



**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**September 11, 2024
5:30 PM**

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

DEVELOPMENT IMPACT FEE COMMITTEE SPECIAL MEETING – 5:30 PM

CALL TO ORDER

5:30 PM

PLEDGE OF ALLEGIANCE

ROLL CALL OF PLANNING & ZONING COMMISSION MEMBERS

Vicky Jo Carey, Kibbee Walton, Ray Kimball, James Steffensen, Ross Schlotthauer, Nancy Hampe, Bobby Wilhelm

Present: Carey, Walton, Kimball, Steffensen, Schlotthauer, Hampe, Wilhelm

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

None

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.

Robert Seale, Post Falls Director: Due to the nature of the agenda tonight we are going to skip items 1, 2, 3, and 4 to move along to the Administrative Staff Report.

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:

Skip

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.

Skip

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:

Skip

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:

Skip

5. ADMINISTRATIVE / STAFF REPORTS

a. Update Presentation: Impact Fee Study Phase One

1. Development Impact Fee Study Update: (20 min). Presenter Melissa Cleveland, Welch Comer Engineers and Todd Chase, FCS Group (10 min).

- Phase 1
- Schedule
- General Impact Fee Equation
- Considerations
- Population & Job Growth Forecast: 2022 - 2035
- Employment Inflow/Outflow
- Existing Impact Fee Methodology

2. Parks (30 min).

- Park Availability Per Person

- Average Park Demand Per Dwelling Unit & Job
- Average Park Demand from Overnight Visitors

3. Police (10 min).

- Public Safety Demand
- Existing Public Safety LOS

4. Transportation (20 min).

- Consider a City Center Fee Zone
- Growth in Trips
- Trips Core vs Rest of City
- Person-Trip Conversions
- Person Trip Growth Forecast

5. Next Steps (10 min).

- Finish employment data and TAZ adjustments in Regional Demand Model
- Finalize trip growth from model (City Center and rest of City)
- Revise growth estimates and LOS estimates based on input from City and/or Planning & Zoning

- October: Police, Parks, Transportation
- November: Scaling SF, Non-residential park fees, Escalation

6. COMMISSION COMMENT

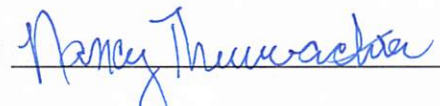
None

7. ADJOURNMENT

7:00 PM

Date: 10/24/24

Chair: 

Attest: 

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, Bobby Wilhelm, Kibbee Walton