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**PLANNING & ZONING COMMISSION  
MINUTES**

**June 13, 2023  
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**

**PLEDGE OF ALLEGIANCE**

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

Carey, Kimball, Steffensen, Hampe - **Present**  
Walton, Schlotthauer, Ward - **Excused**

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

- NATIONAL WEED YOUR GARDEN DAY – JUNE 13

**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**

**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 5-30-2023
- b. Reasoned Decision – Post Falls School District Special Use Permit File No. SUP-23-1

**Motion by Hampe to accept the Consent Calendar as presented.**

**Second by Carey.**

**Vote: Carey-Aye, Hampe-Aye, Steffensen-Aye, Kimball-Aye**

**Motion Carried**

**2. CITIZEN ISSUES**

*This section of the agenda is reserved for citizens wishing to address the Commission on an issues 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 the 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 byt 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**

*In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Commission must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Commission 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 Commission must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the Commissionl. 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 Commission, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.*

**ACTION ITEMS:**

**None**

**5. ADMINISTRATIVE / STAFF REPORTS**


**None**


**6. COMMISSION COMMENTS**

**None**

**ADJOURNMENT 5:33 PM**

Date: 7/11/23

Attest: 

Chair: 

Questions concerning items appearing on this Agenda should be addressed to the Community Development Department – Planning Division, 408 N. Spokane Street or call 208-773-8708. City Council and City Commission meeting are broadcast live on Post Falls Cable channel 1300 (formerly 97.103) and the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

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Chair: James Steffensen      Vice Chair: Ray Kimball  
Members: Vicky Jo Cary, Nancy Hampe, Ross Schlotthauer, Kevin Ward, Kibbee Walton