



**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**February 27, 2025
5:30 PM**

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

REGULAR 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, Chris Schreiber, Bobby Wilhelm

Present: Walton, Steffensen, Schlotthauer, Schreiber, Wilhelm

Excused: Carey, Kimball

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

Gabbert: It was recognized that Bobby Wilhelm and Ray Kimball were reappointed as Planning & Zoning Commissioners.

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:

- a. Meeting Minutes 02-11-2025

Motion: Commissioner Walton moves to approve the meeting minutes as presented.

Second by Commissioner Wilhelm

Vote:

Yes - Walton, Steffesne, Schlotthauer, Schreiber, Wilhelm

Moved

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:

- a. Idaho Ranch Annexation File No. ANNX-24-8

Public Hearing Opened: 5:32 PM

Staff report

Jon Manley, Planning Manager: The applicant, Whipple Consulting Engineers, is requesting on behalf of Jacklin Land Company, LLLP, the property owner, to approve annexation of approximately 8.891-acres into the City of Post Falls with

a zoning request of Community Commercial Mixed (CCM). 4.81-acres is requested as part of the Idaho Ranch Annexation and the remaining approximately 4.08-acres is the adjacent railroad rights-of-way to the north. The project is located on the northern half of 7155 W. Prairie Avenue. Current land use is a vacant undeveloped lot formally part of a larger residential single-family use. **Surrounding land use:** Directly to the west of the subject site is CCM. South of the subject site, it is utilized as a single-family home within Kootenai County. Currently, the site is undeveloped, formally part of a larger residential single-family use. It's over the Rathdrum Prairie Aquifer. The water provider is Ross Point Water District and the wastewater will be provided by the City of Post Falls subject to the 12th Avenue Surcharge for sanitary sewer that supplements the development of sewer forcemains from the 12th Avenue Lift Station to the Water Reclamation Facility. It is adjacent to Fennecus Road, a Major Collector. No additional rights-of-way or easement dedications are required for Fennecus Road. The property sits adjacent to the Prairie Trail, a regional multi-modal facility. Pedestrian and bicycle connections from the site to the Prairie Trail would require review and approval by the City of Post Falls Parks Department at the time of future site development.

Rob Palus, City Engineer: There is a dry line sewer installed along the property's western boundary on Fennecus Road that terminates on the south side of Prairie Avenue. Currently, there is not a sewer line to connect to the subject site. There is approximately a half-mile of sewer that needs to be installed from Prairie Avenue to Hope Avenue, the future Meyer Alternative line to be installed by the developers either by Foxtail Development or this project. That dry line also has some limitations at the connection point at Hope Avenue depending on how it is developed. The City is collecting surcharges for the sanitary sewer, Meyer Alternative Sure Charge, the parcel would be subject to if it comes into the City of Post Falls.

Manley: The proposed annexation is located within the 41 North Focus Area. Development would provide pedestrian connectivity to all multi-use paths and trails, including Highway 41. Focus provisions for multifamily, commercial, and tech uses near higher-classified roadways: Goals and policies that may be relevant to this annexation request are: G.06 Maintain and improve Post Falls' transportation network, on pace and in concert with need and plan objectives. G.07 Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City's long-term sustainability. P.26 Maintain and improve the continuity of sidewalks, trails and bicycle paths in Post Falls. The P.33 Annexation should help implement Post Falls' transportation plans, enabling the completion or preserving continuity of circulatory patterns for roads and pedestrian routes. P.69 Encourages new development to provide pedestrian access to nearby parks, trails and green spaces. There has been no identified "Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city" at this point in time.

Applicant:

Austin Fuller, Whipple Consulting Engineers, Inc: This is an annexation request for a portion of a parcel. There was a boundary line adjustment. It is one parcel that goes to Fennecus Road. The existing zoning is agriculture. Our proposal is CCM. To the north, the east, and the west of the site is CCM. Further to the south is R1, the Foxtail Subdivision. The Future Land Use Map of the subject property is Transitional. To the west it is commercial, to the northwest and to the south are business commercial. The proposed zoning district meets Criteria A: 1. The subject property is in the transitional future land use adjacent to commercially zoned properties. It's also in Focus Area 41 North. Fennecus Road is directly west of the property and Prairie Avenue is further to the south. 2. There is direct access to Prairie Trail. 3. It is outside any crash zones which coordinate with the 2018 Coeur d'Alene Airport Master Plan. 4. Fennecus Road is considered a backage road. The project is directly adjacent to that, so there is access to Prairie Avenue, which has access to Highway 41. 5. Fennecus Road is anticipated to exceed 4,000 vehicles per day. Criteria B meets: G.06 Maintain and improve Post Falls' transportation network. G.07 Plan for and establish types and quantities of land uses that support community needs and the sustainability of the City. P.14 Follow all annexation procedures established by Idaho State statutes and applicable City ordinance. P.24 Plan for and protect transportation corridors from encroachment, and preserve adequate rights-of-way for future corridors, including utilities. P.26 Maintain and improve the continuity of sidewalks, trails, and bicycle paths in Post Falls. P.33 Annexation should implement Post Falls' transportation plans, enabling the completion or preserving continuity of circulatory patterns for roads and pedestrian ways. Criteria C: There is no evidence identified of a "Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city" at this point in time.

Schreiber: Why just annex this piece?

Ray Kimball, Whipple Engineering: There is an existing farmhouse there that is in use. They want to use it as it is.

Schlotthauer: Why annex it when there are no services available?

Kimball: Our timeline is based on a coordinated timeline with Foxtail with regard to the sewer. This is just an

annexation.

Schlotthauer: Why CCM?

Kimball: The property to the north and to the west is CCM. It provides continuity and there are some advantages to CCM that are better for this property.

Testimony

In-Favor: Mark Hughes, Post Falls (not wishing to speak).

Neutral - None

In Opposition - None

Rebuttal: None

Public Hearing Closed: 6:00 PM.

Review Criteria:

1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?

Schreiber: Yes, there is CCM on at least two sides of the property, and in the future there will probably be CCM down to Prairie Avenue.

2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive?

Steffensen: Policy 26, and Policy 45.

3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?

Commissioners agree that none were identified.

Motion by Commissioner Wilhelm to recommend approval of Idaho Ranch Annexation File No. ANNX-24-8 and any recommendations the city brought forth as found in our deliberation and direct staff to prepare a zoning recommendation of CCM to be provided to the City Council.

Second by Commissioner Walton.

Vote:

Yes - Wilhelm, Schreiber, Schlotthauer, Steffensen, Walton

Moved

b. The Arc Subdivision File No. SUBD-24-10

Public Hearing Opened: 6:04 PM

Staff report

Jon Manley, Planning Manager: The owner is WYLD, LLC; The applicant is Scott McArthur, McArthur Engineering. The applicant is seeking approval to subdivide approximately 6.14-acres into 39 cottage/tiny home lots and three multifamily lots within the High Density Residential (R3) and Single-Family Residential (R1) zoning designations. The project is located north of I90 at the south end of Corbin Road. The surrounding zoning around the site is R1. Currently, it is used for a large lot of residential single-family use. It's over the Rathdrum Prairie Aquifer, water provider is East Greenacres Irrigation and the wastewater provider is the City of Post Falls. The requested zoning is in conformance with the land use assumptions within the City's Water Reclamation Master Plan and the City has the capacity to provide service and is willing to serve the requested density. Corbin Road is a Local Residential Street south of Seltice Way. Seltice Way is a Principal Arterial. Traffic operations at the intersection of Seltice Way/Corbin Road indicate that with the development, the intersection meets or exceeds minimum standards. They're proposing a little over 14,000 square feet of open space for the cottage project. That's a little more than what's required. The project meets the proportionality for front and rear loaded garages per code. They will exceed the minimum requirement for open space fronting either a public or private street by about 6 percent. There is a will serve letter from East Greenacres Irrigation District, and the City has identified that there is capacity to serve this project for wastewater. The proposed streets are consistent with the transportation element of the comprehensive plan. There are no known soil issues on this site. The subdivision and proposed lots conform to the requirements of Title 17 and Title 18. The lots are greater than the minimum requirement for cottage development. The multifamily site will be reviewed as part of the Site Plan Review. Impact fees and cap fees will be

assessed and collected on individual building permits to assist in mitigating the off-site impacts on parks, public safety, streets, multi-modal, EMS and Fire. The agencies contacted had either no comment, were neutral, or would review during permitting.

Applicant:

Scott McArthur, McArthur Engineering: We are looking for a product to provide affordable housing. Homeownership is the goal of this project. The general layout of the subdivision plan has one existing home, 39 cottage/tiny homes, and 24 multifamily units. The existing home will be taken off of septic and connected to the city's sanitary sewer system. We are currently in the process of mass grading the property and making improvements to Corbin Road. We have submitted a set of infrastructure plans to the city for review. The clients had to eliminate all the organic material from the property and import a substantial amount of suitable structural material in order to extend the utilities to the site. We have an approved mass grading plan with the city and are currently working towards that. A rendering of the conceptual cottage homes will look like what was presented, illustrating how the proposed cottage homes meet the city's requirements for size, layout, development access, parking, etc. We have deed restrictions and common maintenance that are all stated in the subdivision request. The goal is to create a neighborhood, not an overpopulated area in the city of Post Falls. The amenities to serve the property include a gazebo, outdoor gym, walkway, and landscaping. Also presented was a rendering of the future multifamily/condo units. There are no objections to the conditions of approval and we meet the subdivision review criteria.

Testimony

In-Favor: - None

Neutral - None

In Opposition - None

Public Hearing Closed: 6:20 PM.

Review Criteria:

1. Definite provision has been made for a water supply system that is adequate in terms of quantity and quality for the proposed subdivision.

Steffensen: There is a will serve letter from East Greenacres Irrigation in the staff report.

Schreiber: Significant off site has already been done that are needed for this development and are contributing to that neighborhood.

2. Definite provision has been made for a wastewater sewer system that is adequate in terms of quantity and quality for the proposed subdivision.

Schreiber: Same response, they're doing quite a bit of work on that. The city has a will serve letter for this project that there is capacity.

3. The proposed streets are consistent with the transportation element of the Comprehensive Plan.

Schreiber: It appears there will be an impact on traffic along Corbin Road and Terra Street. Testimony stated that the intersection of Corbin and Seltice Way was built to handle that.

Steffensen: They are making improvements to Corbin Road that will help with that.

4. Any areas of the proposed Subdivision subject to soil or topographical conditions presenting hazards have been identified.

The commissioners agreed there was no testimony in regards to topographical conditions presenting hazards.

5. The area proposed for the Subdivision is zoned for the proposed use and the use conforms to other requirements found in the Code.

Walton: It does conform to Title 17 and Title 18.

6. Adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying impact fees or other offsite improvements.

Schlotthauer: The developer is bearing substantial offsite improvement costs and will be paying impact fees and building fees.

Motion by Commissioner Walton to move to approve The Arc Subdivision File No. SUBD-24-10 finding that it meets the approval criteria in the Post Falls Municipal Code 17.12.060 H as outlined in our deliberations and subject to conditions 1 through 11 contained in the staff report and direct staff to prepare a written reasoned decision.

Second by Commissioner Wilhelm

Vote:

Yes - Walton, Steffensen, Schlotthauer, Schreiber, Wilhelm

Moved

5. ADMINISTRATIVE / STAFF REPORTS

None

6. COMMISSION COMMENT

None

7. ADJOURNMENT

6:26 PM

Date: 3/11/25

Chair: James Steffensen

Attest: Dancy Thurnacher

Questions concerning items appearing on this Agenda should be addressed to the Community Development Department – Planning Division at 408 N. 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, Chris Schreiber, Ross Schlotthauer, Bobby Wilhelm, Kibbee Walton