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**PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**November 14, 2023  
5:30 PM**

**Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854**

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**REGULAR MEETING – 5:30 PM**

**CALL TO ORDER  
BY CHAIR STEPHENSEN 5:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF PLANNING & ZONING COMMISSION MEMBERS**

**Steffensen, Walton, Carey, Kimball, Hampe - Present  
Schlotthauer, Ward - Absent**

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:  
ACTION ITEM**

- a. World Diabetes Day
- b. National Pickle Day

**AMENDMENTS TO THE AGENDA**

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

**None**

**DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS**

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

**None**

**1. CONSENT CALENDAR**

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Commission agenda packet regarding these items and any contingencies are part of the approval.

**ACTION ITEMS:**

**Motion by Kimball to approve the Consent Calendar as presented.  
Second, by Hampe.**

**Vote - Stephensen - Aye, Carey - Aye, Hampe - Aye, Walton - Aye, Kimball - Aye.**  
**Motion moved.**

- a. Minutes - October 10, 2023 Planning & Zoning Meeting
- b. Minutes - October 30, 2023 Planning and Zoning Special Meeting
- c. Bogie Annexation File No ANNX-23-2 - Zoning Recommendation
- d. DeAtley Annexation File No ANNX-23-1 - Zoning Recommendation
- e. Copper Basin-Prairie Annexation File No ANNX-23-3 - Zoning Recommendation

## **2. CITIZEN ISSUES**

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, by subsequent appointment. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring action must be placed on the agenda of an upcoming meeting. As such, the Commission cannot take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

**None**

## **3. UNFINISHED / OLD BUSINESS**

This section of the agenda is to continue consideration of items that have been previously discussed by the Planning and Zoning Commission.

### **ACTION ITEMS:**

**None**

## **4. PUBLIC HEARINGS**

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

### **ACTION ITEMS:**

**None.**

## **5. ADMINISTRATIVE / STAFF REPORTS**

**None**

## **6. COMMISSION COMMENT**

Kimball: Spoke about a cottage project going on in Spokane Valley. It meets the Spokane Valley code, which is similar to the Post Falls code. They are small, very attractive homes on individual lots, it gives you a visual of what a development like that looks like.

Walton: Do we have something like that in the pipeline in Post Falls that we could look at?

Manley, Planning Manager: Possibly. There is one project that may apply next year.

## 7. ADJOURNMENT

**Steffensen moved to adjourn.**

**All commissioners say Aye.**

**Meeting adjourned at 5:37 P.M.**

Date: 12/12/23

Chair: James Steffensen

Attest: Nancy Thunrocker

Questions concerning items appearing on this Agenda should be addressed to the Community Development Department – Planning Division at 408 Spokane Street or call 208-773-8708.

The City Hall building is handicapped accessible. If any person needs special equipment to accommodate their disability, please notify the City Media Center at least 24 hours in advance of the meeting date. The Media Center telephone number is 208-457-3341.

Chair: James Steffensen      Vice Chair: Ray Kimball  
Members: Vicky Jo Carey, Nancy Hampe, Ross Schlotthauer, Kevin Ward, Kibbee Walton