

AIRWAY HEIGHTS PLANNING COMMISSION MEETING

AGENDA

September 14, 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. 2022 Branding and Logo Development Update
 - B. Planning Commission Vacancy Update
- XII. Commissioner Reports
- XIII. Staff Report
 - A. Next Meeting: Wednesday, October 12, 2022
- XIV. Adjournment: _____ p.m

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:

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- 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



**PLANNING COMMISSION
MEETING MINUTES**

Wednesday, August 10, 2022
Location: Digital Zoom Meeting

I. INVOCATION:

None.

II. CALL TO ORDER:

6:09 pm

III. ROLL CALL:

	Kal Patel, Chair	Present
Chair	Mark Collins, Vice Chair	Present
	Angelena Campobasso	Absent
	Stephanie Lamb	Absent

Staff Present:

Zachary Becker, Associate Planner
Heather Trautman, Principal Planner

IV. PLEDGE OF ALLEGIANCE: Completed.

V. APPROVAL OF AGENDA: Since there were not enough Commissioners present to form a quorum, the agenda for this meeting was not approved.

VI. APPROVAL OF MINUTES: Since there were not enough Commissioners present to form a quorum, the Meeting Minutes from the May 11, 2022 were not approved.

VII. PUBLIC COMMENT: None.

VIII. PRESENTATION: None.

IX. PUBLIC HEARINGS: None.

X. ACTION ITEMS: None.

XI. WORKSHOP:

a. Planning Commission Recruitment, Application, and Interview Process

Associate Planner Zachary Becker announced the resignation of Commissioner Hank Bynaker, who has been appointed to the City Council. Mr. Becker then presented on the recruitment, application, and interview process to fill the vacancy left by Commissioner Bynaker. Commissioners asked general questions, and developed some specific questions they would like to ask of candidates for the position. The workshop concluded at 6:46 pm.

b. Grant Updates- Craig Road and US-2 Grants

Principal Planner Heather Trautman presented updates on several transportation grants obtained by the City. These grants include pedestrian improvements along Craig Road and streetscape design along US-2 in the downtown core. Commissioners asked general questions. The workshop concluded at 7:00 pm.

XII. COMMISSIONER REPORTS: Commissioner Patel provided comments regarding the resignation of Hank Bynaker.

XIII. STAFF REPORTS: Associate Planner Zachary Becker reported on the process of developing a new website, as well as, an update on current projects. Principal Planner Heather Trautman provided updates on the 2022 Comprehensive Plan, as well as, a City sponsored project to streamline the permitting process.

A. Next meeting: September 14, 2022

XIV. ADJOURNMENT:

Chair Patel adjourned the meeting at 7:12 pm

APPROVED:

Kal Patel, Chair

ATTEST:

Heather Trautman, Principal Planner

2022 Branding Project Revised Timeline

- July 19, 2022 - Project Kick-Of
- July 26, 2022 - Survey Developed & Submitted for review and feedback
- August 2, 2022 City provides feedback on survey
- August 8, 2022 Launch Survey
- August 22, 2022 Branding & website Survey Public Feedback Due
- August 22, 2022 - Presentation of Findings (subcommittee)
- August 30, 2022 - Feedback on Findings Due
- August 9, 2022 - Sitemap for Website Due
- August 16, 2022- Sitemap Feedback Due
- September 6, 2022 - Initial Draft of Brand Logo & Messaging
- September 23, 2022 - Feedback Due
- October 3, 2022 - Second Round of Logo
- October 11, 2022 - Second Round Feedback Due
- September 1, 2022 - Website Design Presentation
- August 26, 2022 - 1st Photography Session (AWH Days)
- September 8, 2022 - Feedback on Website Design
- September 15, 2022 - Second Round Website Presentation
- September 22, 2022 - Second Round Website Feedback
- October 18, 2022 - Complete Initial Draft of Logo & Website
- November 1, 2022 - Begin Website Development
- December 1, 2022 - Beta Website Ready for Review
- December 8, 2022 - Changes & Adjustments Due
- December 19, 2022 - Staff Training & Final Review
- January 9, 2022 - Complete Final Draft
- January 17, 2022 - Website Launch

Current Site Map

- **Home**
- **About Us**
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 - [Municipal Codes](#)
 - [Community](#)
 - [Schools](#)
 - [Churches](#)
 - [Healthcare](#)
 - [Transportation](#)
 - [Utilities](#)
 - [Library](#)
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- **City Government**
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 - [Planning Commission](#)
 - [Civil Service Commission](#)
 - [Youth Advisory Commission](#)
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- [What's Happening in Code Enforcement](#)
- [Planning Department](#)
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- [Water Reclamation Plant](#)
 - [Water Reclamation Plant Plan](#)
 - [Overview of Plant Operations](#)
 - [Water Reclamation Plant Contacts](#)
 - [What Not To Flush](#)
 - [Photos of Plant](#)
- [Wastewater Pretreatment](#)
- [FOG Program](#)
- [City Backflow Program](#)
 - [Backflow Municipal Code](#)
 - [Blank Test Form](#)
- **How Do I?...**
 - [Apply for a Business License](#)
 - [Apply for City Employment](#)
 - [Apply for a Dog License](#)
 - [Apply for the Vendor List](#)
 - [Apply for Water/Sewer Service](#)
 - [Apply for Water Leak Mitigation](#)
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 - [COVID-19: Resources for Community](#)
 - [COVID-19 Business Impact Survey](#)

Trip 1: Airway Heights Days

Trip 2: (Late September)

- Summer Public Works
 - o Mark and Rick Inspections
 - o Street Maintenance
 - o Wastewater Plant (Exterior)
 - o Water Meters
 - o Dust Control
 - o Roadways
- Summer Uses and Zoning
- Multimodal Paths, Crosswalks, Scooters
- DOC work crew
- Planning Commission session
- Transportation (intersections & Roundabouts)
- Fire Department

Trip 3: Fall Trip (Late October)

- Art Council session
- Trunk or Treat (or similar community event)
- DOC work crew
- Drone Footage (If possible)
- City Hall Action Shots
- Planning and Building Action Shots
- Courts "Action" Shot
- Exterior Facility Shots
- Fall Uses and Zoning

Trip 4: Winter Trip (Early December)

- Winter Public Works
 - o Wastewater Plant (interior)
 - o Snow Removal
- City Council Commission Session
- Winter Uses and Zoning
- Snow Removal (Non City)
- Police Action

BACKGROUND INFORMATION

City of Airway Heights City Council, Commission, Committee, or Board Position

Name: C. SHARON Coble

Mailing Address: 10620 W. 12th Ave #285, Spokane, WA 99224

Physical Address: Same

Home Phone: 831-402-4272 Work Phone: RETIRED

Email address: SHRN Coble @ Yahoo . com

Length of Airway Heights Residency: 7 Years 0 Months Registered Voter? Yes No

What Committee or Commission are you applying for? PLANNING

Please list any elected, appointed or volunteer positions you now or formerly held: AqLow AREA

PRESIDENT - 2 YEARS, NATIONAL Co-director FOR AqLow
CONFERENCE, volunteer at The Heights Church - BIBLE
Study leader, MANAGED & RESTORED 15 ROOM INN, MANAGED

Experience relevant to the position you are seeking: I Love RESTORATION, PROBLEMS
Solving in PRACTICAL WAYS - I've RESTORED HOMES,
BUSINESSES, FURNITURE, ETC

Memberships in professional/civic organizations (include offices held and dates of terms):

AqLow AREA PRESIDENT | Silicon Valley, CA | 2 YRS, Co-CHAIR
OF NATIONAL CONFERENCE | ORGANIZED 600 VOLUNTEERS - 1 YEAR

Have you served on any City of Airway Heights committees? If so, please list: _____

No - my first time

Other comments: I Love our community & ENJOY TEAM

EFFORTS TO IMPROVE OUR AREA - AS THERE ARE
MILLIONS OF WAYS TO DO SAME THING - SEE W/ OUR AREA
GROW TO ACCOMMODATE THE NEEDS OF LOCALS AS WELL AS VISITORS

By acceptance of this appointment and in the fulfillment of duties, you agree to: (a) abide by the Washington State Code of Ethics for Municipal Officers (RCW Chapter 42.23), ordinances and policies of the City ; (b) act in the best interest of the City and its residents; and (c) avoid using this appointment to obtain personal financial gain or interest.

I certify that my answers are true and complete to the best of my knowledge.

Signature of Applicant: Sharon Coble

Date: 3-4-22