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**PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**October 14, 2025  
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**

5:39 PM

**PLEDGE OF ALLEGIANCE**

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

Vicky Jo Carey - Absent  
Kibbee Walton - Excused, James Steffensen - Excused  
Ross Schlotthauer - Present, Chris Schreiber- Present, Bobby Wilhelm- Present, Ray Kimball - Present

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

Introduction of new staff member:

*Paige Hunt*, Planner I: Introduced herself, stated she has worked at the City for four months and is pursuing a degree from Eastern. She expressed appreciation for joining the team.

**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.

The public hearing for the McGuire Annexation File No. ANNX-25-4 was postponed due to quorum/conflict concerns.

Rescheduled to: Wednesday, November 12, 2025

**Motion by Commissioner Kimball** to postpone McGuire Annexation File No. ANNX-25-4 to November 12, 2025.

**Second by Commissioner Schreiber**

**Vote:**

Schrotthauer - Yes, Schreiber – Yes, Wilhelm – Yes, Kimball – Yes

**Motion carried**

## 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 September 9, 20225
- b. Harvest Meadows PUD and Subdivision Reasoned Decision File Nos PUD-25-2/SUBD-25-4
- c. Echo Estates Zoning Recommendation Reasoned Decision File No ANNX-24-5

**Motion by Commissioner Kimball to approve the consent calendar as presented.  
Second by Commissioner Schreiber**

#### Vote:

Wilhelm – Yes, Schreiber – Yes, Schlotthauer – Yes, Kimball – 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:

##### 5. ADMINISTRATIVE / STAFF REPORTS

- a. Impact Fee Assessment 2023-2024

**Presenter:**Paige Hunt, Planner I

- Reviewed use and distribution of development impact fees for roads, parks, and public safety.
- FY 2024 collections: approx. \$5.2 million
- Expenditures: approx. \$3.5 million
- Total fund balance: approx. \$16 million
- **Highlighted major projects:**
  - Roads: Poleline & Spokane roundabout – \$2.3M
  - Parks: Land acquisition – \$1.9M
  - Public Safety: Land and police funding – approx. \$1M

#### **Discussion:**

Commissioners asked about past land acquisitions.

Bob Seale, Community Development Director, explained that a significant parks/public works acquisition on Hargrave was likely responsible for the 2023 increase.

No action required; presentation only.

#### 6. COMMISSION COMMENT

None

7. ADJOURNMENT

5:53 PM

Date: 11/12/25

Chair: James Steffensen

Attest: Dorey Thurewacker

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