendments to their plans and regulations. State agency notice is required by RCW 36.70A.106. Local governments provide notice using the portal and entering this information directly into PlanView. When you select the Submittals option off the Main Menu the Submittal Search screen opens, displaying a list of all the Submittals currently active. A submittal is active if it has one or more open workflows.

## Submittal Search

Use the Submittal Search screen to find a contact. Click on the Submittal row to open the Submittal Details. Click on the column headers to sort the content.

*See a description of the numbered areas below.*



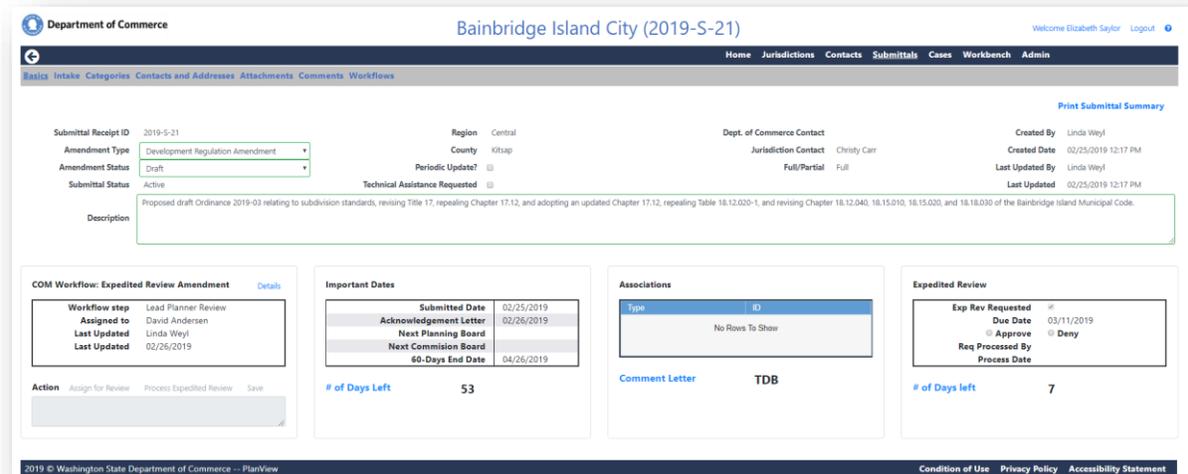
The screenshot shows the 'Submittal Search' interface. At the top, there are navigation tabs: Home, Intake, Jurisdictions, Contacts, Submittals, Cases, Workbench, and a search field containing 'almira'. Below the navigation is a 'Submittal Status' section with radio buttons for 'Active', 'Draft Online', 'Withdrawn Online', and 'All Completed Submittals'. To the right is an 'Amendment Types' section with radio buttons for 'All Amendment Types', 'Comprehensive Plans Only', and 'Development Regulations Only'. The main area is a table with columns: ID, Jurisdiction, Submittal Description, Amendment Type, Amendment Status, Submittal Status, Submission Date, Periodic Update?, Exp..., COM Planner, Jurisdiction Contact, COM Workflow Step, # of Assoc Workflows, # of Assoc Cases, and Last Update Date. Four red numbered callouts are present: 1 points to the first row (ID 2019-S-85), 2 points to the search field, 3 points to the 'Active' filter, and 4 points to the 'Submittal Description' column header. The table contains several rows of submittal data.

ID	Jurisdiction	Submittal Description	Amendment Type	Amendment Status	Submittal Status	Submission Date	Periodic Update?	Exp...	COM Planner	Jurisdiction Contact	COM Workflow Step	# of Assoc Workflows	# of Assoc Cases	Last Update Date
2019-S-85	Everett City (3105)	Proposed amendments to the City of Everett's sign standards in Everett Municipal Code Chapter 19.36. See transmittal email for summary of changes and draft code language.	Development Regulation Amendment	Draft	Active	04/17/2019 12:00 AM	No	No	Mitchell...	David P...	Comment Letter Preparation	1	0	04/11 12:2
2019-S-84	Richland City (0304)	Proposed amendment to RMC Chapter 23.38 – Accessory Structures in Residential Zoning Districts. The proposed amendment would prohibit the placement of storage containers (conex boxes) upon residential lots.	Development Regulation Amendment	Draft	Active	04/17/2019 12:00 AM	No	Yes	William Stepan...	Mike Stepan...	Lead Planner Review	1	0	04/11 10:2
2019-S-82	Island County (1500)	Proposed amendments to ICC 11.02, 14.02A, and 17.05A, adopting a set of voluntary development standards within the special flood hazard area along the marine shoreline that will provide a streamlined permitting process for shoreline development.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	William Stepan...	Mike Stepan...	Expedited Review	1	0	07/05 05:1
2019-S-80	Kennewick City (0302)	Proposed amendment is to Kennewick Municipal Code Section 18.12.270 – Transportable Units.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	William Stepan...	Mike Stepan...	Expedited Review	1	0	04/11 01:5
2019-S-78	Ferdale City (3704)	Proposed amendment to Downtown Design Regulations to consolidate the text and allow the text to be more user friendly.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	William Stepan...	Mike Stepan...	Expedited Review	1	0	04/11 12:5
2019-S-77	Leavenworth City (0404)	Proposed Code Amendments modifying Chapter 18.40 Planned Development	Development Regulation	Draft	Active	04/12/2019 12:00 AM	No	Yes	Scott Kuhla	Lith Vespier	Expedited Review	1	0	04/11 12:2

1. Submittal Results – you will see a list of all active Submittals. Click on the Submittal row to open the Submittal Details.
2. Use the Search field to search for a specific Jurisdiction. You can search for text in any column.
3. Use the filters to further refine the results. Select the Draft Online or Withdrawn Online to see incomplete submittals.
4. Click on the column headers to sort the column contents.

## Submittal Basics

This screen provides a summary of the Submittal and a Dashboard that provides a snapshot of the key elements for the Submittal.



The screenshot displays the 'Submittal Summary' page for 'Bainbridge Island City (2019-S-21)'. The page includes a navigation menu at the top and a main content area with several sections:

- Submittal Receipt ID:** 2019-S-21
- Amendment Type:** Development Regulation Amendment
- Amendment Status:** Draft
- Submittal Status:** Active
- Region:** Central
- County:** Kitsap
- Periodic Update?:**
- Technical Assistance Requested:**
- Dept. of Commerce Contact:** Christy Carr
- Full/Partial:** Full
- Created By:** Linda Weyl
- Created Date:** 02/25/2019 12:17 PM
- Last Updated By:** Linda Weyl
- Last Updated:** 02/25/2019 12:17 PM
- Description:** Proposed draft Ordinance 2019-03 relating to subdivision standards; revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.12.040, 18.15.010, 18.15.020, and 18.18.030 of the Bainbridge Island Municipal Code.
- COM Workflow: Expedited Review Amendment**
  - Workflow step: Lead Planner Review
  - Assigned to: David Andersen
  - Last Updated: Linda Weyl
  - Last Updated: 02/26/2019
  - Action: Assign for Review, Process Expedited Review, Save
- Important Dates**

Submitted Date	02/25/2019
Acknowledgement Letter	02/26/2019
Next Planning Board	
Next Commission Board	
60-Days End Date	04/26/2019

# of Days Left: 53
- Associations**

Type	ID
No Rows To Show	

Comment Letter: TDB
- Expedited Review**

Exp Rev Requested	<input checked="" type="checkbox"/>
Due Date	03/11/2019
Req Processed By	<input type="radio"/> Approve <input type="radio"/> Deny
Process Date	

# of Days left: 7

## Fields

- Amendment Types → There are five basic Amendment Types
  - Comprehensive Plan Amendment
  - Development Regulation Amendment
  - Combined Comprehensive Plan Amendment Development Regulation Amendment
  - Countywide Planning Policy
  - Critical Areas Ordinance
- Amendment Statuses
  - Draft
  - Adopted
- Submittal Status
  - Active status is when there are an active workflows
  - Completed status is when all workflows are complete AND
    - 60 days after submission date for 60-day Reviews and Expedited Reviews
    - 20 days after submission for Adopted Amendments
- Periodic Update? → This indicates that this submittal is a part of the Jurisdiction's Periodic Update.
- Submittal Dashboard
  - COM Workflow → The primary Commerce workflow is displayed here. Click the Details link to view the Workflow details to see all of the workflow steps.
  - Important Dates → A summary of key dates for the submittal.
  - Associations → Displays the associated Submittals and Cases.
  - Expedited Review → Displays the expedited review request and result.
- Print Submittal Summary → This is a summary report of the submittal.



### Submittal Intake

The Submittal Intake screen displays the information submitted on-line. There is a Printer Friendly option on the top right of the screen.

[Home](#)
[Intake](#)
[Categories](#)
[Contacts and Addresses](#)
[Attachments](#)
[Comments](#)
[Workflows](#)

[Printer Friendly Version](#)

**Submittal ID: 2019-S-21**  
Submittal Date and Time: Feb 25, 2019, 12:00:00 AM

---

#### Submittal Information

**Jurisdiction:** Bainbridge Island City (1804)  
**Submittal Type:** Request for Expedited Review / Notice of Intent to Adopt Amendment  
**Amendment Type:** Development Regulation Amendment

---

#### Amendment Information

**Brief Description**  
Proposed draft Ordinance 2019-03 relating to subdivision standards, revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.12.040, 18.15.010, 18.15.020, and 18.18.030 of the Bainbridge Island Municipal Code.

Yes, this is a part of the 8-year periodic update schedule, required under RCW 36.70A.130.

Enter the date for adoption for this amendment 04/02/2019

---

#### Attachments

Attachment Type	File Name	Uploaded Date
Development Regulation Amendment - Draft	20190225 Commerce Notice Expedited Request.docx	02/25/2019 12:15 PM
Development Regulation Amendment - Draft	City of Bainbridge Island Expedited Review Request -- Ordinance 2019-03 .htm	02/25/2019 12:15 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit A.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit B.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit C.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ordinance_No,_2019-03 Subdivision Update.docx	02/25/2019 12:16 PM

---

#### Contact Information

**Prefix:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Work Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Yes, This is a consultant.

**Consulting Firm Name**

Yes, I would like to be contacted for Technical Assistance.

---

#### Submit

I certify that I am authorized to submit this Amendment for the Jurisdiction identified in this Submittal and all information provided is true and accurate to the best of my knowledge.

**Full Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

---

2019 © Washington State Department of Commerce -- PlanView
 
[Condition of Use](#)
[Privacy Policy](#)
[Accessibility Statement](#)

### Submittal Categories

Submittals will be categorized to help explain the areas impacted by the Submittal. As described on the [Contact Details](#) section, these categories will also help you customize the notifications you receive for new submittals. See a complete list [here](#).



### Submittal Contacts and Addresses

Each Submittal will have a Primary contact for all State Agencies and for the Jurisdiction. These contacts will automatically receive various correspondence throughout the review of the Submittal.

The Primary contact for a Submittal does not need to be the same Primary contact that is assigned to the Jurisdiction, although that is the default for new submittals. If you need a Primary Contact updated, email the [reveiwteam@commerce.wa.gov](mailto:reveiwteam@commerce.wa.gov) with the updated information.

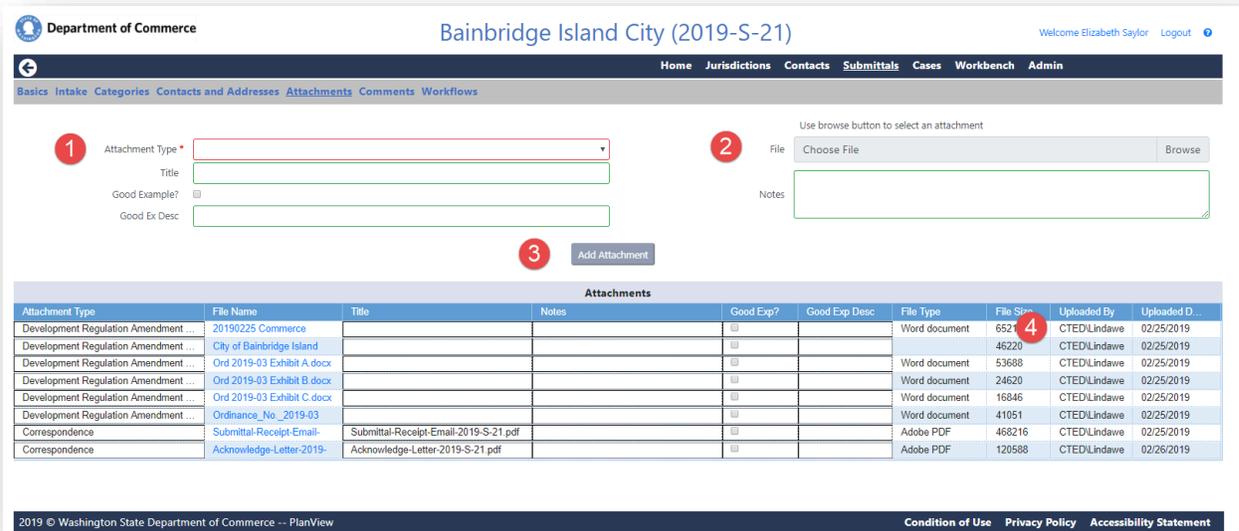


1. The Primary Commerce Contact is the person to contact if you have any questions relating to Commerce’s response to the Submittal.
2. The Primary Jurisdiction Contact is the person to contact if you have any questions for the Jurisdiction and the contact for your responses.
3. All State Agencies will have a Primary Contact assigned to a Submittal. Please contact them if you have any questions.
4. Use the Address to mail any correspondence to the Jurisdiction.

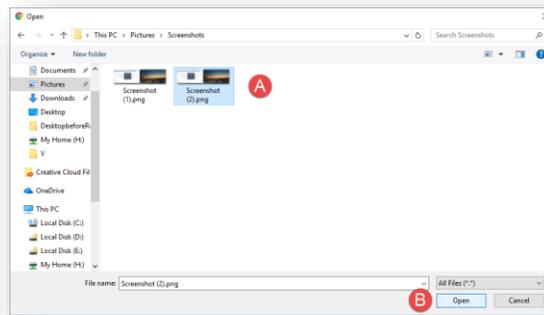
### Submittal Attachments

You will be able to view all of the attachments for a submittal. Click on the File name to open the document.

You will also be able to add your own documents to the submittals. See instructions on how to add an attachment below.



1. Select an Attachment Type. See a list of the Attachment types and allowable file types [here](#).
2. Select the Browse.
  - a. Navigate to the file location and select the desired file.
  - b. Click the Open button.



3. Click Add Attachments
  - a. Attachment Title and Notes are optional.
4. You can see if you were successful by looking at Uploaded By and Uploaded Date fields.

### Submittal Comments

You can view the Comments for the Submittal and add your own.



1. Enter the comment in the Comment field.
2. Click the Add new Comment button.
3. View the Comment in the Comment Grid.

### Submittal Workflows

A workflow represents a task you and your agency intends to complete. A workflow never exists on its own. Either it is a workflow about a case, or it is a workflow about a submittal. This section shows how to create and use a workflow related to a submittal. If a submittal comes in that you intend to review and possible comment on. Create a workflow for this task. This shows other users that you are interested in the item and may prepare comments. At the end of the process, attaching your comment letter to the workflow will keep your comments attached to the submittal for future reference. Track the progress of the work being completed for the Submittal.

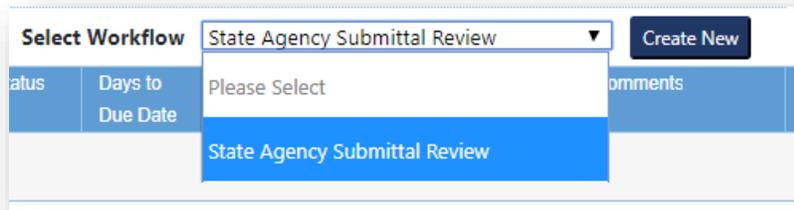


1. View the day this Submittal was on the Daily Report email.
2. Commerce Workflows → Click on the row to open the workflow details.

3. View the workflows of all the State Agencies that are going to respond to the Submittal.
4. Create a Workflow for your state agency to indicate that you will provide a response to the submittal.

[Create a workflow to track you agency’s response to the Submittal](#)

Click the dropdown and select the State Agency Submittal Review workflow and Click the Create New Button.



A workflow will be created and assigned to you. Click on the workflow row to open the Workflow Details.

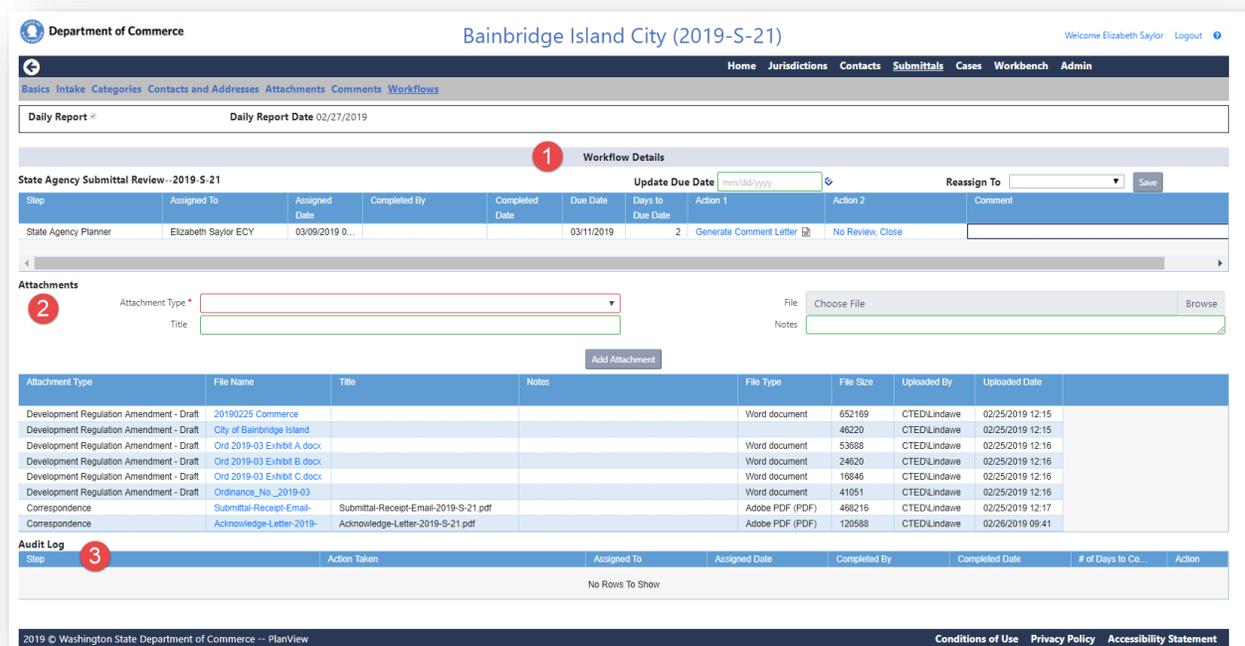
State Agencies											Select Workflow	Create New
Workflow	Step	Assigned To	Assigned Date	Last Step Completed By	Last Step Completed Date	Due Date	Status	Days to Due Date	Comments	Previous Comments		
Ecology State Agency Submittal	State Agency Planner	Elizabeth Saylor ECY	03/09/2019			03/11/2019	<span style="color: green;">●</span>	2				

The workflow’s default Due Date is 10 Days. The status icons will change based on the # of days left. You can update that date on the Workflow Details screen.

# of Days To Complete	Green	Yellow	Red
10	0-7	8-9	10+

Workflow Details

This screen is where you manage the workflow. You can complete it by selecting an Action link to document what response was completed by your agency. You can change the due date or reassign the workflow to another person in your agency.



**Department of Commerce** Welcome Elizabeth Saylor Logout

**Bainbridge Island City (2019-S-21)**

Home Jurisdictions Contacts Submittals Cases Workbench Admin

Basics Intake Categories Contacts and Addresses Attachments Comments Workflows

Daily Report

---

**1 Workflow Details**

State Agency Submittal Review - 2019-S-21 Update Due Date  Reassign To  Save

Step	Assigned To	Assigned Date	Completed By	Completed Date	Due Date	Days to Due Date	Action 1	Action 2	Comment
State Agency Planner	Elizabeth Saylor ECY	03/09/2019 0...			03/11/2019	2	Generate Comment Letter	No Review, Close	

---

**2 Attachments**

Attachment Type:  File:  Browse

Title:  Notes:

Add Attachment

Attachment Type	File Name	Title	Notes	File Type	File Size	Uploaded By	Uploaded Date
Development Regulation Amendment - Draft	20190225 Commerce			Word document	652169	CTED/Lindawe	02/25/2019 12:15
Development Regulation Amendment - Draft	City of Bainbridge Island				46220	CTED/Lindawe	02/25/2019 12:15
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit A.docx			Word document	53688	CTED/Lindawe	02/25/2019 12:16
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit B.docx			Word document	24620	CTED/Lindawe	02/25/2019 12:16
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit C.docx			Word document	16846	CTED/Lindawe	02/25/2019 12:16
Development Regulation Amendment - Draft	Ordinance_No_2019-03			Word document	41051	CTED/Lindawe	02/25/2019 12:16
Correspondence	Submittal-Receipt-Email-	Submittal-Receipt-Email-2019-S-21.pdf		Adobe PDF (PDF)	468216	CTED/Lindawe	02/25/2019 12:17
Correspondence	Acknowledge-Letter-2019-	Acknowledge-Letter-2019-S-21.pdf		Adobe PDF (PDF)	120588	CTED/Lindawe	02/26/2019 09:41

---

**3 Audit Log**

Step	Action Taken	Assigned To	Assigned Date	Completed By	Completed Date	# of Days to Co...	Action
No Rows To Show							

2019 © Washington State Department of Commerce -- PlanView Conditions of Use Privacy Policy Accessibility Statement

1. Workflow Details → Select an Action to complete the workflow. Double click in the Comments box to enter a comment. Use the Update Due Date and Reassign to change them.
2. Attachments → You can view and add Submittal attachments here.
3. Audit Log → The Audit log tracks all actions, due date updates and reassignments.



## Cases

---

The Case area of the system is a Commerce tool to track long term action items. All State Agencies have read-only access to this area. A case represents something a local government is working on. Cases may result in one or more submittals of its life. Cases allow PlanView to track technical assistance to local governments well in advance of a formal submittal. It also allows users to see where multiple submittals are related to each other because they are part of an ongoing case. There are three types of cases:

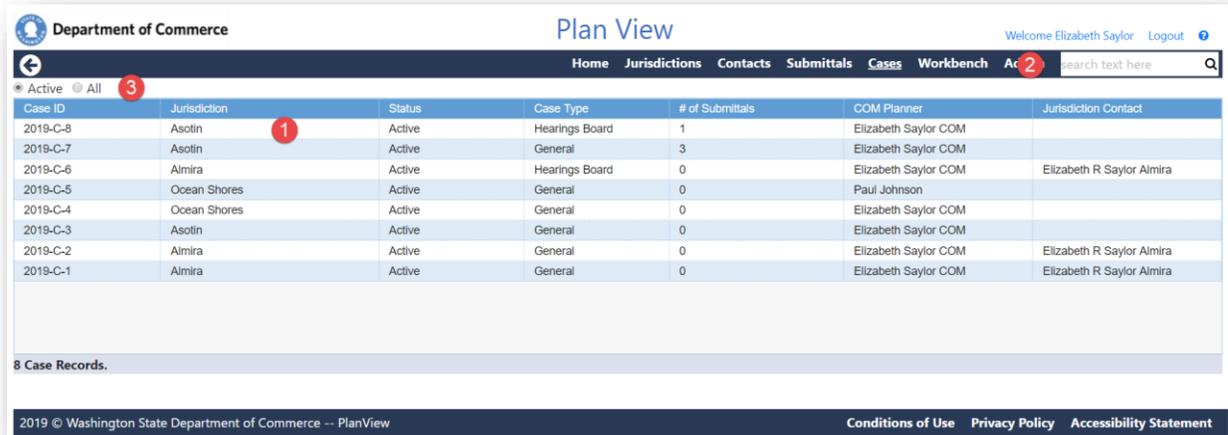
- General Case: This represents most of the items local governments work on and can be used to keep track of any item you are providing technical assistance on.
- Periodic Update case: This is a special type of case that represents the required periodic update. PlanView generates a periodic update case for every jurisdictions two years before their statutory due date. The case then remains open until the end of the update. Periodic update cases have milestones that show progress on the update for each jurisdiction.
- Hearings Board case: This is a case that keeps track of outstanding hearings board cases. Commerce generates a case when it received a final decision and order where a local government was found out-of-compliance. The case remains active until the Growth Management Hearings Board issues and order closing the case. Note that a case is not created unless the local government needs to take action to address a finding of noncompliance. If a jurisdictions is upheld by the Growth Management Hearings Board, PlanView does not create a case.

When you select the Case option off the Main Menu the Case Search screen opens, displaying a list of all the Cases currently active.

## Case Search

As with all search screens, click on the row to open the Case Details. Click on the column headers to sort the content.

*See a description of the numbered areas below*



Case ID	Jurisdiction	Status	Case Type	# of Submittals	COM Planner	Jurisdiction Contact
2019-C-8	Asotin	Active	Hearings Board	1	Elizabeth Saylor COM	
2019-C-7	Asotin	Active	General	3	Elizabeth Saylor COM	
2019-C-6	Almira	Active	Hearings Board	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira
2019-C-5	Ocean Shores	Active	General	0	Paul Johnson	
2019-C-4	Ocean Shores	Active	General	0	Elizabeth Saylor COM	
2019-C-3	Asotin	Active	General	0	Elizabeth Saylor COM	
2019-C-2	Almira	Active	General	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira
2019-C-1	Almira	Active	General	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira

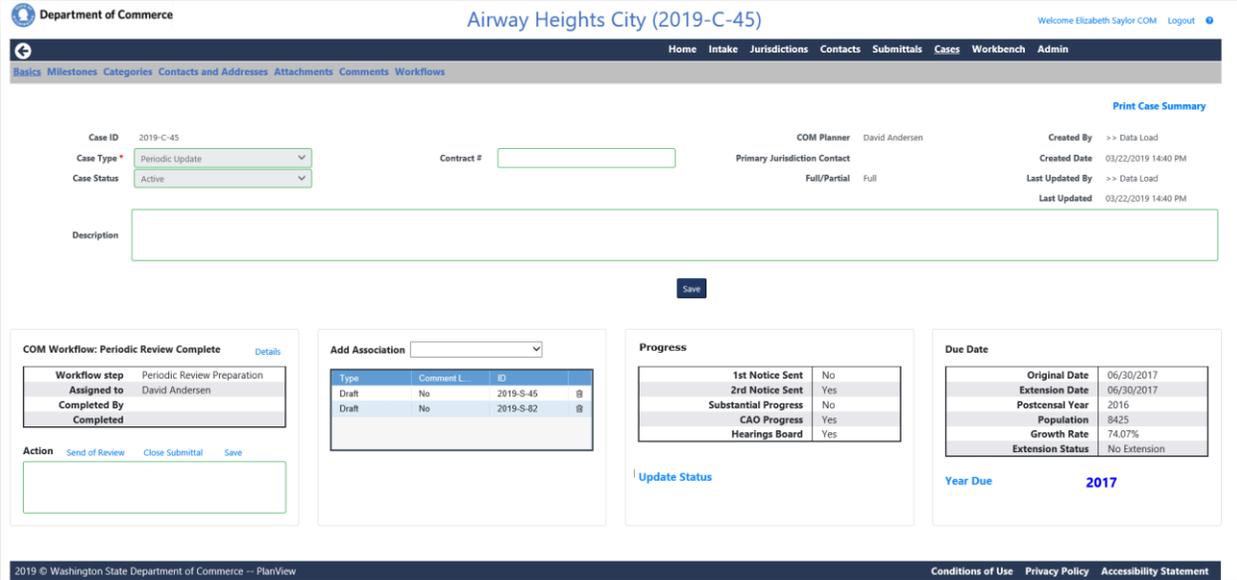
8 Case Records.

2019 © Washington State Department of Commerce -- PlanView [Conditions of Use](#) [Privacy Policy](#) [Accessibility Statement](#)

1. A list of active cases are displayed when the screen initially loads. Click on the row to view the details.
2. Enter search criteria in the search field and click the magnifying glass or the Enter key. You can search for text in any column.
3. Use the All radio button to view inactive Cases.

## Case Basics

This screen provides a summary of the Case and a Dashboard that provides a snapshot of the key elements for the Case.



Department of Commerce Welcome Elizabeth Saylor COM Logout  
**Airway Heights City (2019-C-45)**  
 Home Intake Jurisdictions Contacts Submittals Cases Workbench Admin  
 Basics Milestones Categories Contacts and Addresses Attachments Comments Workflow Print Case Summary

Case ID: 2019-C-45  
 Case Type: Periodic Update  
 Case Status: Active  
 Contract #:   
 COM Planner: David Andersen  
 Primary Jurisdiction Contact: Full/Partial Full  
 Created By: >> Data Load  
 Created Date: 03/22/2019 14:40 PM  
 Last Updated By: >> Data Load  
 Last Updated: 03/22/2019 14:40 PM

Description:

Save

**COM Workflow: Periodic Review Complete** [Details](#)

Workflow step	Periodic Review Preparation
Assigned to	David Andersen
Completed By	Completed

Action: [Send of Review](#) [Close Submittal](#) [Save](#)

Add Association:

Type	Comment L	ID
Draft	No	2019-S-45
Draft	No	2019-S-82

**Progress**

1st Notice Sent	No
2nd Notice Sent	Yes
Substantial Progress	No
CAO Progress	Yes
Hearings Board	Yes

[Update Status](#)

**Due Date**

Original Date	06/30/2017
Extension Date	06/30/2017
Postcensal Year	2016
Population	8425
Growth Rate	74.07%
Extension Status	No Extension

Year Due: **2017**

2019 © Washington State Department of Commerce -- PlanView Conditions of Use Privacy Policy Accessibility Statement

## Fields

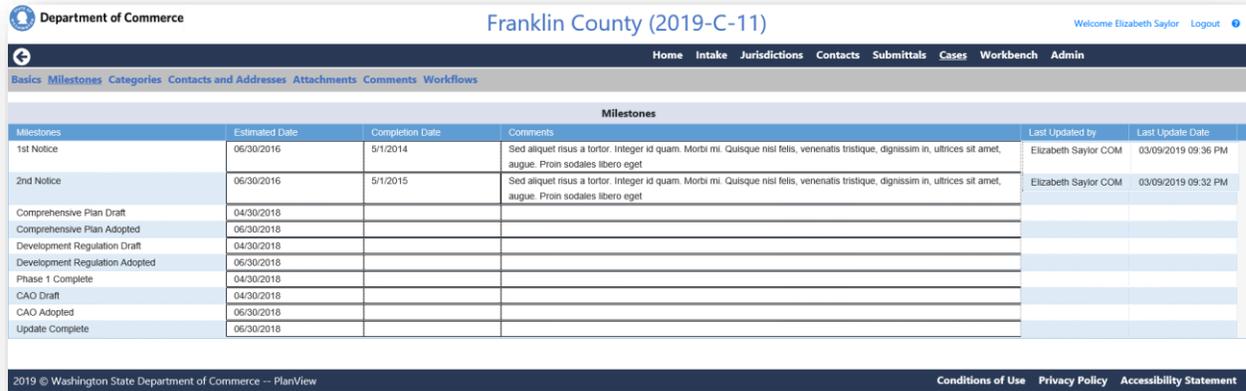
- Case Types → There are three Case Types
  - Periodic Update
  - Hearings Boards
  - General
- Case Status
- Contract # → This is used for the Jurisdictions who received funding to assist with their Periodic Update.

## Dashboard

- COM Workflows → Displays the information about the current step for the Commerce workflow.
- Associations → A list of associated Submittals and Cases for this Case.
- Progress → This box is only for Periodic Update Cases and summarizes key milestones.
- Due Dates → This box is only for Periodic Update Cases and displays the calculation of a potential due date extension.

## Case Milestones

Milestones are used to track the progress of the Case. The Periodic Update cases have multiple milestones over several years. Other cases only have one (case closed).



Milestones	Estimated Date	Completion Date	Comments	Last Updated by	Last Update Date
1st Notice	06/30/2016	5/1/2014	Sed aliquet risus a tortor. Integer id quam. Morbi mi. Cuique nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget	Elizabeth Saylor COM	03/09/2019 09:36 PM
2nd Notice	06/30/2016	5/1/2015	Sed aliquet risus a tortor. Integer id quam. Morbi mi. Cuique nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget	Elizabeth Saylor COM	03/09/2019 09:32 PM
Comprehensive Plan Draft	04/30/2018				
Comprehensive Plan Adopted	06/30/2018				
Development Regulation Draft	04/30/2018				
Development Regulation Adopted	06/30/2018				
Phase 1 Complete	04/30/2018				
CAO Draft	04/30/2018				
CAO Adopted	06/30/2018				
Update Complete	06/30/2018				

## Case Contacts and Addresses

Just like Submittals, Cases have a Primary contact for all State Agencies and for the Jurisdiction. These contacts will automatically receive various correspondence throughout the review of the Case.

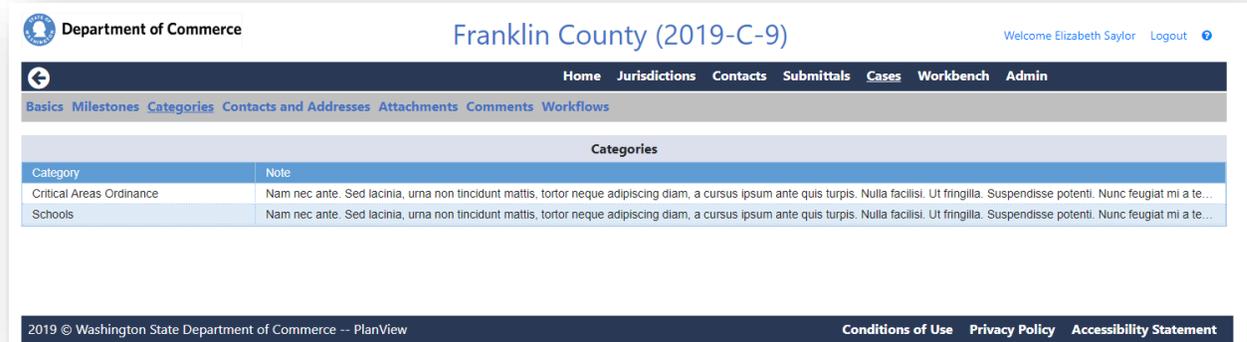
The Primary contact for a Case does not need to be the same Primary contact that is assigned to the Jurisdiction, although that is the default for new submittals. If you need a Primary Contact updated, email the [reveiwteam@commerce.wa.gov](mailto:reveiwteam@commerce.wa.gov) with the updated information.



Agency	Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
Commerce	☑	4500	Senior Planner	Growth Management Planner	Mr.	William	Simpson	(509) 290-3602		william.simpson@commerce.wa.gov		
Jurisdiction	☑	4624	Senior Planner		Mr.	Michael	Corcoran	(509) 843-9185				
State Agency	☑	3653	Environmental Specialist 3		Mr.	Dave	Duncan	(509) 329-3554		ddun461@dcy.wa.gov		
Ecology	☑	4452	Regional Habitat Program Ma...		Mr.	Perry	Harvester	(509) 457-9314		Perry.Harvester@dfw.wa.gov		
Agriculture	☑	196	Admin. Regs. Program Mgr.	Agency Staff		Elizabeth	McNagry	(360) 902-1809		emcnagry@agr.wa.gov		
Ecology	☑	3749	GMA Reviewer		Mr.	Ted	Olson	(360) 456-2862		tol461@dcy.wa.gov		
WDFW	☑	207	Biologist	Agency Staff		Michael	Ritter	(509) 543-3319		Michael.Ritter@dfw.wa.gov		
DOT	☑	4456	Regional Planning Engineer		Mr.	Tray	Sung	(509) 577-1630		tsung@wdot.wa.gov		
WDFW	☑	3895	PHS/GMA Biologist		Mr.	Mark	Teske	(509) 457-9321		teskema@dfw.wa.gov		
Addresses	☑		Physical			1011 Plum Street SE	Olympia			WA	98501	

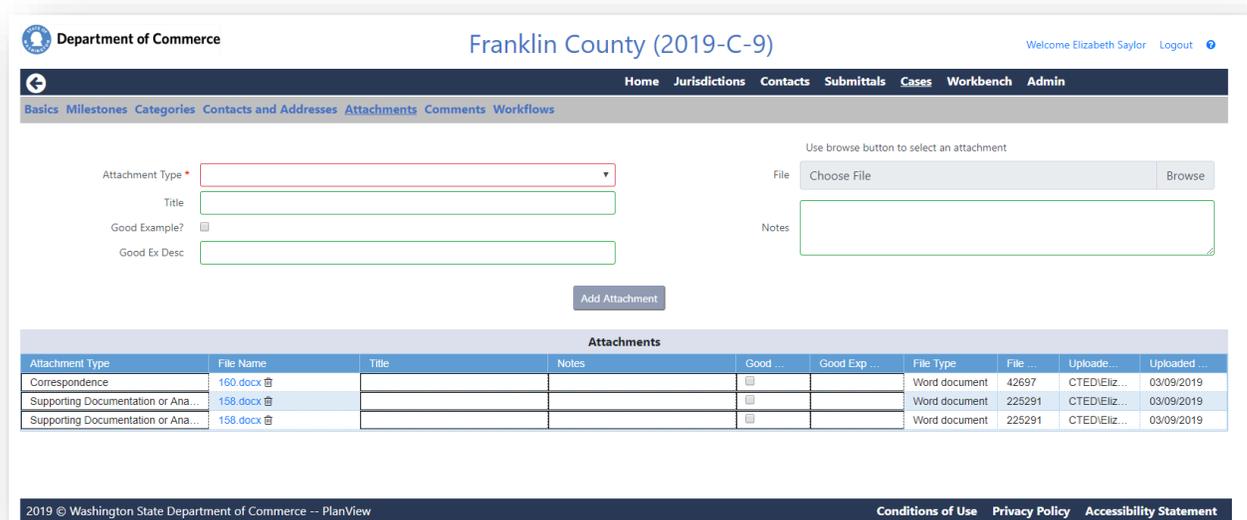
[Case Categories](#)

Cases are also categorized to help explain the areas impacted by the Case. See a complete list with descriptions [here](#).



[Case Attachments](#)

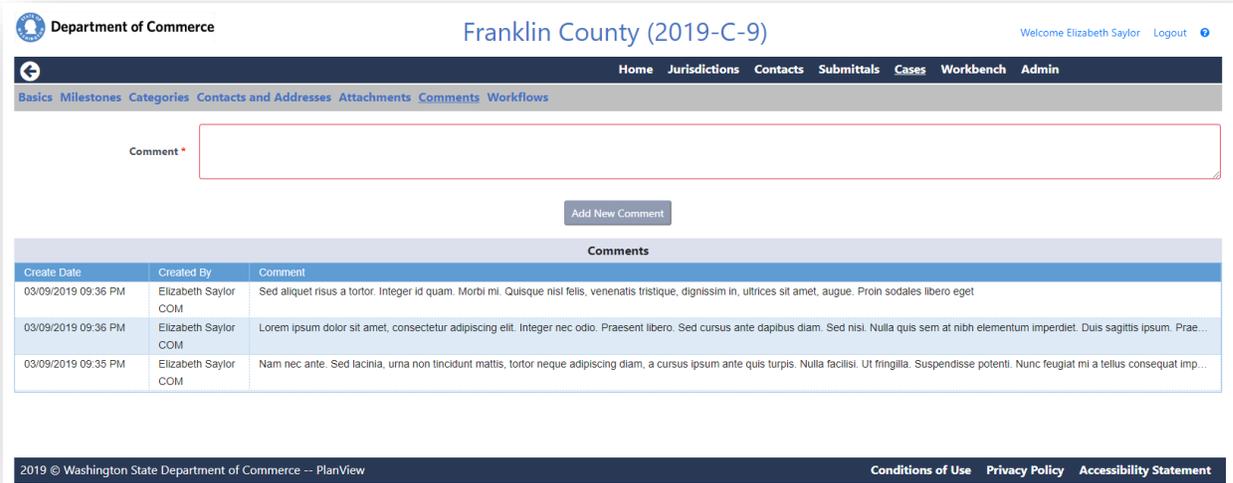
You will be able to view all of the attachments for a Case. Click on the File name to open the document.



Attachment Type	File Name	Title	Notes	Good ...	Good Exp ...	File Type	File ...	Uploade...	Uploaded ...
Correspondence	160.docx			<input type="checkbox"/>		Word document	42697	CTED/Eliz...	03/09/2019
Supporting Documentation or Ana...	158.docx			<input type="checkbox"/>		Word document	225291	CTED/Eliz...	03/09/2019
Supporting Documentation or Ana...	158.docx			<input type="checkbox"/>		Word document	225291	CTED/Eliz...	03/09/2019

## Case Comments

You can view the Comments for the Case.



Department of Commerce Franklin County (2019-C-9) Welcome Elizabeth Saylor Logout

Home Jurisdictions Contacts Submittals Cases Workbench Admin

Basics Milestones Categories Contacts and Addresses Attachments **Comments** Workflows

Comment \*

Add New Comment

Comments		
Create Date	Created By	Comment
03/09/2019 09:36 PM	Elizabeth Saylor COM	Sed aliquet risus a tortor. Integer id quam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget
03/09/2019 09:36 PM	Elizabeth Saylor COM	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Prae...
03/09/2019 09:35 PM	Elizabeth Saylor COM	Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cursus ipsum ante quis turpis. Nulla facilisi. Ut fringilla. Suspendisse potenti. Nunc feugiat mi a tellus consequat imp...

2019 © Washington State Department of Commerce -- PlanView Conditions of Use Privacy Policy Accessibility Statement

## Case Workflows

Track the progress of the work being completed for the Case.



Department of Commerce Franklin County (2019-C-9) Welcome Elizabeth Saylor Logout

Home Jurisdictions Contacts Submittals Cases Workbench Admin

Basics Milestones Categories Contacts and Addresses Attachments Comments **Workflows**

Workflows

Commerce

Workflow	Step	Assigned To	Assigned Date	Last Step Completed By	Last Step Completed Date	Due Date	Status	Days to Due Date	Comments
Periodic Review Complete	Periodic Review Preparation	William Simpsons	03/09/2019			03/24/2019	●	15	

2019 © Washington State Department of Commerce -- PlanView Conditions of Use Privacy Policy Accessibility Statement



# Reports and Definitions

## Daily Reports

Commerce send emails to notify State Agencies of the receipt of Amendments to review. If you are a Primary Contact for a Jurisdiction, you will receive all notifications for that Jurisdiction. Otherwise, you can request notifications by adding that Jurisdiction to your User Profile. You can further customize your notifications by limiting the notifications to your areas of interest by adding Categories to your User Profile.

QA PLANVIEW Mail <reviewteam@commerce.wa.gov> 12:00 PM  
 QA: PlanView New Submittals available to review for 03/13/2019

Enclosed is the list of Submittals received for review. Please log into [PlanView](#) to review.  
 If you plan to send review and comment to the Jurisdiction, please follow these instruction in the [PlanView User Manual](#), so all interested parties can be notified and track.

**Expedited Review – Draft Amendment**

Submittal ID	Amendment Type	Jurisdiction	Date Received	Date Processed	Description	Contact	Contact Email	Contact Phone	Categories
2019-S-25	Development Regulation Amendment	Asotin County	03/08/2019		Elementum, cursus sem class taciti. Malesuada justo netus sit amet viverra auctor placerat magna turpis senectus ultricies. Primis elit luctus semper vestibulum consequat duiis gravida gravida eu. Magna vel arcu rutrum neque in. Dignissim hac aptent donec iaculis turpis taciti sed feugiat nostra semper tincidunt class. Ullamcorper donec lobortis justo nisl enim habitant penatibus volutpat.				Critical Areas Ordinance, Economic Development

**60-Day Review – Draft Amendment**

Submittal ID	Amendment Type	Jurisdiction	Date Received	Date Processed	Description	Contact	Contact Email	Contact Phone	Categories
2019-S-17	Comprehensive Plan Amendment	Asotin County	02/25/2019		Consultant submitter Check workflows.				
2019-S-28	Comprehensive Plan Amendment	Town of Almira	03/08/2019		Periodic update				

**Supplemental Documents Submitted**

**Adopted Amendments**

Submittal ID	Amendment Type	Jurisdiction	Date Received	Date Processed	Description	Contact	Contact Email	Contact Phone	Categories
--------------	----------------	--------------	---------------	----------------	-------------	---------	---------------	---------------	------------



Attachment Types

Attachment Types	Submittals	Online Submittals	Workflows	Cases
Comprehensive Plan Amendment - Draft	X	X	X	X
Development Regulation Amendment - Draft	X	X	X	X
Combined Comp Plan and Dev Reg Amend - Draft	X	X	X	
Comprehensive Plan Amendment - Adopted	X	X	X	
Development Regulation Amendment - Adopted	X	X	X	
Combined Comp Plan and Dev Reg Amend – Adopted	X	X	X	
Countywide Planning Policy	X	X	X	X
Critical Areas Ordinance	X	X	X	X
Meeting Minutes	X	X	X	X
Correspondence	X	X	X	X
Checklist	X	X	X	X
Map	X	X	X	X
Staff Report	X	X	X	X
Supporting Documentation or Analysis	X	X	X	X
Ordinance or Resolution	X	X	X	X
SEPA Materials	X	X	X	X
Public Notice	X	X	X	X



Categories

Category	Comprehensive Plan	Development Regulation	CWPP	Critical Area Ordinance	Contact Tag	Cases
Administrative/Procedural		X			X	X
Adult Entertainment	X	X	X		X	X
Airport Safety Zone	X	X			X	X
Animal Control and Licensing		X			X	X
Annual Docket	X	X			X	X
Capital Facilities	X				X	X
Clearing and Grading	X		X		X	X
Concurrency	X	X	X		X	X
Critical Areas Ordinance	X	X		X	X	X
Design Standards/Design Review		X			X	X
Economic Development	X	X	X		X	X
Emergency	X		X		X	X
Environment	X	X			X	X
Essential Public Facilities	X	X	X		X	X
Fully Contained Communities	X	X	X		X	X
Historic Preservation	X	X			X	X
Housing	X	X	X		X	X
Impact Fee		X			X	X
Infrastructure Development Standards	X	X			X	X
Interim		X			X	X
Land Use	X	X			X	X
Marijuana		X			X	X
Mineral Lands	X	X	X		X	X
Moratorium		X			X	X
Open Space	X	X			X	X
Optional Plan Elements	X				X	X
Parks and Recreation Element	X				X	X
Periodic Update	X	X	X	X	X	X
Public Participation		X			X	X
Resource Lands	X	X			X	X
Rural Lands	X	X	X		X	X
Schools	X	X			X	X
Shoreline Master Program	X	X			X	X
State Environmental Policy Act (SEPA)		X			X	X



Category	Comprehensive Plan	Development Regulation	CWPP	Critical Area Ordinance	Contact Tag	Cases
Stormwater Management		X			X	X
Subarea Plans	X	X			X	X
Subdivision		X			X	X
Transfer of Development Rights	X	X	X		X	X
Transportation	X	X	X		X	X
Urban Centers	X	X	X		X	X
Urban Growth Areas	X		X		X	X
Utilities	X				X	X
Watershed Planning		X			X	X
Wireless Communication Facilities		X			X	X
Zoning Code		X			X	X

### [Download Troubleshooting](#)

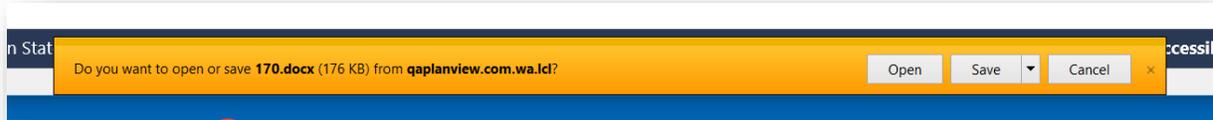
Commerce is dedicated to help their customers use our services easily and with the resources available to our customers. We strive to make all of our systems compatible with as many Internet browsers as we can, but there are simply too many of them. We recommend using one of the following three browsers for the PlanView system:

- Internet Explorer
- Chrome
- Firefox

When downloading a report or file, these three browsers have very different ways on displaying the downloaded file. We have some examples below, but your experience may be different depending on the version of the browser you are using.

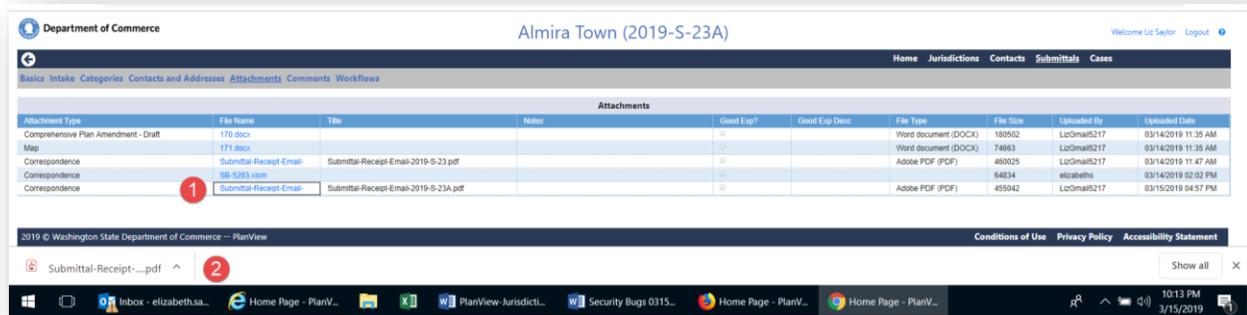
## Internet Explorer

When a file is downloaded via Internet Explorer, a popup window is displayed in the bottom center of the screen. You can open the file by clicking the Open button, or you can save it to your PC by clicking the Save or clicking the arrow and Save As option. If you click the Save button, the file will be saved in the folder you select. If you are unsure of that location, click the arrow and Save As option to select the location yourself.

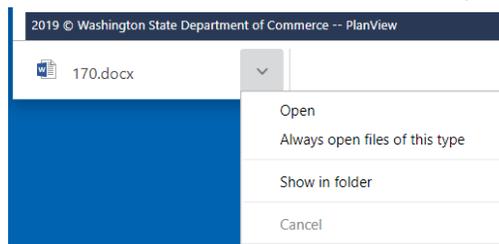


## Chrome

Chrome displays the files on the bottom left of the screen.

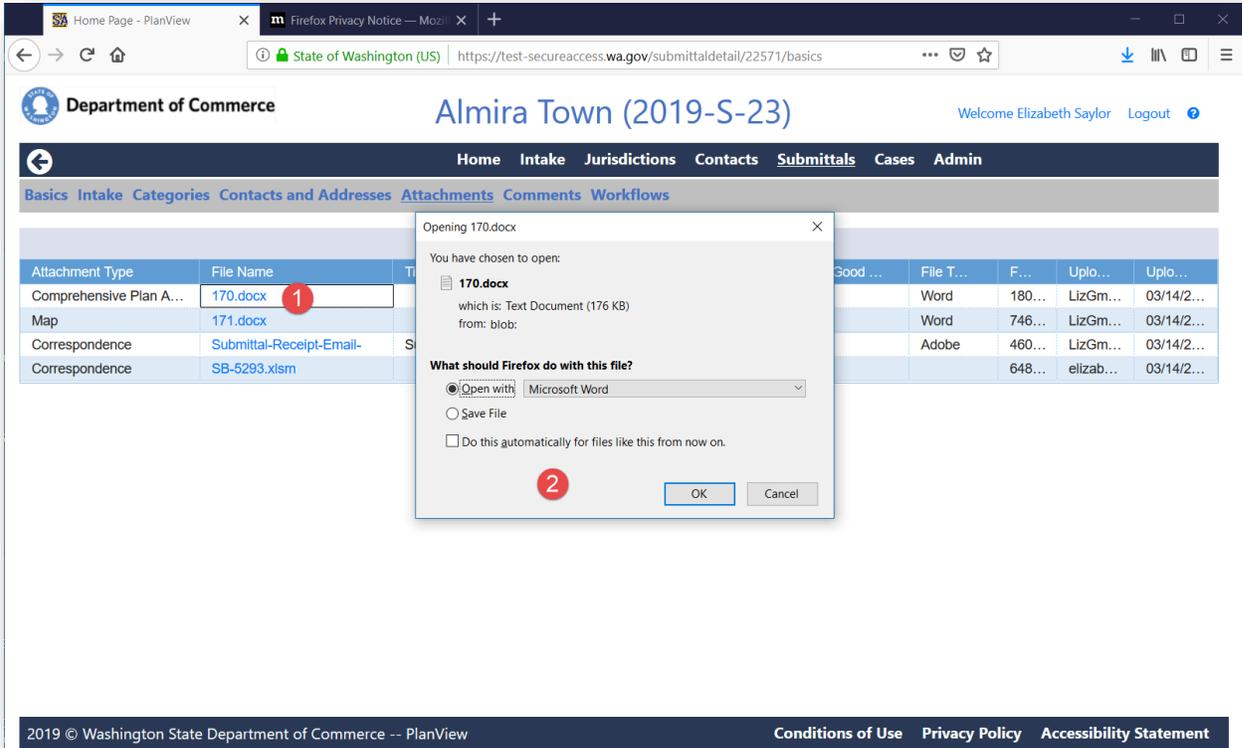


1. Click on a file.
2. Click on the box to open the file, or click on the arrow to select an option.



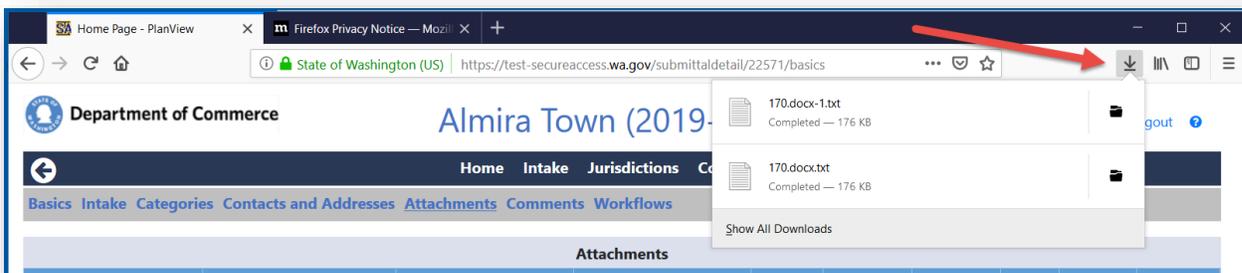
### Firefox

Firefox displays downloads in the top right corner of the screen.



1. Click a file name
2. Select an option and click Ok.

Notice the down arrow. Clicking this displays a list of your recently downloaded files.



## System Access Request Form

The PlanView System is accessed through Secure Access Washington (SAW). Go to <https://secureaccess.wa.gov/> to create a SAW account, if you do not have one. Scan and email this completed form to [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov).

Go to the [Growth Management](#) webpage for links to PlanView User Manuals that have instructions on how to create a SAW account and how to login to PlanView. After you have a SAW account, and we have added you to PlanView, you will receive a welcome email when you have been granted access to PlanView.

## Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
CONSULTING FIRM (IF APPLICABLE)			
ORGANIZATION INFORMATION			
ORGANIZATION NAME		TITLE WITH ORGANIZATION	
PRIMARY CONTACT			
<input type="checkbox"/> Yes, I am the Primary Contact for my Organization. I understand that I will replace the current Primary User for this Organization.			
SECURE ACCESS WASHINGTON (SAW) INFORMATION			
SAW EMAIL	SAW USER NAME	SECURITY ROLE(S)	
		<input type="checkbox"/> Read Only <input type="checkbox"/> Submitter <input type="checkbox"/> Administrator	

## Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the Organization listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement. <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>

PRINTED NAME	SIGNATURE	DATE

## Organization Approval

By signing this form, I approve this Person to access the PlanView system on behalf of the Organization listed above and the selected Security Roles.

PRINTED NAME	SIGNATURE	DATE
ORGANIZATION TITLE	EMAIL	PHONE NUMBER