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**PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**February 10, 2026  
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**

5:30 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, Steffensen - Present, Schlotthauer - Present, Schreiber - Present, Wilhelm - Present

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:**

**ACTION ITEM**

None

- a. National Cream Cheese Brownie 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:**

- a. Meeting Minutes 1/13/2026

- b. Gaul Annexation Zoning Recommendation File No. ANNX-25-1
- c. Prairie Medical Zoning Recommendation File No. ZC-25-2

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

**Vote:**

**Carey - Yes, Steffensen - Yes, Schlotthauer - Yes, Schreiber - Yes, Wilhelm - 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. North Chase Place Annexation & Subdivision File Nos. ANNX-25-8 & SUBD-25-8

**Public Hearing Opened: 5:34 PM**

**Staff Report**

Justin Sauder, Associate Planner: Presented the request for annexation of approximately 4.9 acres located at the southwest corner of Chase Road and Fiser Avenue with a zoning recommendation of R1 (Single Family Residential), along with a 20-lot subdivision. The proposal is consistent with the Low Density Residential designation on the Future Land Use Map. Water service will be provided by East Green Acres Irrigation District and sewer by the City of Post Falls. Right-of-way dedication along Chase and Fiser will be required.

Robert Palus, City Engineer: Discussed sewer service elevation considerations, stormwater mitigation requirements, intersection visibility, and frontage improvement obligations. He clarified that emergency access between Coleman Street and Chase Road would be temporary and replaced by a pedestrian pathway per existing easement.

Applicant: Merl Van Houten, Van Houten Consulting and Design, LLC: On behalf of Blackwell Homes, LLC requested annexation and R1 zoning consistent with surrounding development and the Future Land Use Map. Described the 20-lot subdivision extending Coleman Street through to Fisher Avenue. Confirmed lot sizes meet or exceed R1 minimum standards and density is approximately four units per acre, below the maximum allowed. Confirmed commitment to frontage improvements, sidewalk installation, stormwater management, and payment of required impact fees. Stated the development aligns with infill and annexation policies of the Comprehensive Plan.

**Testimony**

**In Favor:**

Donald Smock Jr., Coeur d'Alene, ID (not wishing to speak): Mr. Smock stated the development provides needed housing options.

**Neutral:**

Frank Pratt, Post Falls, ID HOA President: Mr. Pratt expressed concerns regarding extending Coleman Street and potential stormwater impacts.

Douglas Williams expressed concerns about traffic at Coleman and Grange intersections and suggested stop signs.

**In Opposition:**

Deb Saunders, Post Falls, ID HOA President (The Meadows): Ms Saunders expressed concerns regarding increased traffic and requested traffic impacts be forwarded to City Council.

**Rebuttal**

Merl Van Houten responded to concerns regarding stormwater and traffic, stating development will comply with City standards and that traffic impacts from 20 lots are minimal. Confirmed HOA would maintain frontage landscaping and irrigation improvements.

**Public Hearing Closed: 6:33 PM**

**Diliberation:**

Commissioners discussed consistency with the Future Land Use Map, compatibility with surrounding single-family uses, annexation of a county island, and absence of adverse impacts to public services.

**Annexation 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?**

Commissioners found the proposed R1 zoning consistent with the Low Density Residential designation and compatible with surrounding single-family development.

**2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?**

Commissioners found the request consistent with annexation and infill policies supporting orderly growth within city limits.

**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 found no demonstrable adverse impacts to public services. Water and sewer services are available, and impact fees will be required.

**Motion by Commissioner Schreiber to approve the North Place Chase Annexation File No. ANNX-25-8 with Single Family Residential (R1) zoning and direct staff to forward a zoning recommendation to City Council, including required right-of-way dedication and easements.**

**Second by Commissioner Kimball**

**Vote:**

**Schlotthauer - Yes, Wilhelm - Yes, Carey - Yes, Kimball - Yes, Schreiber - Yes, Steffensen - Yes**

**Motion Carried**

**Subdivision Review Criteria**

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

Water service will be provided by East Green Acres Irrigation District and was found adequate.

**2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.**

City sewer service will be provided and elevation challenges addressed through design solutions.

**3. Proposed streets are consistent with the transportation element of the comprehensive plan.**

Required frontage improvements and right-of-way dedication were discussed and found consistent with planning standards.

**4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.**

No hazardous soil or topographical concerns were identified in the transcript.

**5. The area proposed for subdivision is zoned for the proposed uses and the uses conform to other requirements found in this code.**

The proposed lots meet R1 zoning standards.

**6. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community.**

Impact fees, frontage improvements, and required infrastructure improvements will be provided by the developer.

**Subdivision Diliberation:**

The Commission reviewed subdivision criteria including water supply, sewer capacity, transportation consistency, zoning compliance, and mitigation of off-site impacts.

**Motion by Commissioner Schreiber to approve North Chase Place Subdivision File No. SUBD-25-8 subject to Conditions 1–14 in the staff report, with an amendment to Condition 12 requiring the HOA to establish a reserve account for capital repairs and replacements, and directing staff to prepare a written decision.**

Second by Commissioner Kimball

Vote:

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

Motion Carried

b. Mullan Annexation File No. ANNX-25-7

**Public Hearing Opened: 7:07 PM**

**Staff Report:**

Justin Sauder, Associate Planner: presented the request for annexation of approximately 4.39 acres at 1609 and 1641 East Mullan Avenue with a zoning recommendation of Community Commercial Services (CCS). The site is designated Business Commercial on the Future Land Use Map. Sewer service will be provided by the City and water by Ross Point Water District. The proposal is consistent with Comprehensive Plan goals.

**Applicant:** Angie McPhee, on behalf of North Idaho Surgical Hospital Building (NISHB) Land Holdings LLC, stated the property will be marketed for commercial development consistent with surrounding uses.

**Public Testimony - None**

**Rebuttal: None**

**Public Hearing Closed: 7:20 PM**

**Diliberation:**

Commissioners found the request consistent with the Future Land Use Map and Comprehensive Plan and identified no adverse impacts.

**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?**

The CCS zoning matches the Business Commercial designation.

**2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?**

Commissioners found the proposal consistent with commercial growth policies.

**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?**

No adverse impacts were identified. Sewer and water services are available.

**Motion by Commissioner Schreiber to approve**

**Second by Commissioner Kimball**

**Vote:**

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

**Motion Carried**

c. Heaven View Annexation & Subdivision File Nos. ANNX-25-9 & SUBD-25-9

**Public Hearing Opened: 7:24 PM**

**Staff Report:**

Jon Manley, Planning Manager: Presented the request for annexation of approximately 41.12 acres with proposed R1 and R2 zoning and a 209-lot subdivision. The site is designated Transitional on the Future Land Use Map and located near the future Fennecus and Prairie intersection.

Robert Palus, City Engineer, discussed sewer capacity constraints in the Highway 41 corridor and recommended a condition requiring confirmation of adequate sewer capacity prior to site development. Roadway improvements, impact fees, and sewer surcharges were discussed.

**Applicant:** Brad Marshall, J-U-B Engineers, INC., appeared on behalf of the applicant team, representing Pro-Made Homes and the property owner, and requested approval of the Heaven View Annexation and Zoning and the associated preliminary subdivision. He testified that the applicant reviewed and agreed with the staff report, staff analysis, and recommended conditions of approval, including confirmation of adequate sewer capacity prior to development. He acknowledged the City's rationale for an updated sewer capacity review and agreed to a condition tying approval of certain lots to the successful vacation of a portion of the Fennecus right-of-way. Mr. Marshall described the project as approximately 41 acres with 209 residential lots, including 92 lots in R1 zoning and 117 lots in R2 zoning, with lot sizes exceeding minimum zoning requirements. He stated development would occur in phases over five to six years, depending on market conditions. He noted the property is within the City's Area of Impact and adjacent to existing development, including the Foxtail subdivision. Water service would be provided by Ross Point Water District, with the applicant pursuing annexation and transfer of water rights to ensure capacity. He explained that although on-site green space is limited, residents would join the Foxtail HOA and have access to HOA park facilities. He also stated the applicant is coordinating with adjacent developers on shared infrastructure, including extension of Fennicus Road. Mr. Marshall testified that the project would help address a shortage of affordable housing for local industries seeking to expand or relocate and outlined the types of housing proposed.

Paul Lavrentiev, Vice President Pro-Made Homes, provided background on the company and stated that Pro-Made focuses on quality and attainable housing, has been in business for over 25 years, and is establishing a presence in the Post Falls and North Idaho market.

Cole Henderson, J-U-B Engineers, Inc., testified regarding transportation and infrastructure elements, stating the project would construct internal street connections consistent with planned roadway connectivity, would improve the segment of Hope Avenue adjacent to the school with curb, gutter, and sidewalk to improve safety and circulation, and would loop and connect water distribution with neighboring development. The applicant team acknowledged the sewer capacity condition and indicated willingness to proceed consistent with the City's confirmation requirements.

**Testimony**

**In-Favor: None**

**Neutral: None**

**Opposed: None**

**Rebuttal: None**

**Public Hearing Closed: 8:25 PM**

**Diliberation:**

Commissioners discussed sewer capacity verification, right-of-way vacation contingency, park access coordination, and zoning consistency.

**Annexation Review Criteria:**

**C1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan?**

The Commission finds the zoning consistent with the 41 North Focus Area. Higher-density R2 zoning is located near Prairie Avenue (a major corridor), with lower-density R1 zoning transitioning to existing nearby development, aligning with planned density transitions and neighborhood compatibility.

**C2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration?**

The proposal supports Comprehensive Plan goals for balanced growth, infrastructure coordination, diverse housing options, and pedestrian connectivity. The zoning layout considers surrounding land uses, infrastructure capacity, and long-term sustainability, and aligns with planned road improvements.

**C3. 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?**

No adverse impacts on public services were identified. Water will be provided by Ross Point Water District, sewer capacity will be confirmed before development, and transportation improvements are coordinated with City plans. No agencies reported service deficiencies.

**Motion by Commissioner Carey to approve Heaven View Annexation SUBD-25-9 subject to staff conditions, including confirmation of adequate sewer capacity, contingency of specific lots upon right-of-way vacation, and compliance with applicable impact fees and frontage improvements. Second by Commissioner Schreiber**

**Vote:**

**Schreiber — Yes, Kimball — Yes, Wilhelm — Yes, Schlotthauer — Yes, Steffensen — Yes, Carey — Yes.  
Motion Carried**

**Subdivision Review Criteria:**

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

Water service will be provided consistent with City requirements.

**2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.**

Approval conditioned upon confirmation of adequate sewer capacity.

**3. Proposed streets are consistent with the transportation element of the comprehensive plan.**

Prairie widening, Fennecus extension, and required improvements align with transportation planning.

**4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.**

No hazardous conditions were identified in the transcript.

**5. The area proposed for subdivision is zoned for the proposed uses and the uses conform to other requirements found in this code.**

The proposed R1 and R2 zoning aligns with the Transitional designation.

**6. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services.**

Impact fees, frontage improvements, and sewer surcharges apply.

**Motion by Commissioner Kimball to approve Heaven View Annexation SUBD-25-9 subject to staff conditions, including confirmation of adequate sewer capacity, contingency of specific lots upon right-of-way vacation, and compliance with applicable impact fees and frontage improvements.**

**Second by Commissioner Carey**

**Second by Commissioner**

**Vote:**

**Carey — Yes, Steffensen — Yes, Schlotthauer — Yes, Wilhelm — Yes, Kimball — Yes, Schreiber — Yes**

**5. ADMINISTRATIVE / STAFF REPORTS**

None

**6. COMMISSION COMMENT**

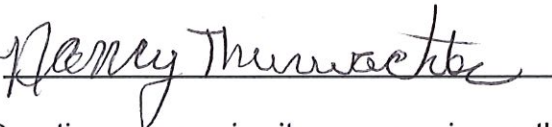
None

**7. ADJOURNMENT**

8:45 PM

Date: 3/10/26

Chair: 

Attest: 

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