



City of Bothell™

**PLANNING COMMISSION, LANDMARK PRESERVATION BOARD
& SHORELINES BOARD**

SPECIAL MEETING NOTICE

NOTICE IS HEREBY GIVEN that a quorum of Bothell Planning Commission members, Landmark Preservation Board members and Shorelines Board members will be attending the Short Course on Local Planning on Tuesday, March 19, 2019. The event will be held at Kenmore City Hall, 18120 68th Ave NE, Kenmore WA 98028 at 6:15 PM. An agenda is attached.

A quorum of each of these groups may be present, but no official business will be discussed.

Questions may be directed to Senior Planner Dave Boyd at (425) 806-6406, or david.boyd@bothellwa.gov.

**THIS NOTICE IS NOT TO BE REMOVED, MUTILATED OR
CONCEALED IN ANY WAY BEFORE DATE OF MEETING**

A SHORTCOURSE

ON LOCAL PLANNING



Department of Commerce

A Short Course on Local Planning

Tuesday, March 19, 2019, 6:15 – 9:15 p.m.

Kenmore City Hall, 18120 68th Avenue NE, Kenmore. WA 98028

Agenda:

- 6:15– 6:30 WELCOME AND INTRODUCTIONS.....Commerce**
- 6:30 – 7:00 THE LEGAL BASIS OF PLANNING IN WASHINGTON.....Phil Olbrechts, Attorney at Law**
The statutory basis of planning in Washington State, and early planning statutes.
Constitutional issues in land use planning.
- 7:00 - 7:30 COMPREHENSIVE PLANNING BASICS.....Valerie Smith, Planner**
An overview of Growth Management Act requirements for local planning. Ideas and tools for implementing and updating the comprehensive plan.
- 7:30 – 7:40 BREAK**
- 7:40 – 8:10 ROLES AND RESPONSIBILITIES..... Planner**
Roles and responsibilities in the planning process. Legislative vs quasi-judicial decisions, tips for encouraging public involvement, best practices for effective meetings.
- 8:10 – 8:40 OPEN GOVERNMENT LAWSPhil Olbrechts, Attorney at Law**
Open Public Meetings Act (OPMA) and Introduction to the Public Records Act (PRA). This training meets the requirements of RCW 42.30.205 requiring every member of a governing body to take OPMA training within 90 days of taking an official role, and every four years thereafter, as long as they remain in that role. Attendees will receive a certificate of training.
- 8:40-9:15 QUESTIONS AND ANSWERS.....All**



Planning Association
of Washington



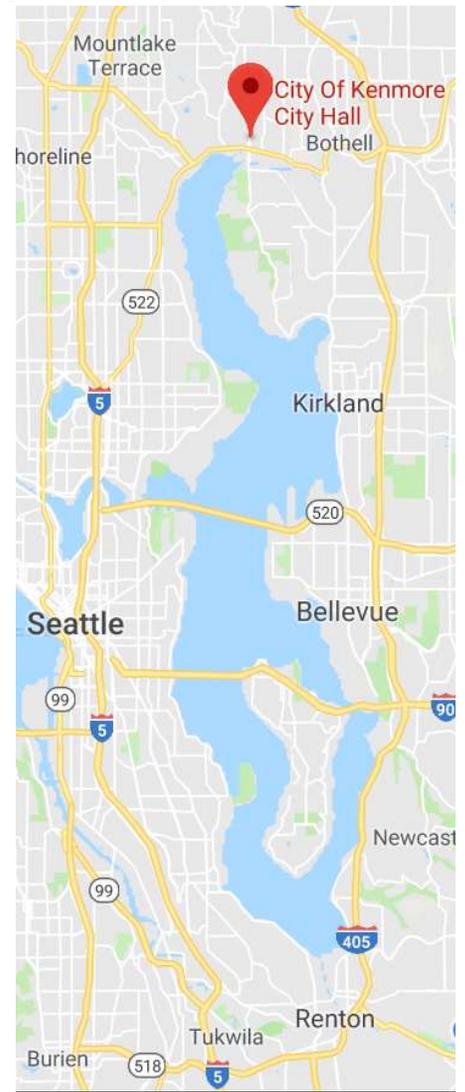
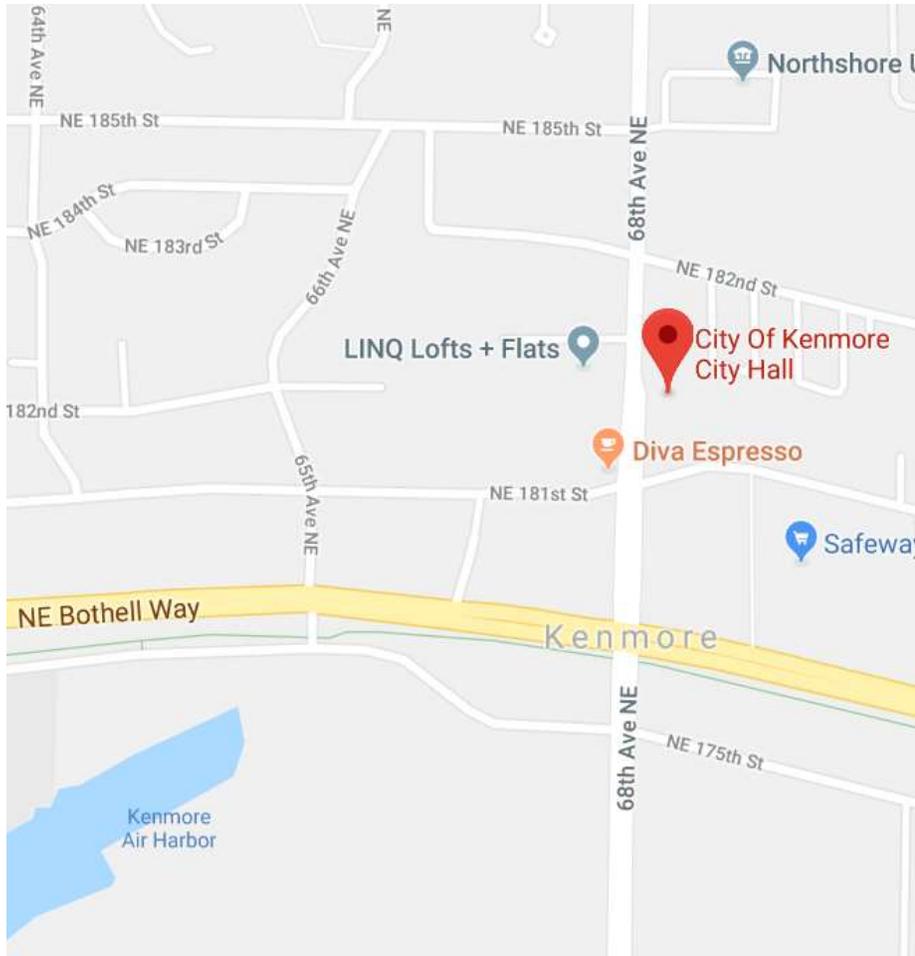
American Planning Association
Washington Chapter



REGISTRATION: Please register for the Short Course by March 12, 2019, by sending an email with your name, organization and title (if applicable) and the location of the short course you wish to attend to shortcourse@commerce.wa.gov or by leaving the same information at 360 725-3064. Registration is not required, but helps for planning purposes; all will be welcome. There is no cost to attend.

SEE ALL UPCOMING IN PERSON COURSES AND VIDEO OPTIONS ON THE SHORT COURSE WEB PAGE AT: www.commerce.wa.gov/serving-communities/growth-management/. Agendas and presentations for past courses will be on the web site for the calendar year.

MAP OF LOCATION:



- City elected officials will earn 3 CML credits in Community Planning and Development
- County elected officials will receive 2 core credits towards Certified Public Official Training
- For WCIA members, attendance at the Short Course provides COMPACT training credit
- For RMSA members, the Short Course meets the requirements of the Land Use Advisory Member Standards
- For WSBA members, viewing the video series provides 1 CLE Legal Credit, and 0.75 other credits (Activity # 1011672)

A Short Course on Local Planning: Training citizen planners since 1977

The Short Course is an opportunity for planning commissioners, local government staff, elected officials, and community members to learn about our state’s legal framework for planning, comprehensive planning and community development processes, and public involvement in the planning process.

www.commerce.wa.gov/serving-communities/growth-management/ 360.725.3064

MODERATOR: Valerie Smith, Senior Planner, Growth Management Services
Washington State Department of Commerce
valerie.smith@commerce.wa.gov 360.725.3062

PRESENTERS: Phil Olbrechts, Attorney at Law, Olbrechts and Associates PLLC
olbrechtslaw@gmail.com 360.691.1078

ADDITIONAL TRAINING AND EDUCATIONAL OPPORTUNITIES IN WASHINGTON

Department of Commerce, Growth Management Services <http://www.commerce.wa.gov/serving-communities/growth-management/>. See the Short Course Manual and Videos under the “Short Course on Local Planning” Key Topic.

Municipal Research and Services Center of Washington at www.mrsc.org: See *A Planner’s Pocket Reference* at www.mrsc.org/subjects/planning/PocketRef.aspx, which includes glossaries, web links for land use, environment, housing, census, economics, transportation, technical tools, model codes, and land use law.

Washington State Office of the Attorney General Trainings on Open Government, Open Public Meetings Act and Public Records Act training at www.atg.wa.gov/OpenGovernmentTraining.aspx

OUR SHORT COURSE PARTNERS

Planning Association of Washington (PAW) is a statewide, grass-roots, non-profit incorporated in 1963, with the mission to “provide unbiased practical planning education to the citizens of Washington State”. PAW created the Short Course on Local Planning and is a Founding Partner. www.planningpaw.org **Partner since 1980.**

The Washington Cities Insurance Authority (WCIA) is a liability insurance risk pool which supports member risk management through education. WCIA encourages their members to attend the Short Course on Local Planning because it is recognized as a tool for reducing land-use liability. www.wciapool.org/ **Partner since 2009.**

Washington Chapter of the American Planning Association (WA-APA) www.washington-apa.org/ **Partner since 2014.**

Association of Washington Cities (AWC) and the **Risk Management Services Agency (RMSA)** www.awcnet.org/ and www.awcnet.org/PropertyLiability.aspx See *GMA Comp Plan Conversation Starter* videos . www.awcnet.org/ResourcesResearch/GMACompPlanConversationStarters.aspx **Partner since 2015.**

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