

**Chapter 365-04 WAC
GENERAL PROCEDURES**

Last Update: 6/21/17

WAC

365-04-010	Agency purpose.
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365-04-050	Appearance and practice before agency—Who may appear.

WAC 365-04-010 Agency purpose. The planning and community affairs agency was established in 1967 in the office of the governor to provide planning and technical assistance to the counties and municipalities of Washington state to aid them with the demands of change and the complex problems of rapid growth and development. The key elements of this assistance are cooperation and service — cooperation with and service to city governments, county governments and state and regional agencies.

[Order 72-6, § 365-04-010, filed 11/3/72.]

WAC 365-04-030 Department organization. (1) The executive head of the department is a director appointed by the governor. The director may delegate such of his or her functions, powers, and duties to such officers and employees of the department as he or she deems expedient to the furtherance of the purposes of the department. The operating sections of the department include the administrative services division, the community services and housing division, the office of economic development and competitiveness, the energy division, and the local government division.

(2) The principal office of the department shall be located at 1011 Plum Street SE, Olympia, Washington. This office shall be open each day for the transaction of business from 8:00 a.m. to 5:00 p.m., (Saturdays, Sundays, and legal holidays excepted). Submissions, requests and communications shall be sent to the Director, Washington State Department of Commerce, P.O. Box 42525, Olympia, Washington 98504-2525.

[Statutory Authority: Chapters 42.56 and 43.330 RCW. WSR 17-13-124, § 365-04-030, filed 6/21/17, effective 7/22/17; Order 73-4, § 365-04-030, filed 9/12/73; Order 72-6, § 365-04-030, filed 11/3/72.]

WAC 365-04-050 Appearance and practice before agency—Who may appear. No person may appear in a representative capacity before the agency or its designated hearing officer other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington;

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law;

(3) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, corporation or municipal corporation.

[Order 72-6, § 365-04-050, filed 11/3/72.]