

AIRWAY HEIGHTS PLANNING COMMISSION MEETING

AGENDA

August 10, 2022 6:00 P.M.

Due to COVID 19 Public Meetings and Hearings are being conducted via electronic methods. To participate in this meeting, you may join via Zoom at the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85452172063>

Meeting ID: 854 5217 2063

One tap mobile

+12532158782,85452172063# US (Tacoma)

Please note that the microphones will be muted until public comment on the agenda.



- I. Invocation
- II. Call to Order : _____ PM
- III. Roll Call
 - A. Kal Patel, Chair
 - B. Mark Collins, Vice Chair
 - C. Angelena Campobasso
 - D. Vacant
 - E. Stephanie Lamb
- IV. Pledge of Allegiance
- V. Approval of Agenda
- VI. Approval of Minutes
- VII. Public Comment
- VIII. Presentation
- IX. Public Hearings
- X. Action Items
- XI. Workshops
 - A. Planning Commission Recruitment, Application, and Interview Process
 - B. Grant Updates- Craig Road and US-2 Grants
- XII. Commissioner Reports
- XIII. Staff Report
 - A. Next Meeting: Wednesday, September 14, 2022
 - B. 2022 Comprehensive Plan Update
- XIV. Adjournment: _____p.m



**PLANNING COMMISSION
MEETING MINUTES**

Wednesday, May 11, 2022
Location: Digital Zoom Meeting

I. INVOCATION:

None.

II. CALL TO ORDER:

6:02 pm

III. ROLL CALL:

Chair	Kal Patel, Chair	Absent
	Mark Collins, Vice Chair	Present
	Angelena Campobasso	Absent
	Hank Bynaker	Present
	Stephanie Lamb	Present (joined at 6:24 pm)

Staff Present:

Zachary Becker, Associate Planner
Heather Trautman, Principal Planner

IV. PLEDGE OF ALLEGIANCE: Completed.

V. APPROVAL OF AGENDA: Commissioner Collins moved to approve the agenda, motion was seconded by Commissioner Lamb, motion passed unanimously.

VI. APPROVAL OF MINUTES: Commissioner Lamb moved to approve the minutes for April 13, 2022, motion was seconded by Commissioner Bynaker, motion passed unanimously.

VII. PUBLIC COMMENT: None.

VIII. PRESENTATION: None.

IX. PUBLIC HEARINGS: None.

X. ACTION ITEMS: None.

XI. WORKSHOP:

- a. 2022 Comprehensive Plan- Vision Statement** Principal Planner Heather Trautman presented on 2022 Comprehensive Plan Vision Statement. The presentation included an overview of a community survey that was conducted early on in the visioning process, as well as, the current proposed vision statement. Staff also provided an overview of the potential digital format that the 2022 Comprehensive Plan may take. Commissioners asked general questions. The workshop concluded at 6:33 pm.
- b. Art Ordinance Amendment** Principal Planner Heather Trautman presented on a proposed amendment to the Art Ordinance that would provide for more flexibility in regards to the residency requirement for appointment to the proposed Arts Commission. Commissioners asked general questions. The workshop concluded at 6:40 pm.

XII. COMMISSIONER REPORTS: Commissioner Bynaker provided comments regarding the current crime rate and the availability of water within the City. Commissioners discussed what some of the most important issues for the citizens of Airway Heights are and what can be done to assist in alleviating those issues.

XIII. STAFF REPORTS: Principal Planner Heather Trautman provided updates regarding multiple grant opportunities for the City. Associate Planner Zachary Becker reported on the process of developing a new website, as well as, an update on current projects.

A. Next meeting: June 8, 2022

XIV. ADJOURNMENT:

Chair Collins adjourned the meeting at 6:56 pm

APPROVED:

Mark Collins, Chair

ATTEST:

Heather Trautman, Principal Planner

Chapter 2.20 PLANNING COMMISSION

Sections:

2.20.010 Establishment and purpose.

2.20.020 Membership.

2.20.030 Meetings – Rules.

2.20.040 Staff support.

2.20.050 Duties and responsibilities.

2.20.010 Establishment and purpose.*

There is created the City of Airway Heights Planning Commission. The purpose of the Planning Commission is to study and make recommendations to the Mayor and City Council for Airway Heights' future growth through continued review of the City's Comprehensive Land Use Plan, zoning code (or development regulations), environmental protection, transportation system, capital improvements and other matters as directed by the City Council. (Ord. C-485, 2001)

- * Code reviser's note: The City of Airway Heights changed from a strong mayor to a council-manager form of government in 2002. During the 2006 codification some references to Mayor were changed to City Manager in error. These errors have been corrected in the September 2008 supplement to the AHMC.

2.20.020 Membership.*

A. Qualifications. The membership of the Planning Commission shall consist of individuals who have an interest in planning, land use, transportation, capital infrastructure and building and landscape design as evidenced by training, experience or interest in the City of Airway Heights.

B. Appointment. Members of the Planning Commission shall be nominated by the Mayor and confirmed by a majority vote of four members of the City Council. Planning Commissioners shall be selected without respect to political affiliations and shall serve without compensation.

C. Number of Members/Terms. The Planning Commission shall consist of five members. Members of the Planning Commission shall either be residents of or own property in Spokane County with at least three members residing within the City of Airway Heights. Commissioner terms shall be for a four-year period. Terms shall expire on the thirty-first day of January.

D. Removal. Members of the Commission may be removed by the Mayor, with the concurrence of the City Council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from three regular meetings within a 12-month period. Failure to qualify as to residency shall constitute a forfeiture of office. The decision of the City Council regarding membership on the Planning Commission shall be final and without appeal.

E. Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired term in the same manner as for appointments.

F. Conflicts of Interest. Members of the Planning Commission shall fully comply with Chapter [42.23](#) RCW, Code of Ethics for Municipal Officers, Chapter [42.36](#) RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City. No elected official or City employee may be a member of the Planning Commission. (Ord. C-551, 2003; Ord. C-514, 2002; Ord. C-485, 2001)

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2.20.030 Meetings – Rules.

A. The Planning Commission shall every second year organize and elect from its members a chair, who shall preside at all meetings of the Commission and perform such other functions as determined by rule. A vice-chair shall be elected to preside in the absence of the chair. A majority of the Commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

B. All meetings shall be open to the public. The regular meetings of the Airway Heights Planning Commission shall be held the second Wednesday of each month at 6:00 p.m. in the City Council Chambers. In the event the second Wednesday of a month falls on a legal holiday, the regular meeting for that month shall be held at the same place and time on the following day.

C. The Commission shall adopt such rules and regulations as are necessary for the conduct of business and shall keep a taped record of its proceedings. (Ord. C-812 § 1, 2013; Ord. C-494, 2002; Ord. C-485, 2001)

2.20.040 Staff support.



Administrative staff support to the Planning Commission shall be provided by the City Planning and Community Development Director or designee. In addition, the Commission, through its chair, may request formal opinions or memorandums from the City Attorney or Planning and Community Development Director on any pending matter. (Ord. C-485, 2001)

2.20.050 Duties and responsibilities.*

The Planning Commission, as an advisory body to the City Council, shall perform and have the following duties and responsibilities:

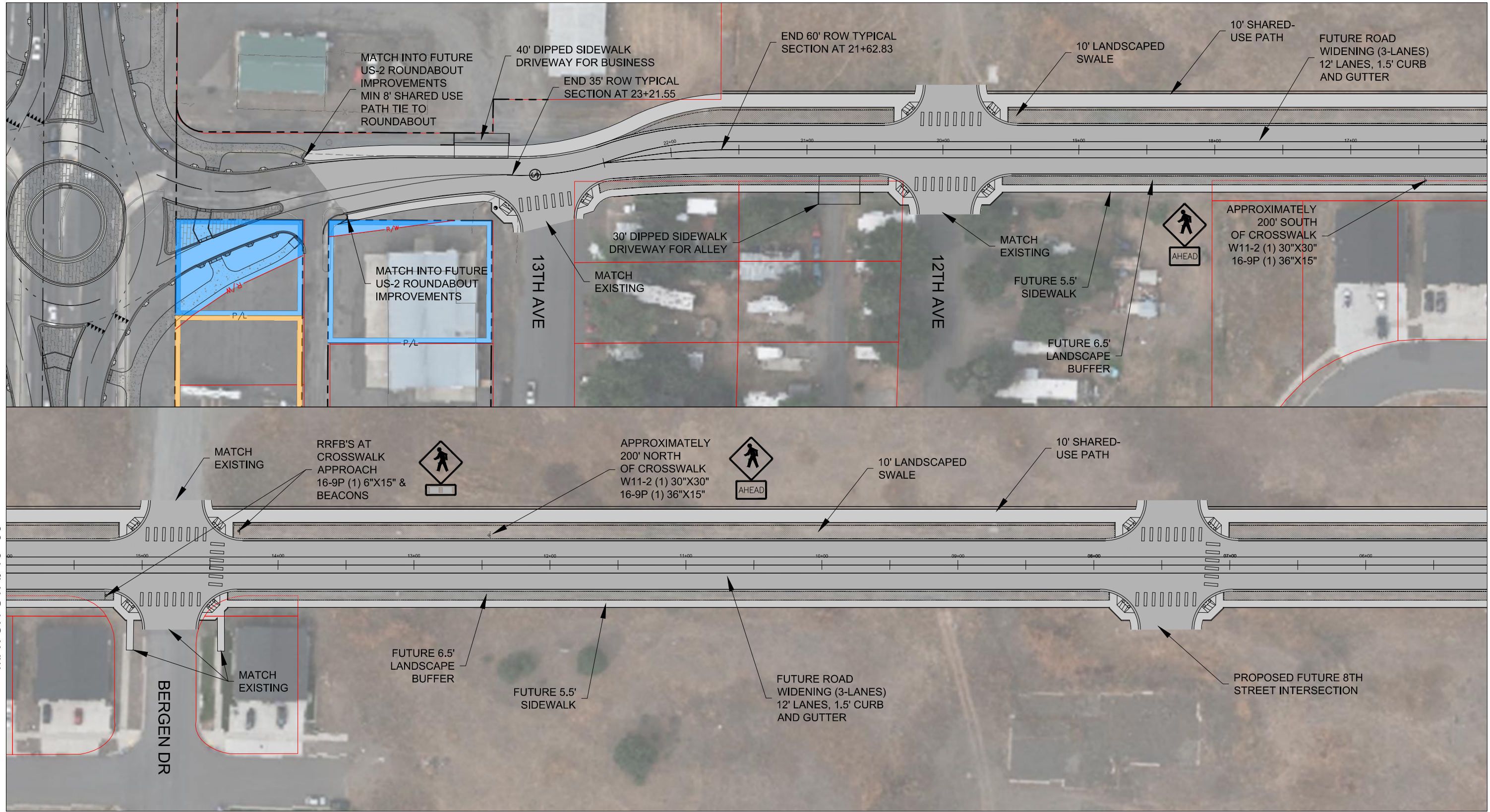
- A. Assist in the preparation of a Comprehensive Plan and Development Regulations in compliance with Chapters [35A.63](#) and [36.70A](#) RCW including the establishment of procedures for early and continuous public participation in the development and amendment of the Comprehensive Plan and the Development Regulations;
- B. Review plans and regulations related to land use management, shoreline management, environmental policy, transportation systems and capital infrastructure planning and development;
- C. Upon request from the Mayor or City Council, review potential annexations to the City;
- D. Identify issues and recommend priorities for geographic subareas including park and open space areas in the City;
- E. Meet and confer with the Hearing Examiner to review the administration of land use policies and ordinances to enhance the planning and permitting process;
- F. Make periodic written and oral reports to the City Council setting forth the progress in completing work;
- G. Hold public hearings in the exercise of duties and responsibilities;
- H. Submit to the City Council an annual work plan for the following year containing recommendations for the direction of work products. Work plans are filed with the City Council;
- I. Perform such other duties and powers as may be conferred by ordinance, resolution or motion of the City Council.

Unless otherwise assumed by the City Council, the Planning Commission shall hold all public hearings required to be held in the course of adoption or amendment to the Comprehensive Plan, the zoning code, adoption or

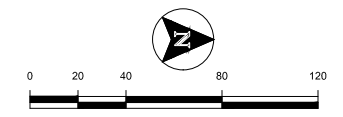
amendment of the zoning map, or adoption or amendment of regulations for the subdivision of land, shoreline management, environmental regulations, and other land use ordinances of the City. (Ord. C-855 § 1, 2015; Ord. C-485, 2001)

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NOTE:
Pedestrian and Bicycle Program Project includes shared-use pathway, landscaped buffer and swale, curb and gutter section, and minimal pavement repair/widening along west side of Craig Road from approx. 200-feet north of U.S. 2 to 6th Avenue. Balance of widening and pedestrian accommodations east side will be constructed at a later date. New intersection approach west side of Craig will be funded by Tribe and/or City.

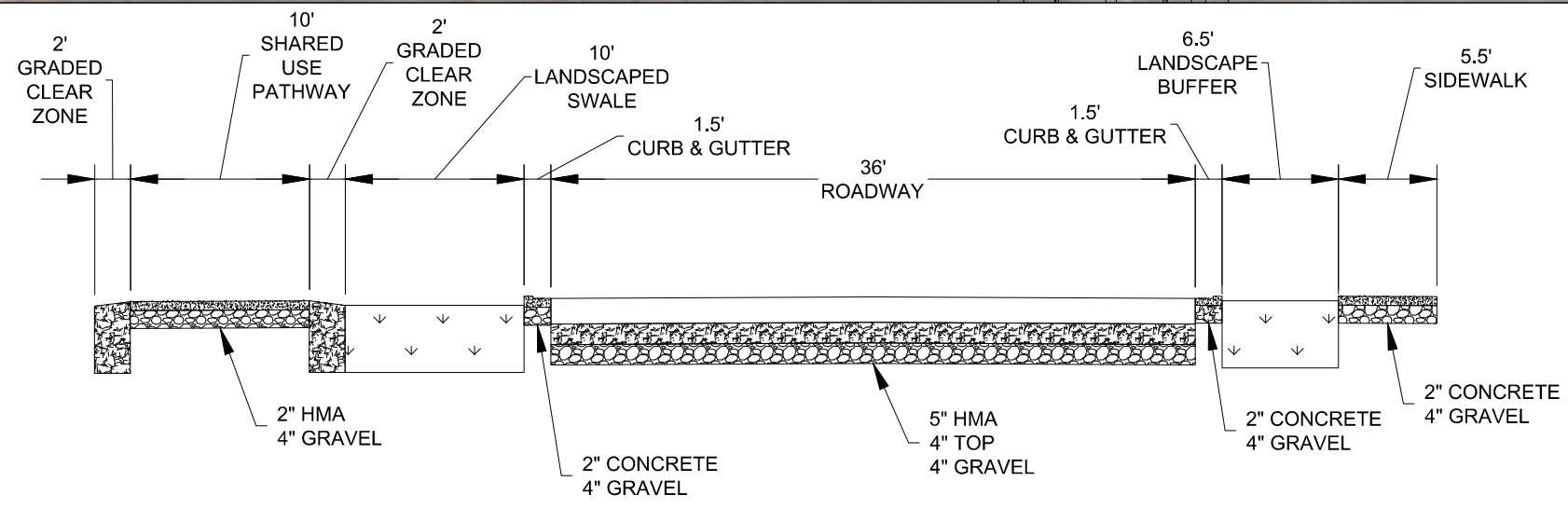
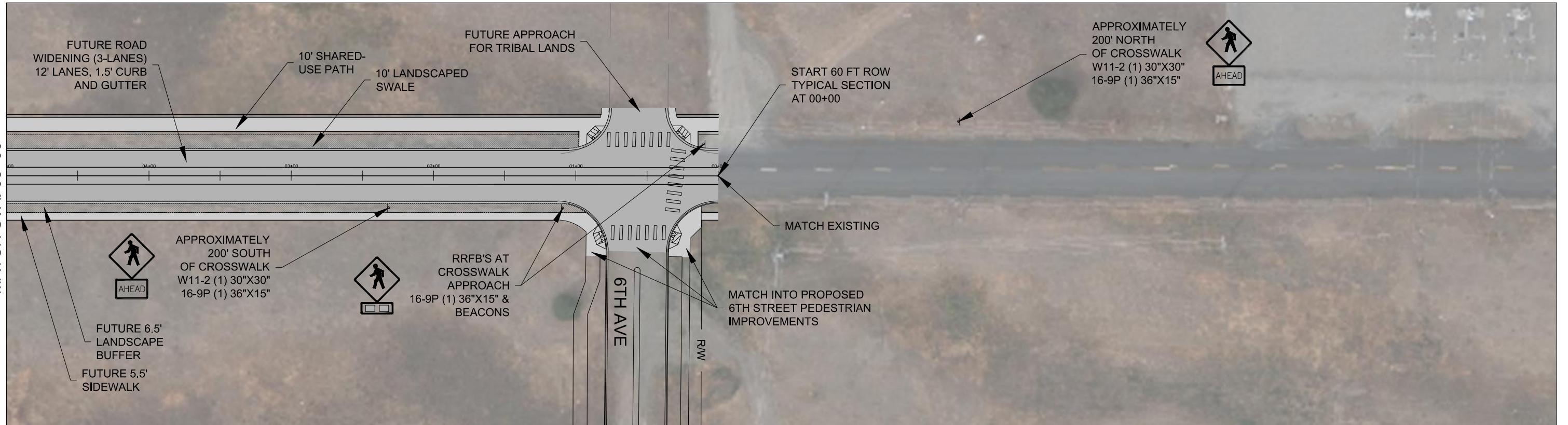


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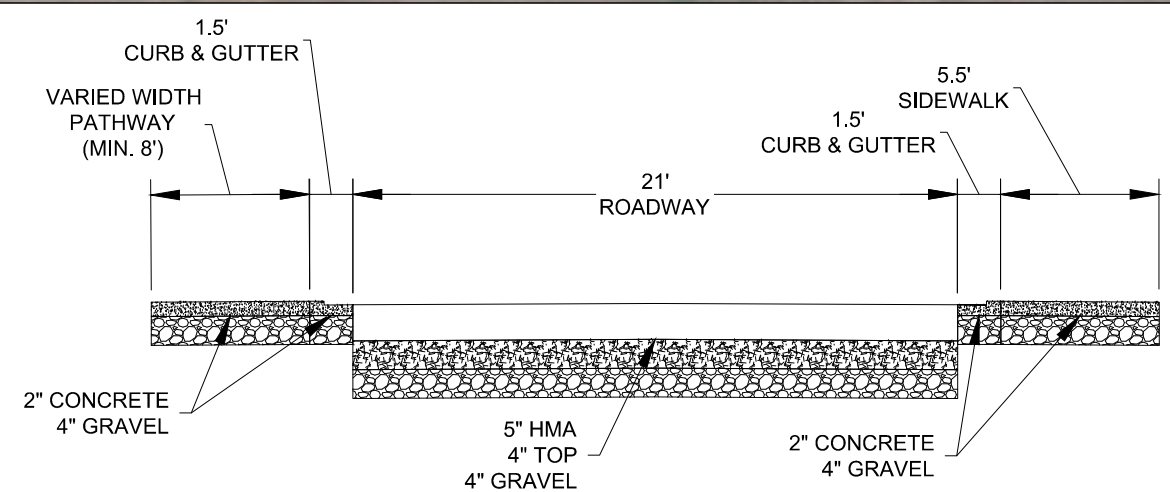
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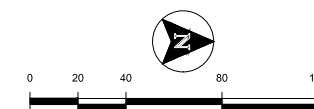
75-FOOT ROW - 6TH AVENUE TO 13TH AVENUE
 TYPICAL SECTION FROM 00+00.00 TO 21+62.83
 NOT TO SCALE



35-FOOT ROW - 13TH AVENUE TO US-2
 TYPICAL SECTION FROM 21+62.83 TO 23+21.55
 NOT TO SCALE

NOTE:

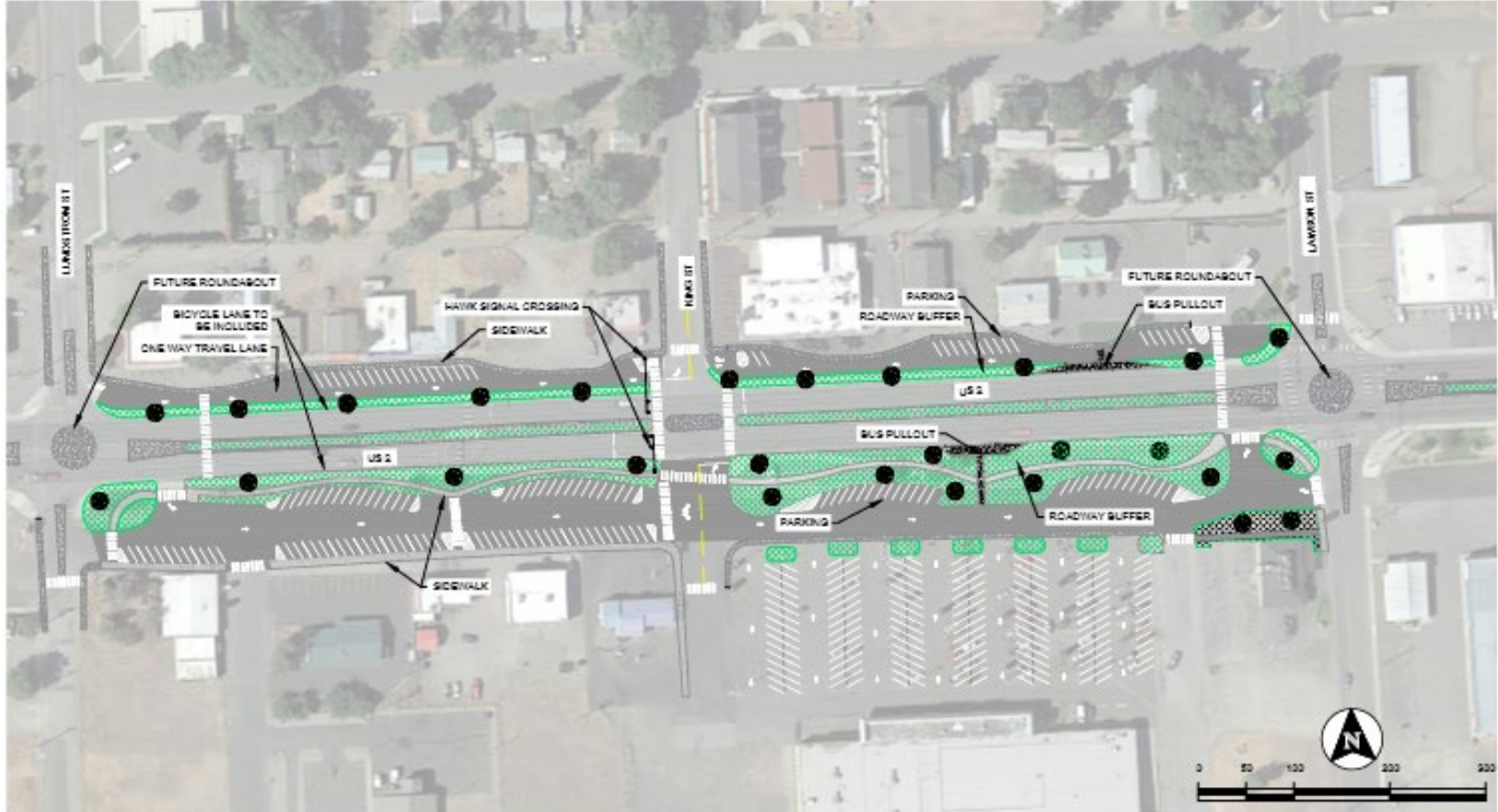
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DATE: 7/26/22 JOB: 200064

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