



**PARKS, RECREATION, AND URBAN
FORESTRY COMMISSION
MEETING AGENDA**

**August 25, 2026
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS, RECREATION, AND URBAN FORESTRY COMMISSION MEMBERS

Devon Braithwaite, Krista Noyes, Jayson Cornwell, Deborah Patterson, Scott Tulleners, Bill Carlson

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 Commission.

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

DECLARATION OF CONFLICT

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

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. Minutes June 23, 2026 Parks, Recreation & Urban Forestry Commission Meeting
- b. Minutes July 28, 2026 Parks, Recreation & Urban Forestry Commission Meeting

2. CITIZEN ISSUES

**City of Post Falls
Parks, Recreation, and Urban Forestry Commission Agenda
August 25, 2026**

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Comments on issues that are planned for future meeting agendas should be held for that meeting.

3. UNFINISHED / OLD BUSINESS

ACTION ITEMS:

4. NEW BUSINESS

ACTION ITEMS:

- a. Montrose Sports Complex Master Plan

5. ADMINISTRATIVE / STAFF REPORTS

6. COMMISSION COMMENT

7. ADJOURNMENT

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Commission Chair: Devon Braithwaite Vice-Chair: Krista Noyes
Members: Jayson Cornwell, Deborah Patterson, Scott Tulleners, Bill Carlson

Mission
Building Community



**PARKS, RECREATION, AND URBAN
FORESTRY COMMISSION
MEETING MINUTES**

**June 23, 2026
6:00 PM**

Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

WELCOME – PLEASE TURN OFF CELL PHONES – Thank you

ROLL CALL OF PARKS, RECREATION, AND URBAN FORESTRY COMMISSION MEMBERS

Devon Braithwaite, Krista Noyes, Jayson Cornwell, Deborah Patterson, Dana Repan, Scott Tulleners, Bill Carlson

Braithwaite - present

Noyes - absent

Cornwell - present

Patterson - present

Repan - present

Tulleners - present

Carlson - present

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 Commission.

None

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

- a. Specialized Needs Recreation (SNR) Presentation

Specialized Needs Recreation (SNR) Presentation by Lindsay Patterson

Organization Overview

- SNR was formed in 1984 with the City of Coeur d'Alene (CDA) and has been providing recreation opportunities for individuals with disabilities for more than 40 years.

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June 23, 2026

- The City of Post Falls, Hayden and Rathdrum have also been supporting SNR since the early 2000s.
- SNR is the region's leading provider of specialized recreational services.
- SNR has created opportunities for thousands of children, teens, and adults through community partnerships.
- With continued regional growth comes the need for year-round recreation space.

Programs & Services

- Adult Life Group for 18 years and up. Monday-Friday 10am-2pm. Participants experience community outings, volunteer, develop life and social skills, and build friendships.
- Camp Allstars: Ages 8-18. Monday-Thursday 9a-3pm during school breaks. The program provides a safe and supportive environment for youth to remain actively engaged in their community.
- Evening Programs: Ages 8-18, three monthly events. Programming includes games, dances, holiday celebrations and more.
- Sports Programs: Ages 8 and up. Non-competitive, supportive environment. Participants increase strength and build confidence.

Growth & Facility Needs

- Attendance has already matched all last year's participation as of June 1, 2026.
- Recently expanded existing facility from 2,000 to 3,000 square feet.
- Added another transportation vehicle.
- The bottom line is SNR needs more space.

Budget & Revenue

- Annual operating budget is approximately \$339,000.
- Revenue sources include: Program fees, grants, donations, fundraising and municipal partnerships.
- Majority of expenses support staffing.

Participant Share vs. city Funding Share

- CDA % Participants is 41.2% and Funding Share is 40.8%.
- Post Falls % Participants is 33.7% and Funding Share is 10.5%.
- Approximately 34% of participants live in Post Falls, yet municipal funding from Post Falls is proportionally lower than participation levels. This presents an opportunity to better align support with the community and continue to grow municipality support as it compares to communities where SNR participants reside.
- Patterson thanked the City of Post Falls for actively evaluating ADA accessibility within its park systems.

Building Belonging Campaign

- SNR needs more space to serve the communities' growing needs, which is the goal of the Building Belonging Campaign.
- Envisioned is a 20,000 square foot facility. The future facility vision includes: Indoor/outdoor sports courts, a large kitchen, sensory and program rooms, arts and crafts creative spaces, yoga and dance studios, gardens and walking paths, and staff and storage areas.
- Additional highlights:
 - Several community partners and businesses have made in-kind donations.
 - Land usage donated by the City of CDA on corner of 15th Street at Cherry Hill.
 - Location provides essential Citylink transit access, is in a park setting, and easy access to I-90.
 - Founding members are already making multi-year commitments toward this project.
 - Project is intentionally designed to foster independence, recreation, learning, and health. SNR would be the primary facility user, although it is envisioned to become a regional community asset.
- Commissioner Questions/Topics Discussed:
 - Volunteering: SNR has a volunteer application on their website for anyone interested in volunteering.
 - Tesh, Inc. vs. SNR: SNR is not clinically based and doesn't receive any state or federal funding. SNR provides the social environment, whereas Tesh specializes in job placement, job skills and training.
 - Funding Goal and Participant fees: Patterson explained that they hope fees won't increase as the goal is to have the project fully funded.
 - Construction timeline: No ground broken yet.

DECLARATION OF CONFLICT

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

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ACTION ITEMS:

Motion by Braithwaite to accept the Consent Calendar as presented.

Second by Cornwell.

Ayes: Braithwaite, Cornwell, Patterson, and Repan

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June 23, 2026**

Recused by: Tulleners and Carlson
Motion Carried

- a. February 24, 2026 Meeting Minutes
- b. March 24, 2026 Meeting Minutes
- c. April 28, 2026 Meeting (Workshop) Minutes
- d. May 26, 2026 Meeting (Workshop) Minutes

2. CITIZEN ISSUES

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None

3. UNFINISHED / OLD BUSINESS

ACTION ITEMS:

None

4. NEW BUSINESS

ACTION ITEMS:

None

5. ADMINISTRATIVE / STAFF REPORTS

- a. Impact Fee Study Phase II update

Bob Seale, City of Post Falls Community Development Director, presented an update on Phase II of the City of Post Falls Impact Fee Study focusing primarily on parks.

Purpose of Impact Fees

- Impact fees are authorized by state statute for the City of Post Falls to collect dollar amounts from development to apply toward growth/capacity projects such as roadways, parks, and public safety.
- Impact fees fund growth-related infrastructure.

Current Study & History of Impact Fees

- Seale provided an extensive briefing on the City's Impact Fee Study focusing on fee calculation methodology in consideration of housing affordability and community development. He noted the City would like to see an increase in revenue and those paying impact fees would like to see the fees decrease.

- A comprehensive review of fee methodology is underway.
- In 2021 land values increased significantly, as well as the costs of facility projects that were underway.
- About 4 years ago, City Council unanimously voted to adopt the park impact fees at a 75% increase for parks and multimodal.
- The City currently collects \$12,781 for single-family units and \$8,930 per unit for multi-family units. Fees are collected at the building permit fee stage.
- The Current fee schedule does not scale residential impact fees to house size.
- Under current City policy, no impact fees are assessed to Additional Dwelling Units (ADUs) under 900 Sq. Ft. that share the same water/sewer line.

2027 Fee Schedule DRAFT

The DRAFT 2027 Fee Schedule was presented to the Planning and Zoning Commission (P&Z) with two options. Seale noted that P&Z looked at Option B and did not want to go that route, so he focused on the proposed methodology of Option A.

Option A:

- Retains current practice of not charging non-residential parks impact fees.
- Scale residential park impact fees based on home size.
- Smaller houses: lower impact fee
- Standard Single Family Detached House: impact fee increased to ~\$16,000.
- Impact fee capped for houses 3,500+ Sq. Ft.
- ADUs: begin paying an impact fee
- Reduce the number of categories to simplify the process for staff; incorporate multimodal into the Streets fee category.

Non-Residential Parks Impact Fees

- Brief Discussion centered on whether commercial developments such as hotels should contribute toward park impact fees.

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- Seale and the Commission expressed that commercial developments and non-residents do have an impact.
- Seale explained that P&Z will make a formal recommendation to City Council. Council can either adopt the recommendation or make a different decision.

Parks Capital Improvement Plan (CIP)

- Projected growth is approximately 22,000 new residents over 10 years.
- Parks and Recreation staff created a CIP.
- Seale presented a list of Near-Term (2026-2030), Mid-Term (2030-2036), and Undefined Projects Locations (2030-2036) park facilities projects.
- Projects would need to be completed to account for the projected growth to maintain the level of service that was determined when the Parks and Recreation Master Plan 2020 was completed.

Additional History of Impact Fees

- The City of Post Falls began collecting fees in the early 2000s.
- The goal was to be less expensive than CDA.
- CDA hadn't updated their impact fees since 2005.
- The City updated impact fees in 2019 but within two years the City recognized it wasn't collecting enough in light of the significant increases in the cost of land.
- The last update to the impact fees was in 2022 when the City recognized it was collecting higher impact fees and decided to reassess the fees again.
- Re-evaluation of fees began in 2024.

b. Parks Maintenance and Operations Staff Report

Presented by Bryan Myers, City of Post Falls Parks Manager

Seasonal Operations

- Staff focused on preparing parks and amenities for summer operations.
- Recreation equipment including picnic tables, nets, and Adirondack chairs at Black Bay park was deployed.

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- Black Bay dock fully opened for its first summer season. Myers noted the splash deck was intentionally designed with zero-entry water access, mobility-friendly ramps and accessible stairs.
- Summer Camp tents installed at Kiwanis Park
- Beach area buoys deployed.
- Second round of fertilizer, irrigation maintenance/repair, building maintenance, and shrub bed pre-emergent herbicide applications.

Picnic Shelter Reservations

- A large number of reservations as typical of the May and June graduation season.
- Year over Year Reservations: 117 in 2025 and are showing 123 (Year to Date); a 10-15% increase.
- Increase in reservations may be due to growth-related demand or because of additional shelter options (i.e., Black Bay Lower Lawn Shelter, Warren Play Field, and upgrades to Woodbridge Park).

Staffing and Events

- America250 Historical Food Festival: New event that may return next year. Myers thanked the partners: Post Falls Chamber of Commerce (PFCC), the Jacklin Arts & Cultural Center (JACC), and the Historical Society.
- Memorial Day – Myers noted the remarkable level of service the Post Falls Community has offered to this country and encouraged everyone to look at the full-size flags on display for this event. Local America Legion partners with the City for this event. This year's event also had a local choir and pastor who gave a speech.
- Army Band - July 2nd at Tullamore Park; part of the America 250 tour.
- Post Falls Festival (PFF) – next event Parks and Recreation staff is preparing for.
- Market & Music – Six weeks at The Landing; partner is the PFCC.
- Movies in the Park – Three movies planned. First at Tullamore Park then Q'emiln Park during the PFF, and then Hilde Kellogg Park.
- Summer Sports – Starting soon.

Challenges and Opportunities

- Partnering with the 3rd Avenue Market to expand the Community Garden. The Marketplace has volunteers and many donations have been received for the west side expansion.
- City Center Gateway Water Feature: Water has been turned on at the south freeway water feature after a one-million-gallon water loss due during a winter month due to a leak. Leak testing was performed and now tracking via meter readings.
- Spokane Mountaineers (SM) New Route Permit: an exciting large rock-climbing permit request because it offers a new teaching area in the Community Forest with multiple multi-pitch climbing routes. Classes are likely to begin in Fall and resume next summer. SM will assist with the management and operation of the climbing equipment in exchange they can offer community recreation instruction classes through their volunteer network.

Special Event Requests

- We've seen an increase in unique requests for commercial activity which has resulted in an administrative staff burden.
- To help offset this burden, a Special Event Application Permit Fee was supported by City Council. Policies and procedures are likely to be discussed at a future workshop.

Citizen Concerns

E-Motorbikes:

- An increase in concerns for E-Motorbikes. Myers shared some of what he's learned:
- Motorbikes, motorcycles, mopeds are specifically classified under Idaho Law.
- Generally, what we are seeing in parks have no pedals. Those that do not have pedals are classified as electric motorbikes.
- Motorbikes under Idaho State Code can't be operated on roadways or sidewalks. They are considered off-road vehicles and need to meet Idaho Department of Parks and Recreation (IDPR) requirements.
- Motorized vehicles are not allowed out of parking lots in City Parks according to Idaho Code.

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- To address this concern, Myers shared that Parks and Recreation will be providing education via signs in Parks and on social media. Myers shared a preview of the information.

Evening Pickleball Activity at Tullamore Park:

- Court lights are solar-based and remain lit 4 hours after sunset. Residents have raised concerns.
- Parks is working with the City's Parks Planner Robbie Quinn on a solution.

Unscheduled Large Group Gatherings:

- Gatherings can sometimes be inconvenient for the general public.
- Commissioner Carlson asked if groups aren't from Post Falls. Myers shared that the most recent group was not a Post Falls group.
- Purpose of sharing is to bring awareness to the Commission.

Two Month Look Ahead

- Ongoing maintenance tasks
- Replacement BBQs at Q'emiln Park
- Asphalt Maintenance as weather allows
- The next meeting will be at Black Bay Park for the dedication and ribbon cutting.

6. COMMISSION COMMENT

No comments from the Commission, but Kris Ammerman, Parks and Recreation Director, shared an update on Crown Reserve Park. Ammerman shared that as a result of the pickleball concerns discussed at a previous meeting, Staff decided to lay asphalt in the initial project phase, then do public outreach to the residents of this community to hear what they want to see in the neighborhood park; whether it be a pickleball court as initially planned or another use of the court space.

7. ADJOURNMENT

Meeting adjourned at 7:25pm.

**City of Post Falls
Parks, Recreation, and Urban Forestry Commission Minutes
June 23, 2026**

Date: _____

Chair: _____

Attest: _____

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Mission
Building Community



**PARKS, RECREATION, AND URBAN
FORESTRY COMMISSION
MEETING MINUTES**

**July 28, 2026
5:00 PM**

Location: Black Bay Park, 1200 3rd Avenue, Post Falls, ID 83854

WORKSHOP – 5:00 pm Black Bay Park

The workshop will be held at Black Bay Park during the Renovation Celebration event. About the Event: Celebrate the Completion of the Black Bay Renovation Project. The event is free and open to the public. We look forward to sharing this milestone with the community and showcasing the improvements that will help residents and visitors enjoy Black Bay for years to come. Black Bay Park address: 1200 3rd Avenue, Post Falls , ID 83854

The Commissioners and staff gathered at Black Bay Park's new Lower Lawn Shelter to celebrate the completion of the Black Bay Renovation Project, which includes the new ADA-accessible boardwalk. Parks and Recreation Director Kris Ammerman introduced Mayor Randy Westlund. Mayor Westlund gave a brief speech to community members and park visitors in attendance. The four Commissioners present (Noyes, Cornwell, Patterson, and Carlson) assisted Mayor Westlund with the ribbon cutting. Photos were taken by the Coeur d'Alene Press.

ROLL CALL OF PARKS, RECREATION, AND URBAN FORESTRY COMMISSION MEMBERS

Devon Braithwaite, Krista Noyes, Jayson Cornwell, Deborah Patterson, Scott Tulleners, Bill Carlson

Tulleners - Excused

Braithwaite - Excused

Noyes - Present

Cornwell - Present

Patterson - Present

Carlson - Present

1. ADJOURNMENT

Meeting adjourned at 6:30pm.

Date: _____

Chair: _____

Attest: _____

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City of Post Falls
Parks, Recreation, and Urban Forestry Commission Minutes
July 28, 2026

Commission Chair: Devon Braithwaite Vice-Chair: Krista Noyes
Members: Jayson Cornwell, Deborah Patterson, Scott Tulleners, Bill Carlson

Mission
Building Community

Montrose Sports Complex Master Plan

Robbie Quinn
Parks Planner

08/25/26

P&R Commission Meeting



Project Background

Original PUD (1998):

- Develop 5 Acre park near the School
- Dedicate 8.5 Acres for Community Center “Village Civic Center”
- Develop 6.6 Acres for a Community Park “Village Square Park”



Project Background

P&R expressed a need for youth ball fields (2019)

- Developer looked at 2 fields. P&R requested looking at adding 3
- It was determined that 3 would not work based on size and conflicts with the neighborhood

Move ball fields to the lower Montrose area

- Allow for more fields and a combination of neighborhood park amenities and a civic center in one location



Project Background

Adult Softball

- Simultaneously adult softball was being explored at the Tullamore property – acquired in 2016
- P&R and staff explored the possibility of swapping youth baseball from Montrose to Tullamore and moving adult softball to Montrose.
 - Field sizes and property shape
 - Lighting – residential vs commercial



Project Background

Sports Complex Sizes

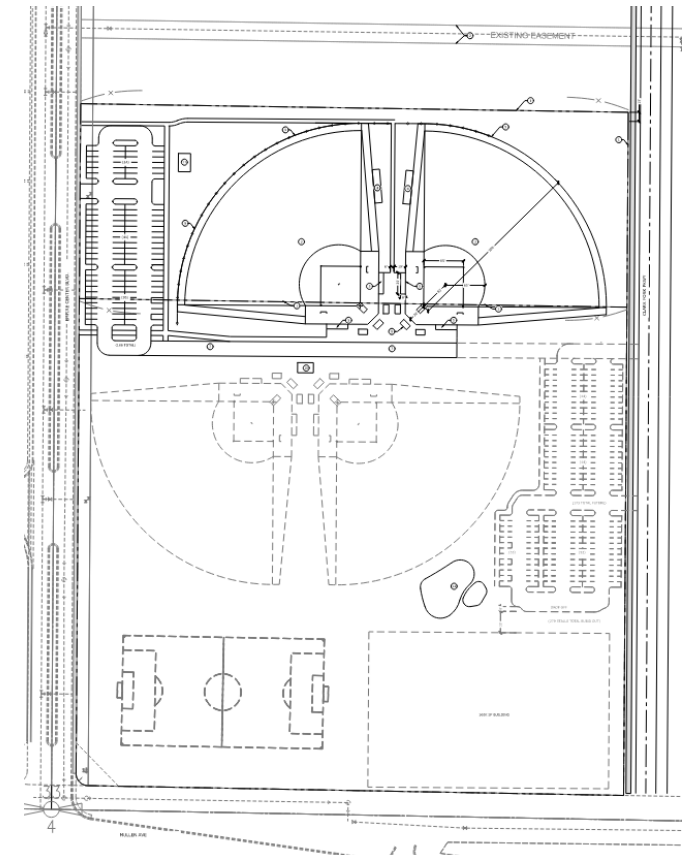
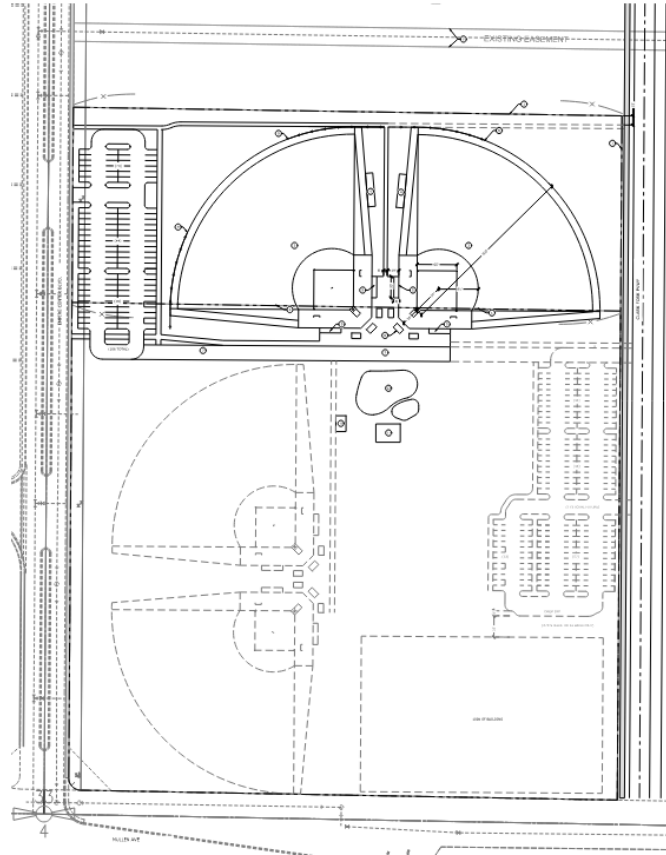
- Staff reviewed the sizes of other local sports complex and determined we would need an additional ~7 acres at Montrose
 - Need 23 for Sports complex plus 4 for neighborhood park
 - Developer owed 20.1
- City Purchased 6.6 acres in 2023



Project Background

Master Plan for Phase 1

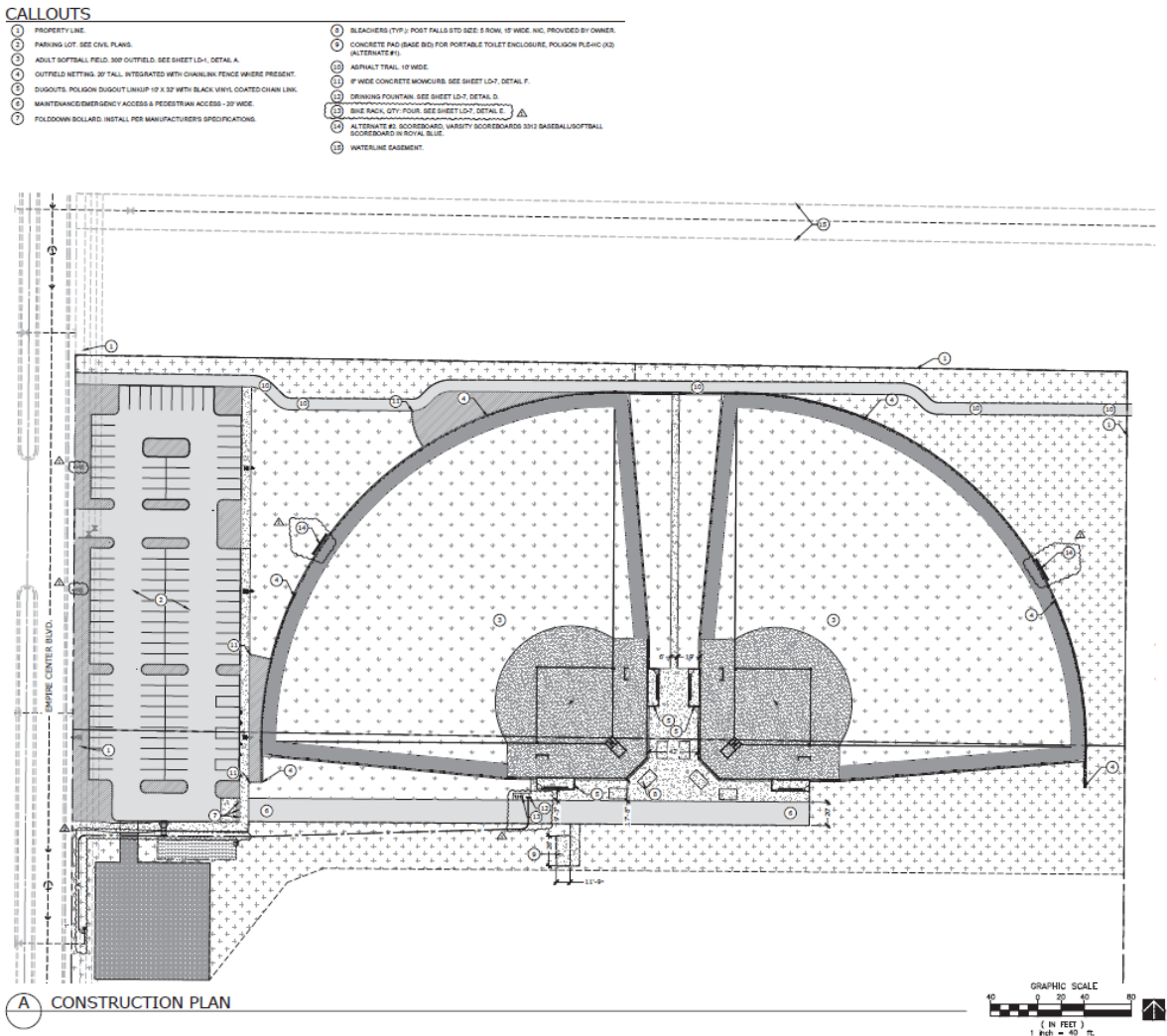
- Multiple concepts developed for a 4-field site



Project Background

Phase 1 Design and Construction

- Developer began design for phase 1 in 2024
- Construction began in 2025
- Substantial completion May 2026



Project Background

Adopt Final Site Master Plan

- Need for a final adopted master plan to guide the future development of the site
- Contracted with MT-LA in 2026 to Master Planning design services



Master Plan Concepts

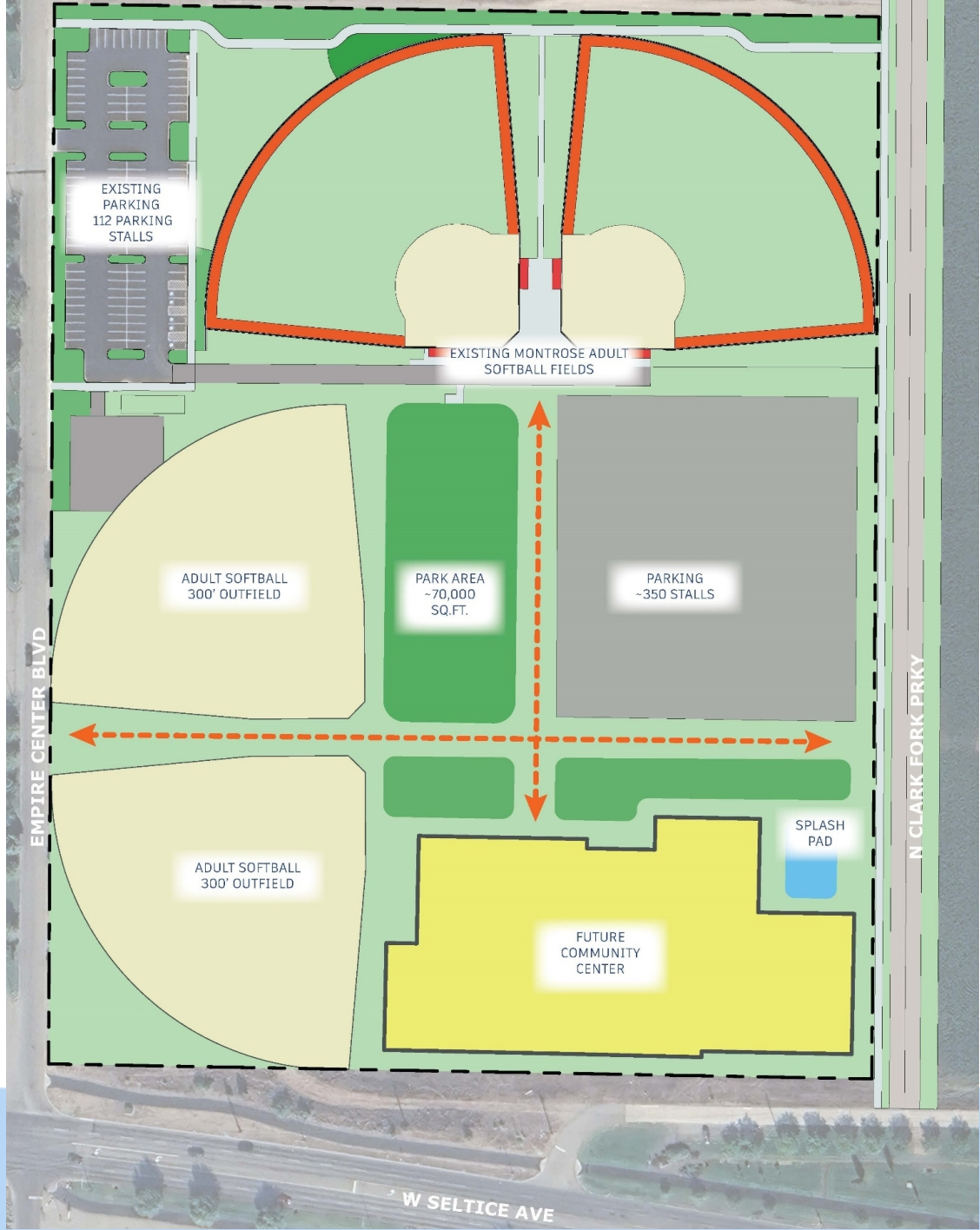
User Group

Baseball vs Softball

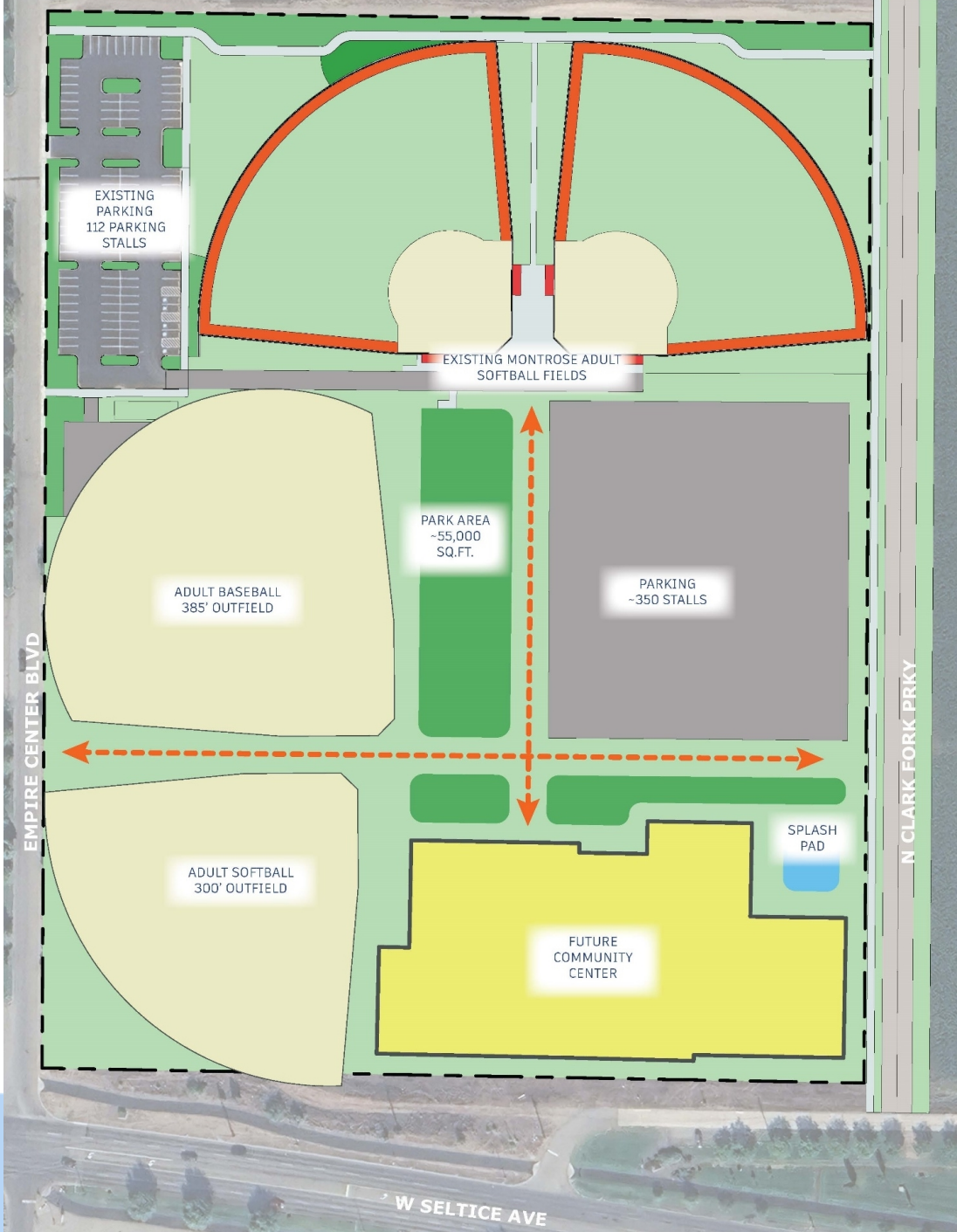
- Adult Softball – 300' Outfield fence
- Full Baseball – 315' Foul line and 385' Center



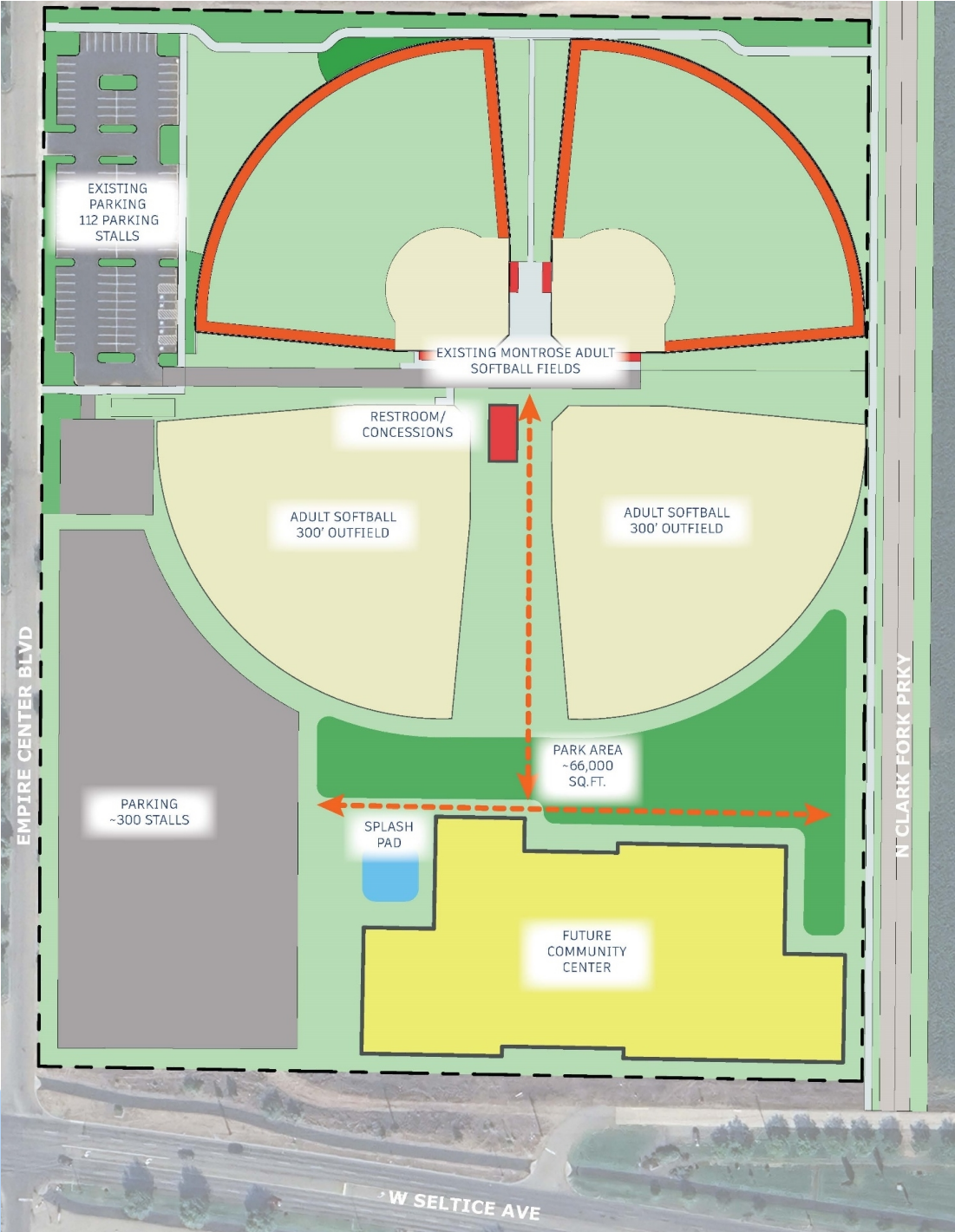
Master Plan Concept A



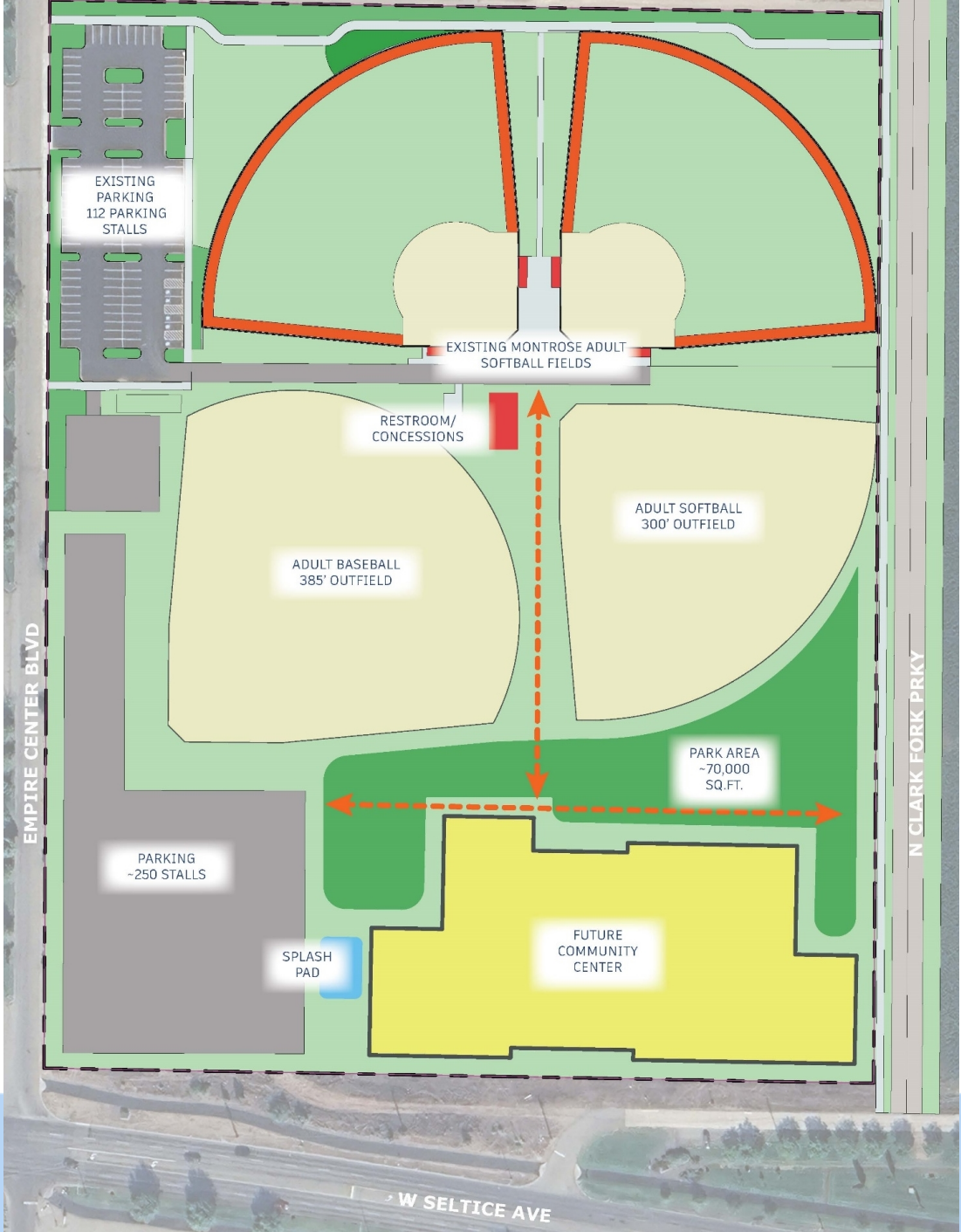
Master Plan Concept B



Master Plan Concept C



Master Plan Concept D



Master Plan Concepts Comparison



Concept A

Pros:

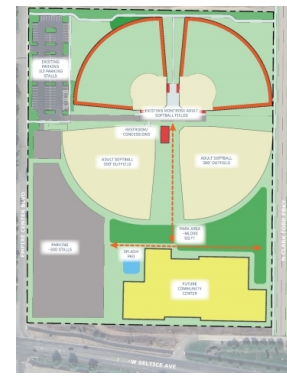
- Most parking and park space allowed
- Ballfields orientation does not put hit/errant balls into park areas
- Strong pedestrian connections
- Most flexibility for a future community center layout



Concept B

Pros:

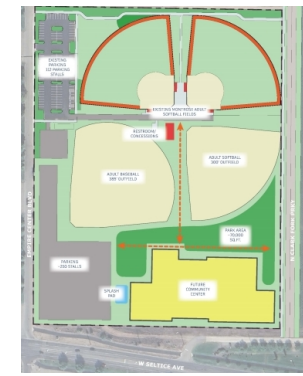
- Most parking
- Ballfields orientation does not put hit/errant balls into park areas
- Strong pedestrian connections



Concept C

Pros:

- Ballfield complex layout
- Strong pedestrian connections
- Splash pad on westside of building
- Provides park space and flexibility of adequate parking for a future community center



Concept D

Pros:

- Ballfield complex layout
- Strong pedestrian connections
- Splash pad on westside of building
- Provides adult baseball with proper orientation

Master Plan Concepts Comparison



Concept A

Cons:

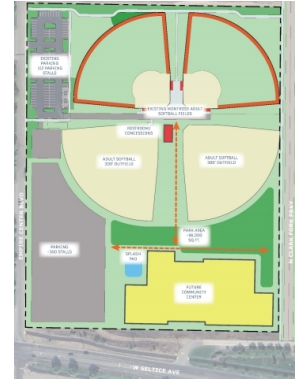
- Reduced maintenance yard area
- No “ballfield complex” layout
- Parking facility located amongst park activities
- Splash Pad located on northeast side of building



Concept B

Cons:

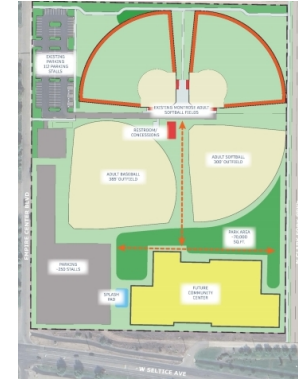
- Complete loss of maintenance yard area
- Least amount of park area
- Parking facility located amongst park activities
- South Softball field extends over property line



Concept C

Cons:

- Parking off Empire Center Blvd
- Ballfields orientation put park and parking areas in hit ball territory



Concept D

Cons:

- Parking off Empire Center Blvd
- Least amount of parking stalls
- Least amount of flexibility for community center layout
- Ballfields orientation put park areas in hit ball territory

Baseball / Softball

Level of Service Standards

Minimum Standard Guidelines				
Established by the Post Falls Parks & Recreation Commission				
Adopted Standards Revision January 2025				
City of Post Falls Population - KMPO 2025		48,961		
Facility Type	Pop. Trigger	Need	Available	
Baseball Fields	3,750	13.1	13	B
Corbin Park - 1 Youth			1	
Sportsman's Park - 1 Adult, 1 You			2	
Ponderosa Elementary - 1 Adult, 1 Youth			2	
Frederick Post Fields - 3 Youth			3	
Post Falls High School - 2 Adult			2	
River City Middle School - 3 Youth			3	
Softball Fields	5,000	9.8	7	B
Chase Fields - 1 Adult, 1 Youth			2	
Post Falls High School - 3 Youth			3	
Montrose Sports Complex - 2 Adult			2	

Baseball / Softball

Future Project Timeline

- Quarry – 2028 Two Additional Multi-Use Fields
- Montrose – 2029 Two Additional Ball Fields
- Quarry – 2031 Three Youth Ball Fields

Things to Consider

- Parking
- Park area
- Programming

Questions & Comments?

