



**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**August 12, 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

Carey - Present, Walton - Present, Steffensen - Present, Schlotthauer - Present, Schreiber - Present, Wilhelm - Present

Kimball - Excused

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.

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 07/08/2025

- b. Meeting Minutes 07/29/2025
- c. Reason Decision Soaring Learners File No SUP-25-4
- d. Hope & Zorros/Early Dawn & Zorros Special Use Permits File Nos. SUP-24-7 & SUP-25-2

Motion by Commissioner Carey to approve the content calendar as presented.

Second by Commissioner Schreiber

Vote:

Walton - Yes, Carey - Yes, Wilhelm - Yes, Schlotthauer - Yes, Steffensen - Yes, Schreiber - Yes

Motion Carried

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. Painted Rock Subdivision File No SUBD-25-3

Public Hearing Opened: 5:34 PM

Staff Presentation:

Justin Sauder presented the application. The proposed subdivision is located at the northwest corner of Midway Avenue and McGuire Road. The site, currently not zoned, is pending annexation and zoning approval (ANNX-25-3) for R-2, scheduled to be heard by City Council on August 19, 2025. The subdivision includes one

existing single-family home, proposed to remain on Lot 16, with access required via Leahy Avenue. Staff proposed a condition to re-address the home from Leahy Avenue and designate its Leahy frontage as the front yard for emergency access. The subdivision will provide necessary public infrastructure, including water (East Greenacres Irrigation District) and sewer (City of Post Falls). Street improvements along Midway and McGuire will meet city standards. The development satisfies subdivision criteria relating to utility provision, transportation consistency, zoning conformity, and impact mitigation. Conditions include formation of an HOA responsible for common landscaping and snow removal along collector and arterial frontages. A further condition was proposed, making approval contingent upon City Council approval of the annexation and zoning request.

Engineering Comments:

City Engineer Rob Palus addressed concerns about dead-end streets and confirmed fire code compliance regarding turnaround design. He noted that Wilhelm Way does not exceed the 150-foot threshold requiring a turnaround, whereas Leahy Avenue includes a proposed hammerhead to meet fire access requirements.

Applicant Presentation:

Austin Fuller, Whipple Consulting Engineers, affirmed that the development complies with all requirements, including density, street layout, and service provision. He confirmed that addressing and emergency egress for the existing residence will be coordinated with staff and fire services prior to platting.

Testimony

In-Favor: - None

Neutral - None

In Opposition - Debi Vocca, Post Falls, ID (Written comment submitted): She expressed concerns about loss of agricultural/residential character, increased traffic, inadequate infrastructure, and the potential for rental properties to decrease neighborhood quality. Believes the area should remain as-is and criticized the rapid growth in Post Falls.

Rebuttal: None

Public Hearing Closed: 5:50 PM

Deliberation:

The Commission reviewed the six criteria for subdivision approval. Members found the proposal satisfied all requirements, including adequate utility services, appropriate transportation design, zoning compliance, and equitable distribution of development impacts. Commissioners discussed the HOA's responsibilities, particularly regarding snow removal and sidewalk maintenance, and concluded the existing condition language was sufficient.

Two additional conditions were proposed and supported: 1. Re-address Lot 16 from Leahy Avenue and designate its Leahy frontage as the front yard. 2. Make subdivision approval contingent on City Council's approval of the annexation and R-2 zoning.

Review Criteria:**1. Adequate Water Supply**

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

Analysis: A will-serve letter was submitted by East Greenacres Irrigation District, confirming its capacity and commitment to provide potable water service to the subdivision. This meets the applicable standard.

2. Adequate Sewer System

Finding: Adequate provisions have been made for a public sewage system, and the existing municipal system has sufficient capacity to accommodate projected flows.

Analysis: The city of Post Falls has reviewed and confirmed that adequate sewer capacity exists. Sewer service will be extended along Midway Avenue and routed to the Montrose lift station. This criterion is satisfied.

3. Consistency with the Transportation Element of the Comprehensive Plan

Finding: The proposed street layout and transportation infrastructure are consistent with the adopted transportation element of the City's comprehensive plan.

Analysis: Midway Avenue will be widened to meet minor collector standards (44' back-of-curb to back-of-curb). McGuire Road will meet minor arterial standards. The street network is designed to facilitate interconnectivity and aligns with the City's transportation master plan. This criterion is met.

4. Hazard Identification and Compatibility

Finding: All areas within the proposed subdivision that may involve soil or topographical conditions presenting hazards have been identified, and the proposed land uses are compatible with such conditions.

Analysis: No geotechnical or environmental hazards were identified on the site. The area is located above the Rathdrum Prairie Aquifer and outside any high-risk pipeline corridors. Existing on-site septic systems will be decommissioned. The criterion is met.

5. Zoning and Use Conformance

Finding: The proposed subdivision is zoned appropriately for the proposed use and conforms to other applicable zoning and land use requirements.

Analysis: The subject property is pending annexation and zoning to the R2 (residential) district. The proposed single-family residential subdivision is a permitted use in R2 and complies with development standards in Titles 17 and 18 of the Municipal Code. This criterion is met.

6. Fair Cost Allocation

Finding: The developer has made adequate provisions to ensure that the community will bear no more than its fair share of the cost of the services necessary for the subdivision.

Analysis: Impact fees will be assessed on a per-lot basis for public safety, transportation, parks, multimodal access, and fire services. Required frontage and internal street improvements will be constructed by the developer. This criterion is satisfied.

Commissioner Schreiber moved to approve the Painted Rock Subdivision, File No. SUBD-25-3, finding it meets the approval criteria in PFMC 17.12.060, subject to conditions 1 through 12 in the staff report, plus Condition 13 (re-addressing Lot 16 from Leahy Avenue) and Condition 14 (City Council approval of annexation and R-2 zoning).

Second by Commissioner Walton

Vote:

Carey - Yes, Schreiber - Yes, Schlotthauer - Yes, Wilhelm - Yes, Walton - Yes, Steffensen - Yes

Motion Carried

5. ADMINISTRATIVE / STAFF REPORTS

City Engineer Rob Palus announced a Transportation Master Plan open house scheduled for Thursday, August 28, from 4:00 to 7:00 PM at City Hall. The public is invited to review projections and provide feedback for future traffic infrastructure planning through 2045.

6. COMMISSION COMMENT

Commissioners requested updated school enrollment data and noted an upcoming October workshop focused on HOAs and their roles in development.

7. ADJOURNMENT

6:07 PM

Date: 9/9/25

Chair: James Steffensen

Attest: Nancy Thumacher

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