



**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

**April 14, 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

Present: Carey, Steffensen, Schlotthauer, Schreiber, Wilhelm, Floch

Excused: Kimball

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

a. **NATIONAL PECAN DAY**

A discussion was held regarding upcoming meetings and planning activities. A special meeting is anticipated within the next few weeks to address zoning recommendations currently being finalized. The meeting will likely be brief and conducted via a call-in format. Members should watch for an email with scheduling details.

The group was also informed that the city is undertaking a Comprehensive Plan update. As part of this process, three public presentation sessions will take place on April 29 at the Chamber of Commerce (8:00–9:00 AM), Q'emlin Park Trailhead (12:00–1:00 PM), and Hyatt Place (6:00–7:30 PM).

Additionally, a workshop related to the Comprehensive Plan update is scheduled for April 30 from 3:30 PM to 8:00 PM at City Hall. Further details will be posted on the city's website.

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 March 10, 2026
- b. Meeting Minutes March 31, 2026
- c. Rosewater Place Subdivision Reasoned Decision File No. SUBD-25-10
- d. Pleasant View Annexation Zoning Recommendation File No. ANNX-25-10
- e. Echo Estates Subdivision Reasoned Decision File No. SUBD-24-4
- f. G2 Development Subdivision Amendment Reasoned Decision File No. SUBA-26-1
- g. Crown Reserve Subdivision Reasoned Decision File No. SUBD-25-6

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

Second by Commissioner Schreiber

Vote: Carey - Yes, Steffensen - Yes, Schlotthauer - Yes, Schreiber - Yes, Wilhelm - Yes, Floch - 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. Klondike Place Subdivision File No. SUBD-26-2

Opened: 5:35 PM

Staff report

Justin Sauder, Associate Planner, presented the staff report. The applicant, Whipple Consulting Engineers on behalf of Prestige EMC LLC, is requesting approval to subdivide approximately 4.63 acres into 21 single-family residential lots within the Medium-Density Residential (R2) zone. The subject property is located at the southwest corner of Poleline Avenue and McGuire Road. Surrounding land uses include residential development to the north, south, and west, farmland to the east across McGuire Road, and nearby properties in Kootenai County to the north and west. A future subdivision, Lucky Larry Estates, is proposed directly to the south. The site currently contains one residence that will be removed. He reviewed the proposed subdivision layout, noting that the 21 lots will range from approximately 4,300 to 9,000 square feet. Access to the development will be provided from Poleline Avenue, as well as internal streets including Chilkoot Trail and Yukon Loop, which are planned to connect to the adjacent subdivision to the south if approved. Water service will be provided by East Greenacres Irrigation District, which has issued a will-serve letter confirming capacity. Sanitary sewer service will be extended to the site via Yukon Loop and Chilkoot Trail, with confirmation that the City's existing municipal system has adequate capacity to serve the development. The proposed street layout is consistent with the City's Comprehensive Plan and Transportation Master Plan. Poleline Avenue is required to be improved to a three-lane minor arterial standard, while McGuire Road will also be improved to a minor arterial standard consistent with existing improvements to the south. Sidewalks and other frontage improvements will be constructed, and a homeowners' association will be responsible for maintenance of landscaping, irrigation, and snow removal along adjacent rights-of-way.

The site lies over the Rathdrum Prairie Aquifer and no significant topographical or soil hazards have been identified. Existing septic systems will be removed upon development. There are two nearby gas pipelines; The Northwest Pipeline Corporation has a pipeline approximately 600 feet south of the project site through Lucky Larry Estates, and Phillips 66 has a pipeline approximately 265 feet to the north across Poleline Avenue. Neither crosses the property and the respective agencies provided no comments or concerns. He stated that the proposal complies with applicable zoning regulations, including minimum lot size requirements, and that impact fees will be assessed at the time of building permit issuance to offset impacts to public services.

Commissioners asked clarifying questions regarding allowable density within the R2 zone. Staff explained that the minimum lot size is 4,000 square feet, which establishes the maximum potential density, and confirmed that the proposed lots meet or exceed this requirement.

Applicant:

Ray Kimball, Whipple Consulting Engineers: Represented the property owner and confirmed the project density is approximately 5 units per acre, below allowable limits. He clarified that all lots exceed minimum size requirements and are intended for single-family homes. Mr. Kimball described infrastructure improvements including replacement of an existing 6-inch water main with a 10-inch main, sewer extension from McGuire Road, and roadway improvements to minor arterial standards. He explained there are no significant topographical constraints aside from minor elevation changes and emphasized compliance with subdivision criteria, including right-of-way dedication, frontage improvements, and payment of impact fees to mitigate service impacts. Mr. Kimball provided clarification on land dedication, noting approximately two acres are allocated for roads and infrastructure improvements.

Testimony

In-Favor: - None

Neutral - None

In Opposition

Shari Bolander, Post Falls, ID: Expressed concerns about increased traffic, congestion, and noise on McGuire Road. Asked about road widening impacts and future road plans.

Rebuttal

Ray Kimball: Explained road widening is limited to project frontage and intended to improve traffic flow. Clarified long-term plans for McGuire Road and capacity improvements.

Public Hearing Closed: 5:51 PM

Deliberation:

Commissioners discussed compliance with infrastructure, transportation improvements, density being below maximum, and benefits of frontage improvements and impact fees.

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 East Greenacres Irrigation District and provided a will-serve letter confirming capacity.

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

The City has the capacity and is willing to serve as proposed development.

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

Street improvements, widening, and connectivity are consistent with the Transportation Master Plan and include frontage improvements and pedestrian infrastructure.

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 hazards were identified. Nearby pipelines were reviewed with no concerns.

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

The project complies with R2 zoning and all applicable code requirements. Density is below maximum allowed. The subdivision and proposed lots conform to the requirements of Title 17 and Title 18. Single-Family detached homes are allowed through the Land Use Table in PFMC Section 18.200.030 within the R2 zone.

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 and significant frontage improvements ensure costs are appropriately allocated.

Motion by Commissioner Carey to approve Klondike Place subdivision file number SUBD-26-2 public hearing finding that it meets the approval criteria in the Post Falls Municipal Code 17.12.060 as outlined in our deliberation subject to conditions 1 through eight contained in the staff report and direct staff to prepare a written reasoned decision.

Second by Commissioner Schlotthauer

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

Motion Carried

b. Lucky Larry Estates Subdivision File No. SUBD-26-1

Opened: 5:57 PM

Staff report

Justin Sauder, Associate Planner: Presented the Lucky Larry Estates Subdivision request for 63 lots on approximately 13.46 acres in the Medium Density Residential (R2) zone located at the northwest corner of Yukon Avenue and McGuire Road. The project site is mainly surrounded by residential development to the north, south, and west, with farmland to the east across McGuire Road. To the north of this site is the proposed R2 Klondike Place Subdivision, and the area east across McGuire Road is R1. To the west and south, across Yukon Avenue and the railroad tracks is Kootenai County. The existing land use on the site is three residential parcels and nearby railroad infrastructure. The subdivision layout includes lot sizes ranging from approximately 5,100 to 12,000 square feet and the retention of one existing home. Highlighted key design elements including restriction of direct access to McGuire Road, realignment of Yukon Avenue for improved safety near the railroad crossing, and creation of Yukon Loop. Reviewed subdivision criteria, confirming water service through East Greenacres Irrigation District, sewer availability from McGuire Road, and compliance with transportation planning including roadway widening and frontage improvements. Noted requirement for HOA maintenance, installation of fencing near the railroad, and no identified hazards aside from a pipeline easement, which is addressed in the design. Confirmed agency coordination and agreement from the Post Falls Highway District.

Applicant

Ray Kimball, Whipple Consulting Engineers: Represented the applicant and detailed the subdivision design, noting a density of approximately 4.68 units per acre, well below maximum allowances. The intentional design decisions, including the relocation of Yukon Avenue, were to improve safety near the railroad crossing and the incorporation of a greenbelt with pedestrian pathways. Infrastructure plans include sewer extension via a deep sewer hole connection, water service, and coordination with adjacent developments for connectivity. He provided a detailed explanation of pipeline location, depth, and easement design to avoid conflicts and ensure safe construction. Roadway improvements were highlighted, including widening McGuire Road, relocation of utilities, installation of pedestrian pathways, and significant infrastructure investment. Mr. Kimball confirmed compliance with all subdivision criteria, zoning requirements, and impact fee obligations.

Public Testimony:

In Favor: None

Neutral: None

Opposed:

Shari Bolander, Post Falls, ID: Reiterated concerns about traffic congestion and impacts from additional development.

Rebuttal: None additional

Public Hearing Closed: 6:18 PM

Deliberation:

Commissioners discussed transportation improvements, Yukon realignment for safety, compliance with zoning, and infrastructure capacity.

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.

A will-serve letter confirms adequate water service.

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 system has capacity and will serve the development.

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

Street design, realignment, and improvements meet transportation plan requirements and improve safety near the railroad.

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 hazards identified; pipeline easement is accounted for in design.

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

The project complies with R2 zoning and is below maximum density.

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 and roadway improvements address service impacts.

Motion by Commissioner Carey to approve Lucky Larry Estate Subdivision file number SUBD-26-1 the public hearing finding that it meets the approval criteria in Post Falls Municipal Code 17.12.060 as outlined in our deliberation, subject to conditions 1 through 12 and direct staff to prepare a written reason decision.

Second by Commissioner Schlotthauer

Vote: Carey - Yes, Stephensen - Yes, Sclothauer - Yes, Schreiber - Yes, Wilhelm - Yes, Floch - Yes

Motion Carried

- c. Genesis Land Special Use Permit File No. SUP-26-2

Opened: 6:23 PM

Staff report

Jon Manley, Planning Manager: Presented the Genesis Land Special Use Permit request for 112 fourplex units on 6.52 acres within the Community Commercial Services (CCS) zone. The site is located between Charville Road and Highway 41, north of East 16th Avenue, and is zoned Community Commercial Services (CCS). Mr. Manley stated that multifamily housing is permitted in the CCS zone through a Special Use Permit and must meet R3 development standards. He noted that the proposed density is approximately 17.18 units per acre and meets the minimum land area requirements per unit. He explained that the proposal aligns with Comprehensive Plan goals by encouraging higher-density residential development near commercial corridors, supporting walkability, and promoting economic vitality.

Utilities will be provided by Ross Point Water District and the City of Post Falls for wastewater. Mr. Manley stated that surrounding land uses are primarily multifamily and commercial, and no buffering is required under current code. He indicated that a traffic impact study will be required to evaluate potential impacts to surrounding roadways and intersections. Mr. Manley also discussed fire access requirements, explaining that developments with more than 100 units may require a secondary access unless otherwise approved by the Fire Department, depending on building design and fire suppression systems. He summarized agency comments, noting that the school district was neutral, DEQ had no concerns, and the Post Falls Highway District requested review of the traffic study. Staff recommended conditions including completion of a traffic study, roadway and frontage improvements, consideration of on-street parking along East 16th Avenue, and compliance with fire access requirements.

Commissioners asked questions regarding the CCS zoning designation and whether the proposal effectively replaces commercial land with residential use. Staff explained that the CCS zone was intentionally designed to allow flexibility through the Special Use Permit process, acknowledging that market conditions may not always support commercial development on all properties within the corridor. Commissioners also discussed density standards and clarified that the project meets R3 requirements, which are applied through the Special Use Permit process within the CCS zone.

Applicant

Ray Kimball, Whipple Consulting Engineers: Represented the property owner and provided project background. He explained that the site was previously planned for a school but is not well suited for commercial use due to its depth and limited visibility. The project includes two-story fourplex buildings designed to resemble single-family homes, with units averaging approximately 1,200 square feet. The development includes open space, pedestrian connectivity, and code-compliant parking. Improvements will include widening East 16th Avenue and adding a multimodal pathway. The applicant stated the project supports housing needs and nearby businesses. A traffic study will determine if additional access is required, and fire access will be addressed during development.

Commissioners asked about parking availability, including accommodations for visitors, and discussed the adequacy of the proposed parking ratio. Questions were also raised regarding the single access point and potential traffic congestion during peak hours. Additional discussion included the possibility of providing secondary emergency access, building height limitations, and the types of amenities planned for the open space areas. The applicant confirmed that the buildings would be two stories and that open space amenities are planned but not yet finalized.

The hearing was opened for public comment.

In Favor:

Jeremy Voeller, Post Falls, ID: A nearby property owner and commercial developer, spoke in favor of the application. He stated that the project represents the highest and best use of the property and would complement surrounding development, including his own duplex properties. He expressed support for the design and noted that additional residential units would help support nearby businesses. Mr. Bowler requested that, if a secondary access is required, it be limited to emergency use only with appropriate controls such as a gate. He also requested that the buildings be limited to two stories to remain consistent with surrounding development.

Mark Hughes, Post Falls, ID: Spoke in favor of the project, stating that he is familiar with the site and believes the applicant has done a good job designing a project that addresses the challenges of the property.

KC Reese, Post Falls, ID: A retail broker representing the property owners, spoke in favor of the application. He explained that the site is not viable for retail development due to its lack of visibility, limited access, and excessive depth. He stated that the property does not meet key criteria required by retail users and supports the proposed multifamily use as the most appropriate option.

Neutral: None

In Opposition:

Pat McDonald, Post Falls, ID: Initially submitted opposition but revised her position to neutral. She expressed concerns regarding traffic volume and pedestrian safety in the area, particularly along East 16th Avenue.

Public Hearing Closed: 7:23 PM

Deliberation:

Commissioners discussed the zoning intent of CCS, loss of commercial land, housing needs, and compatibility with surrounding uses.

Review Criteria:

1. Implementation of the special use will/will not conform to the purposes of the applicable zoning district.

The proposal aligns with CCS intent by allowing higher-density residential near commercial corridors.

2. Whether the proposed use constitutes an allowable special use as established by this chapter for the zoning district involved; and complies with all other applicable laws, ordinances, and regulations of the city and the state.

Multifamily is allowed through a special use permit and meets code requirements.

3. Whether the proposed use will/will not be compatible with the health, safety, and welfare of the public or with land uses within the vicinity of the proposal.

The project is compatible with surrounding uses and supported by infrastructure and traffic mitigation measures.

4. Whether the proposed use will/will not comply with the goals and policies found within the comprehensive plan.

The project supports housing diversity, infill development, and proximity to employment and commercial areas.

Motion by Commissioner Schreiber moves to approve the Genesis Land Special Use Permit File No. SUP-26-2 finding that it meets the approval criteria in Post Falls Municipal Code 18.20.070 as outlined in our deliberations and subject to the four conditions as recommended by staff, adding to that condition number five, limiting the development to two stories or fewer and direct staff to prepare a written reasoned decision.

Second by Commissioner Carey

Vote: Carey — Yes, Steffensen - Yes, Schlotthauer - Yes, Schreiber - Yes, Wilhelm - Yes, Floch - Yes

Motion Carried

5. ADMINISTRATIVE / STAFF REPORTS

None

6. COMMISSION COMMENT


None

7. ADJOURNMENT

7:37 PM

Date: 5/12/26

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.

City of Post Falls

Planning and Zoning Commission Minutes

April 14, 2026

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