



**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**March 31, 2026
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, Ray Kimball, James Steffensen, Ross Schlotthauer, Chris Schreiber, Bobby Wilhelm, Michael Floch

Present: Kimball, Steffensen, Schreiber, Wilhelm, Floch

Excused: Carey, Schlotthauer

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

- a. National Tater Day!
- b. Swearing in of the new Planning and Zoning Commissioner Michael Floch.

Michael Floch was sworn in as Planning and Zoning Commissioner.

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.

Commissioner Kimball excused himself from the Public Hearing item" d". He is the presenter on that file.

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:

None

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. Public Works Annexation File No. ANNX-26-2

Opened: 5:33 PM

Staff report

Jon Manley, Planning Manager: Presented annexation of approximately 16.04 acres with a recommendation for Industrial zoning to support a future public works facility and park site. Described site location, surrounding industrial zoning, lack of sewer infrastructure, and potential interim septic use. Explained consistency with the Comprehensive Plan, including economic development, infrastructure expansion, transportation connectivity, and park service goals.

Andrew Arbini, Public Works Projects Division Manager: Described the proposed public works facility, including administrative offices, shop space, and operations for streets and water divisions such as snow removal and maintenance.

Applicant

City of Post Falls: Represented by staff.

Testimony - None

Public Hearing Closed: 5:45 PM

Deliberations:

Commissioners discussed the appropriateness of Industrial zoning versus commercial or residential alternatives. Staff explained that commercial zoning would not be viable due to lack of visibility and access, and residential uses would be incompatible with adjacent industrial zoning. Commissioners asked about future infrastructure, including road improvements and septic use, and discussed long-term flexibility such as potential rezoning to public reserve. Commissioners emphasized compatibility with surrounding uses, support for public services, and alignment with growth patterns in the West Prairie area.

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 proposal consistent with the West Prairie focus area, which anticipates industrial and commercial uses. The zoning aligns with surrounding industrial properties.

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 identified consistency with Goal 1 (economic growth) and Goal 7 (land use planning). They also cited policies supporting infrastructure expansion, compatibility, and infill development.

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. Agencies provided neutral or no-comment responses, and commissioners noted no concerns.

Motion by Commissioner Schreiber to recommend approval of the Post Falls Public Works Annexation file number ANNX-26-2 finding that the requested zoning meets the approval criteria in Post Falls Municipal Code 18.20.100 as outlined in deliberations and directing staff to prepare a zoning recommendation to be provided to City Council.

Second by Commissioner Kimball

Vote: Wilhelm — Yes, Kimball — Yes, Steffensen — Yes, Schreiber — Yes, Floch — Yes,

Motion Carried

b. Fisher Lift Station Annexation File No. ANNX-26-1

Opened: 5:52 PM

Staff report

Jon Manley, Planning Manager: Presented annexation of 0.51 acres with R1 zoning to support relocation and expansion of the Fisher lift station. Explained surrounding zoning, infrastructure planning, and importance for sewer capacity and future development.

Applicant

City of Post Falls: Represented by staff.

Testimony - None

Public Hearing Closed: 6:00 PM

Deliberation:

Commissioners discussed how infrastructure projects like lift stations support residential growth and housing needs. Questions were raised about impact fees and how city-funded infrastructure is handled. Staff clarified that impact fees are typically applied at subdivision or development stages, not zoning. Commissioners also discussed typical placement of lift stations within residential zones and confirmed such uses are common and appropriate. The project was viewed as necessary to expand sewer capacity and enable future development in the area.

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 R1 zoning consistent with surrounding residential development and the Central Prairie focus area.

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 cited Goal 7 and policies supporting infrastructure, utilities, and housing capacity. The lift station supports long-term growth and service needs.

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 adverse impacts and noted the project would improve service capacity.

Motion by Commissioner Schreiber to recommend approval of Post Falls Fisher Lift Station Annexation file number ANNX-26-1 finding that the requested zoning meets the approval criteria in Post Falls Municipal Code 18.20.100 as outlined in deliberations and directing staff to prepare a zoning recommendation to be provided to City Council.

Second by Commissioner Kimball

Vote: Kimball - Yes, Steffensen - Yes, Schreiber - Yes, Wilhelm - Yes, Floch - Yes

Motion Carried

c. G2 Development Subdivision Amendment File No. SUBA-26-1

Opened: 6:03 PM

Staff report

Justin Sauder, Associate Planner: Presented subdivision amendment request to increase total lots from 105 to 110 on approximately 18 acres in the RM zone. Explained redesign due to preserving an existing shop, resulting in modified lot layout and increased density while remaining compliant with zoning and open space requirements.

Applicant

Scott MacArthur, MacArthur Engineering: Explained redesign process, preservation of existing structures, relocation of cottage lots, and compliance with density and open space standards. Confirmed no changes to prior conditions of approval.

Testimony

In-Favor: - None

Neutral - None

In Opposition - None

Public Hearing Closed: 6:22 PM

Deliberation:

Commissioners focused heavily on lot layout and parking configuration. Concerns were raised about driveway placement adjacent to shared parking areas and potential confusion for residents. The applicant explained parking design and access from private roads. Commissioners discussed alternative configurations, including

reorienting lots or shared access solutions. Additional discussion addressed easements, driveway access, and consistency of conditions. Commissioners also proposed modifications to conditions, including requiring a homeowners association capital reserve account and clarifying lot frontage requirements for newly created lots.

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 will be provided by Ross Point Water District with a will-serve letter confirming adequacy.

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 will serve the project and has capacity; additional lots do not significantly impact the system.

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

Street layout provides connectivity, meets standards, and does not negatively impact the transportation system.

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 conditions were identified.

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

The subdivision complies with RM zoning requirements.

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.

The subdivision complies with RM zoning requirements and applicable municipal code standards.

Motion by Commissioner Kimball to approve the G2 subdivision amendment SUBA-26-1 finding that it meets the approval criteria in Post Falls Municipal Code 17.12.060H as outlined in deliberations subject to conditions 1 through 13 with condition 12 amended to include a capital reserve account and adding condition 14 requiring the two new lots to front Guedon Lane, and directing staff to prepare a written reasoned decision.

Second by Commissioner Schreiber

Vote: Steffensen - Yes, Kimball - Yes, Floch - Yes, Schreiber - Yes, Wilhelm - Yes

Motion Carried

d. Crown Reserve Subdivision File No. SUBD-25-6

Opened: 6:30 PM

Staff report

Justin Sauder, Associate Planner: Presented the Crown Reserve First Edition subdivision proposal to subdivide approximately 45.31 acres into 150 single-family lots within the RM zoning district. Described surrounding land uses including county residential to the north, public reserve lands to the east and west, and an existing subdivision to the south. Mr. Sauder explained the subdivision layout including a mix of traditional single-family homes west of Spokane Street and cottage/townhome-style lots to the east. Noted approximately 8% open space (about 4 acres) and inclusion of an RV/boat storage area as a community amenity.

Reviewed infrastructure: water service by East Green Acres Irrigation District with will-serve letter; sewer service dependent on the reconstruction of the Fisher lift station; and transportation improvements including Hayden Avenue frontage and traffic impact analysis.

Mr. Sauder explained that sewer capacity is currently limited and tied to the Fisher lift station improvements,

with staff recommending a condition that final plat approval be withheld until the lift station is operational or alternative capacity solutions are approved.

Robert Palus, City Engineer: Clarified that sewer capacity concerns are technical in nature and must be verified by Public Works and Engineering. Confirmed the need to ensure adequate capacity before final development proceeds.

Applicant:

Ray Kimball, Whipple Consulting Engineers: Presented phasing plan dividing the project into two phases due to sewer constraints. Explained Phase 1 can be served by existing infrastructure, while Phase 2 requires completion of the Fisher lift station improvements.

Described infrastructure strategy including installation of sewer lines, acquisition of railroad right-of-way for sewer routing, and coordination with city capital improvement projects. Emphasized timing strategy to allow concurrent construction with city infrastructure projects.

Explained project design including mix of housing types, RV storage amenity, and alignment with prior zoning approvals.

Testimony

In-Favor: - None

Neutral - None

In Opposition - None

Public Hearing Closed: 6:52 PM

Deliberation:

Commissioners discussed sewer capacity constraints and timing of infrastructure improvements. Staff clarified that final plat approval would be contingent on lift station completion or approved alternative mitigation. Commissioners removed the CC&R notification condition, modified sewer-related conditions, and added a requirement for a homeowners association capital reserve account. Additional discussion addressed transportation improvements, connectivity, and open space contributions.

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, which issued a will-serve letter confirming adequate capacity for the development.

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

Sewer service is planned but dependent on Fisher lift station improvements; conditions address capacity limitations.

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

The subdivision includes new streets consistent with the transportation master plan, including frontage improvements along Hayden Avenue and incorporation of traffic impact analysis recommendations.

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 conditions were identified, and the site is not located near known pipeline hazards.

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

The subdivision complies with RM zoning requirements and allows the proposed mix of residential, multifamily, and commercial uses consistent with the municipal code.

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 will be assessed at the building permit stage, and the developer is responsible for infrastructure improvements including roadway frontage and sewer extensions.

Motion by Commissioner Schreiber to approve Crown Reserve First Edition Subdivision file number SUBD-25-6 finding that it meets the approval criteria in Post Falls Municipal Code 17.12.060H as outlined in deliberations subject to conditions 1 through 14, deleting conditions 6 and 7 and replacing them with the revised sewer condition, deleting condition 8, and amending condition 12 to include a capital reserve account, and directing staff to prepare a written reasoned decision.

Second by Commissioner Wilhelm

Vote: Schreiber - Yes, Wilhelm - Yes, Steffensen - Yes, Floch - Yes

Motion Carried

5. ADMINISTRATIVE / STAFF REPORTS

None

6. COMMISSION COMMENT

- Commissioners briefly discussed a recent appeal that had been withdrawn before reaching City Council, noting that public input appeared to influence the applicant's decision to withdraw the request.

Commissioners welcomed newly appointed Commissioner Floch and acknowledged the importance of maintaining a full commission to ensure quorum.

- The Commission welcomed Commissioner Flock and thanked him for attending, noting that his presence allowed the Commission to meet quorum.
- A significant portion of the discussion focused on the recurring issue of homeowners association (HOA) capital reserve requirements. Commissioners emphasized the importance of long-term financial planning for maintenance of private infrastructure, particularly private roads. Concerns were raised about HOA's becoming financially insolvent over time due to lack of reserve funding.

Legal staff acknowledged ongoing internal discussions regarding how to incorporate reserve requirements into conditions of approval and the challenges associated with enforcing such provisions within CC&Rs. Commissioners expressed interest in continuing to explore policy or code-based solutions to address this issue proactively.

7. ADJOURNMENT

7:03 PM

Date: 4/14/26 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, Michael Floch