

Tuesday, May 23, 2023, 6:00 PM – 9:00 PM

[Registration Link](#)

In-person: City Hall, [Council Chamber, 123 5th Avenue, Kirkland, WA 98033](#)

On Zoom: Link emailed after registration

Question and Answer (after)

Agenda

- 6:00** **WELCOME AND INTRODUCTIONS.....Prins Cowin, Administrative Supervisor**
- 6:05** **THE LEGAL BASIS OF PLANNING IN WASHINGTON.....Stephanie Croll, Sr. Asst. City Attorney**
The statutory basis of planning in Washington State, and early planning statutes. Constitutional issues in land use planning.
- 6:35** **COMPREHENSIVE PLANNING BASICS.....Ted Vanegas, Senior Planner**
What is planning, and why is it important? Overview of the Growth Management Act requirements for local planning.
- 7:05** **BREAK (10 minutes)**
- 7:20** **KIRKLAND 2044 COMPREHENSIVE PLAN UPDATE.....Janice Swenson, Senior Planner**
Overview of the 2044 Kirkland process and update.
- 7:45** **ROLES AND RESPONSIBILITIESAllison Zike, Deputy Director of Planning and Building**
Roles and responsibilities in the planning process. The process for public participation in local planning, and best practices for effective meetings.
- 8:15** **OPEN GOVERNMENT LAWSDarcey Eilers, Asst. City Attorney**
Open Public Meetings Act and Introduction to the Public Records Act. This training meets the requirements of RCW 42.30.205, requiring every member of a governing body to take Open Public Meetings Act training within 90 days of taking an official role, and every four years thereafter.
- 8:45-9:00** **CLOSING COMMENTS AND Q&A.....Adam Weinstein, Director of Planning & Building**

REGISTER FOR THE SHORT COURSE AT: <https://www.commerce.wa.gov/serving-communities/growth-management/short-course/> Or send an email with your name, organization and title (if applicable) and the date of the short course you wish to attend to shortcourse@commerce.wa.gov or by leaving the same information at 360-259-5216. All will be welcome at the on-line virtual meeting. There is no in-person attendance, and no cost to attend.



A SHORTCOURSE

ON LOCAL PLANNING

Additional Training and Educational Opportunities in Washington

Department of Commerce, Growth Management Services www.commerce.wa.gov/serving-communities/growth-management/. See the Short Course Resource Manual and Videos on the “Short Course on Local Planning” web page

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

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

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/

Association of Washington Cities (AWC)’s Risk Management Services Agency (RMSA)
www.awcnet.org/PropertyLiability.aspx

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, viewing the videos 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.

A SHORTCOURSE

ON LOCAL PLANNING

Meet the Presenters

Stephanie Croll, Sr. Assistant City Attorney

City of Kirkland, City Attorney's Office

scroll@kirklandwa.gov, 425-587-3034

Stephanie has been the Senior Assistant City Attorney for Kirkland for 7 years, primarily providing assistance to all departments with regard to land use, code enforcement, and general litigation matters. Stephanie has practiced law for 35 years, with a career that has spanned from preparing Petitions to Terminate the Parent/Child relationship for the Attorney General's office, to trying tort cases in private practice, to trying felony cases as a Deputy Prosecuting Attorney. Eventually Stephanie settled in a small firm where she practiced municipal defense focused on general tort, land use, and flooding claims. Stephanie truly enjoys working with the great legal team at Kirkland. And she especially appreciates the talented City Staff who are so brilliant that they make her look good every day.

Ted Vanegas, Senior Planner

Washington State Department of Commerce

Ted.Vanegas@commerce.wa.gov, 360-280-0320

Ted Vanegas is a senior planner with the Department of Commerce supporting King and Snohomish counties. He previously served as Land Use Review Manager in Clark County, Washington. Prior to moving to Washington Ted managed the City of Boise's historic preservation planning program. He also has experience as a transportation planner working for both the Idaho Transportation Department and Valley Regional Transit, the regional transit authority for the Boise area. Ted has a master's degree in applied historic research with an emphasis in Urban History from Boise State University.

Janice Swenson, Senior Planner

City of Kirkland, Planning and Building Department

jswenson@kirklandwa.gov, 425-587-3257

Janice is a senior planner for the City of Kirkland. She has worked for the City of Kirkland for 35 years on a broad range of current planning permit review and design review projects. As senior planner, Janice has managed a variety of long-range policy and code amendments, neighborhood plan updates, and is currently coordinating the City's periodic Comprehensive Plan update process due to be completed in 2024.

A SHORTCOURSE

ON LOCAL PLANNING

Meet the Presenters, continued

Alison Zike, Deputy Director of Planning and Building

City of Kirkland, Planning and Building Department

azike@kirklandwa.gov , 425-587-3259

Allison Zike is the Deputy Director of Planning & Building with the City of Kirkland, Washington, leading the long-range planning team on Kirkland's large-scale planning projects. In the team's work on land use, housing, sustainability, and development regulations, Allison concentrates on designing projects to best help community members navigate and participate in planning processes and seeks to meaningfully advance the City's approach to equity and inclusion in Planning. To support of the City's goals for smart growth, Allison focuses on providing decision-makers with purposeful support to navigate policy-setting and legislative processes on complex topics. Prior to working with the City's long-range planning division, Allison spent 6 years in the Planning and Building Department's current planning group doing development review for residential and commercial projects and providing public information at the Planning counter. Allison has a Master of City and Regional Planning from Cal Poly, San Luis Obispo and a Bachelor of Science in Community and Regional Development from the University of California, Davis.

Darcey Eilers, Assistant City Attorney

City of Kirkland, Planning and Building Department

deilers@kirklandwa.gov, 425-587-3033

Darcey Eilers is the assistant city attorney for the City of Kirkland, where she advises on most areas of municipal law, including open government and public records. Darcey serves as a member of the Washington State Association of Municipal Attorneys amicus committee, which participates in selected appellate cases affecting Washington cities and towns. After graduating from the University of Washington School of Law, Darcey clerked at the Washington Court of Appeals, Division One, and served as a staff attorney at the United States Court of Appeals for the Sixth Circuit.

Adam Weinstein, Director of Planning and Building

City of Kirkland, Planning and Building Department

aweinstein@kirklandwa.gov, 425-587-3227

Adam Weinstein is the Director of Planning & Building for the City of Kirkland, WA, where he oversees long-range planning, sustainability, urban forestry, code enforcement, and all aspects of permitting and inspections. Adam first engaged with city planning as a local government beat reporter for his college newspaper, where he wrote stories about light rail, agricultural land protection, and downtown redevelopment. Prior to his position with the City of Kirkland, Adam managed the Planning Division for the City of Pleasanton, CA; prior to that, he was a Berkeley- and Seattle-based Principal at LSA Associates, a small urban planning consulting firm, where he worked on projects ranging from the Apple campus expansion to the development of new wineries on California's central coast. He has a Bachelor of Science in Landscape Architecture from the University of Wisconsin-Madison (where he also majored in English Literature) and a Master of City Planning from the University of California-Berkeley. Adam lives in Seattle with his wife and two young children.