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**P & Z COMMISSION  
REGULAR MEETING  
AGENDA**

**February 8, 2011  
6:00 PM**

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

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**1. CALL TO ORDER**

**Please Turn Off Your Cell Phones**

**2. PLEDGE OF ALLEGIANCE**

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

**4. AMENDMENTS TO THE AGENDA**

**5. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS**

**6. DECLARATION OF CONFLICT**

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

**7. CONSENT CALENDAR**

**A. Minutes – January 11, 2011 Annexation Policy Workshop/ Planning & Zoning Meeting**

**8. 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. Comments on issues that are planned for future meeting agendas should be held for that meeting.

**9. UNFINISHED / OLD BUSINESS**

**None**

**10. PUBLIC HEARINGS**

**None**

11. **NEW BUSINESS**

None

12. **STAFF COMMENTS**

Annexation Goals and Policy Update

13. **COMMISSION COMMENTS**

14. **ADJOURNMENT**

Questions concerning items appearing on this agenda should be addressed to the Public Services Department – Planning Division at 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 telephone number is 208-292-2314. Thank you.*

**Commission Chair: Alan Wolfe Vice-Chair: Gene Hill**

**Members: Larry Gilman, Mark Latham, Tim Moses, Paula Rehrmann, Lynn Borders**



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**P & Z COMMISSION  
REGULAR MEETING  
MINUTES**

**January 11, 2011  
6:00 PM**

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

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**JOINT WORKSHOP OF THE  
PLANNING AND ZONING COMMISSION AND CITY COUNCIL  
Annexation Policy Discussion**

**Mayor Clay Larkin called to order.**

**City Council Members**

Kerri Thoreson, Ron Jacobson, Scott Grant, Betty Ann Henderson, Skip Hissong, Linda Wilhelm.

**Planning and Zoning Commission Members**

Larry Gilman, Paula Rehrmann, Mark Latham, Tim Moses, Lynn Borders, Alan Wolfe; Gene Hill is excused.  
(Collin Coles also present)

**City Staff:** Eric Keck, Terry Werner, Rob Palus, Jon Manley, Bill Melvin, Carol Fairhurst, Charity Cynova, Kelley Setters, Ashleigh Schild, Curtis Exley, and Jerry Mason, City Attorney.

**Discussion:**

Manley presented the proposed Draft Annexation Policies which included comments from City Council and the Planning and Zoning Commission from previous workshop discussions. Stating that the goal is to form a policy to be used as a guiding tool for annexation proposals.

It was determined that Policy #3 should be better explained. Policy #4 need to clarify urban core.

Policy to deal with the economic issue of properties that don't generate enough property taxes to cover the cost of service. The high volume low density homes will be an issue until we diversify our economy.

**Manley:** Explained the Draft Annexation Development Scorecard

**Wilhelm:** Who fills out the scorecard?

**Manley:** The Development Review Committee. Once assessed the DRC would determine if it met the requirements to move forward to the Planning and Zoning Commission based on a scoring system of required criteria. This would give an opportunity for the developer to improve their changes of receiving approval by working with the DRC prior to going to the Planning and Zoning Commission. We need to determine if the scorecard could replace the Preliminary Annexation process currently used.

Two groups were formed and given an annexation priorities map to determine the priority areas for annexation. Jon Manley will bring back a completed map and policies of what was determined by the two groups for review at the Planning and Zoning Commission public hearing.

**RECESS at 6:49**

**CONVENE REGULAR PLANNING AND ZONING MEETING**

**1. CALL TO ORDER**

Commissioner Wolfe called the meeting to order at 6:00 P.M.

**2. PLEDGE OF ALLEGIANCE**

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

**Commissioners Present:** Larry Gilman, Mark Latham, Paula Rehrmann, Lynn Borders, Tim Moses, and Alan Wolfe.

**Commissioners Absent:** Gene Hill

**Staff Present:** Terry Werner, Director; Bill Melvin City Engineer; Rob Palus, Assistant City Engineer; Jon Manley, Associate Planner; and Kelley Setters, Administrative Specialist.

**4. AMENDMENTS TO THE AGENDA**

None.

**5. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS**

Vote for Chair and Vice Chair.

Commissioner Borders **moved to retain** the existing chair, Alan Wolfe, and vice chairman, Gene Hill. Commissioner Gilman **seconded**.

**Roll Call Vote:** Borders aye, Rehrmann aye, Latham aye, Gilman aye, Hill aye, Moses aye, and Wolfe abstain. **Motion carried.**

**6. DECLARATION OF CONFLICT**

None.

**7. CONSENT CALENDAR**

- A. Minutes – November 9, 2010 Planning & Zoning Meeting
- B. 2010 Annual Impact Fee Report

**Werner:** Explained to the Commission that a new board has been formed as the Development Impact Advisory Committee to meet the requirements of the State. The new committee consists of the follow people: Lynn Borders, Alan Wolfe, Mark Latham, Collin Coles, Bruce Cyr, Greg Gervais, and Tom Anderl.

Presented the Impact Fee Report to the Planning and Zoning Commission acting as the Post Falls Development Impact Fee Advisory Committee.

Commissioner Gilman **moved to approve** the consent calendar as presented.  
Commissioner Borders **seconded**.

**Roll Call Vote:** Borders aye, Rehrmann aye, Latham aye, Gilman aye, Moses aye, and Wolfe aye  
**Motion carried.**

**8. CITIZEN ISSUES**

None.

**9. UNFINISHED / OLD BUSINESS**

None.

**10. PUBLIC HEARINGS**

None.

**11. NEW BUSINESS**

None.

**12. STAFF COMMENTS**

**13. COMMISSION COMMENTS**

Wolfe acknowledged that Mark Latham was designated as one of the top most successful people under 40 in the county.

**14. ADJOURNMENT**

Commissioner Gilman moved **to adjourn at 7:00 meeting adjourned.**

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Alan Wolfe, Chair

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Kelley Setters, Recording Secretary

**CITY OF POST FALLS  
AGENDA REPORT**

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**DATE:** FEBURARY 8, 2011  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** JON MANLEY, ASSOCIATE PLANNER [jmanley@postfallsidaho.org](mailto:jmanley@postfallsidaho.org)  
**SUBJECT:** STAFF REPORT FOR THE FEBURARY 8, 2011 PLANNING AND ZONING MEETING REPEAL OF THE ANNEXATION ORDINANCE

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**FILE NUMBER / NAME:** TA-11-01 / Repeal Annexation Ordinance

**APPLICANT:** City of Post Falls - Public Services Department  
Community Development – Planning Division

**STAFF UPDATE:**

Potential annexation goals and policies have been coordinated with the Planning and Zoning Commission as with the City Council since 9/28/2010, through a series of workshops and staff reports. Staff has met with legal counsel in how to procedurally move this collaborative effort forward.

It is the intent by staff with legal counsel recommendation to adopt by resolution an amendment to the Comprehensive Plan to include the annexation goals and policies, as well as repeal chapter 4 of Title 16. The purpose of repealing chapter 4 of Title 16 is to forego the pre-annexation application process that goes before City Council. Once repealed, Idaho State Enabling Legislation would be used as the protocol for processing future annexation applications, going forward, applications will be processed by staff and brought forward to the Planning & Zoning Commission to conduct a public hearing with recommendations to City Council. The implementation of any annexation proposal shall be approved through a public hearing by City Council and with the passage of an annexation ordinance.

Staff Reports for annexation requests will go before the Planning and Zoning Commission and City Council referencing the goals and policies from the potentially amended Comprehensive Plan, Criteria Checklist and Annexation Areas Map discussed throughout the series of Annexation Policy workshops and staff reports since 9/28/2010 as support documentation.