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**P & Z COMMISSION  
REGULAR MEETING  
AGENDA**

**November 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**

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 to 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.

- A. Minutes – October 11, 2011 Planning & Zoning Meeting**
- B. Pin Oak Condominium Plat**

**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**

12. **STAFF COMMENTS**

**SWOT (Strengths, Weaknesses, Opportunities, and Threats) – Workshop**

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**

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

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

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**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: Paula Rehrmann, Larry Gilman, Mark Latham, Tim Moses, and Alan Wolfe.**

**Commissioners Absent: Lynn Borders and Gene Hill.**

**Staff Present: Hilary Anderson, Planning Manager; Jon Manley, Associate Planner and Kelley Setters, Administrative Specialist.**

**4. AMENDMENTS TO THE AGENDA**

None.

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

None.

**6. DECLARATION OF CONFLICT**

None.

**7. CONSENT CALENDAR**

**A. Minutes – September 13, 2011 Planning & Zoning Meeting**

Commissioner Gilman **moved to approve** the consent agenda as presented.  
Commissioner Rehrmann **seconded**.

**Roll Call Vote:** Gilman aye, Latham abstain, Moses abstain, Rehrmann 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**

Hilary Anderson, Planning Manager discussed the SWOT and explained that tonight will be a discussion and exercise. We will be looking at the SWOT as an Analysis Tool, Strategic Plan's SWOT Analysis, Internal SWOT, External SWOT, Categories to be Analyzed, Example SWOT Exercise, and questions for the SWOT workshop that is scheduled for the November 8<sup>th</sup> meeting.

SWOT stands for:

- **Strengths** are the qualities that enable us to accomplish our mission and vision
- **Weaknesses** are the qualities that prevent us from accomplishing our mission and achieving our full potential
- **Opportunities** are presented by the environment within which our City operates
- **Threats** arise when conditions in external environment jeopardize the reliability and profitability of the City

The SWOT will help as a guide to figure out our core competencies, strengths, and weaknesses and help set objectives for strategic planning both internally and externally.

SWOT and Strategic Plan Categories to be analyzed are Quality of Life, City Infrastructure, Land Use/ Planning/ Environment, Economic Development, Fiscal, and Level of Service.

The city performed a National Citizens Survey in 2010, with that information we gathered results on the city's strengths, weaknesses, opportunities, and threats from the citizens of the City.

**Wolfe:** How was the survey gathered? **Anderson:** Mailing and follow-up by phone. Through a national city managers group.

At next month's SWOT workshop an Internal and External analysis will be done on Strengths, Weakness, Opportunities, and Threats.

**Wolfe:** Who will participate in this process? **Anderson:** It will start with a workshop with Planning and Zoning in November to follow with outreach to the community, council, staff, and stake holders in the community.

**Gilman:** On the survey what were the selection criteria of participates?

**Anderson:** It was sent to 1,200 households in Post Falls. The response rate was 36%, with a 5% margin of error. They sent them by mail then followed up by phone calls. They received 429 completed surveys. The participates were citizens selected randomly.

**13. COMMISSION COMMENTS**

None.

**14. ADJOURNMENT**

Commissioner Gilman moved **to adjourn at 6:26 meeting adjourned.**

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Alan Wolfe, Chair

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Kelley Setters, Recording Secretary

**CITY OF POST FALLS  
CONSENT AGENDA REPORT**

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**DATE:** NOVEMBER 8, 2011  
**TO:** PLANNING AND ZONING COMMISSION  
**FROM:** BILL MELVIN, CITY ENGINEER *BMM*  
**SUBJECT:** PIN OAK CONDOMINIUM PLAT APPLICATION

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**RECOMMENDED ACTION:** With approval of the Consent Agenda, the Post Falls Planning and Zoning Commission recommends that the Pin Oak Condominium Plat Application move forward to City Council, for authorization of the Mayor's signature on the final plat.

**ISSUE:** Under the Subdivision Ordinance, condominium plat applications are placed on the Planning and Zoning Consent Agenda for approval.

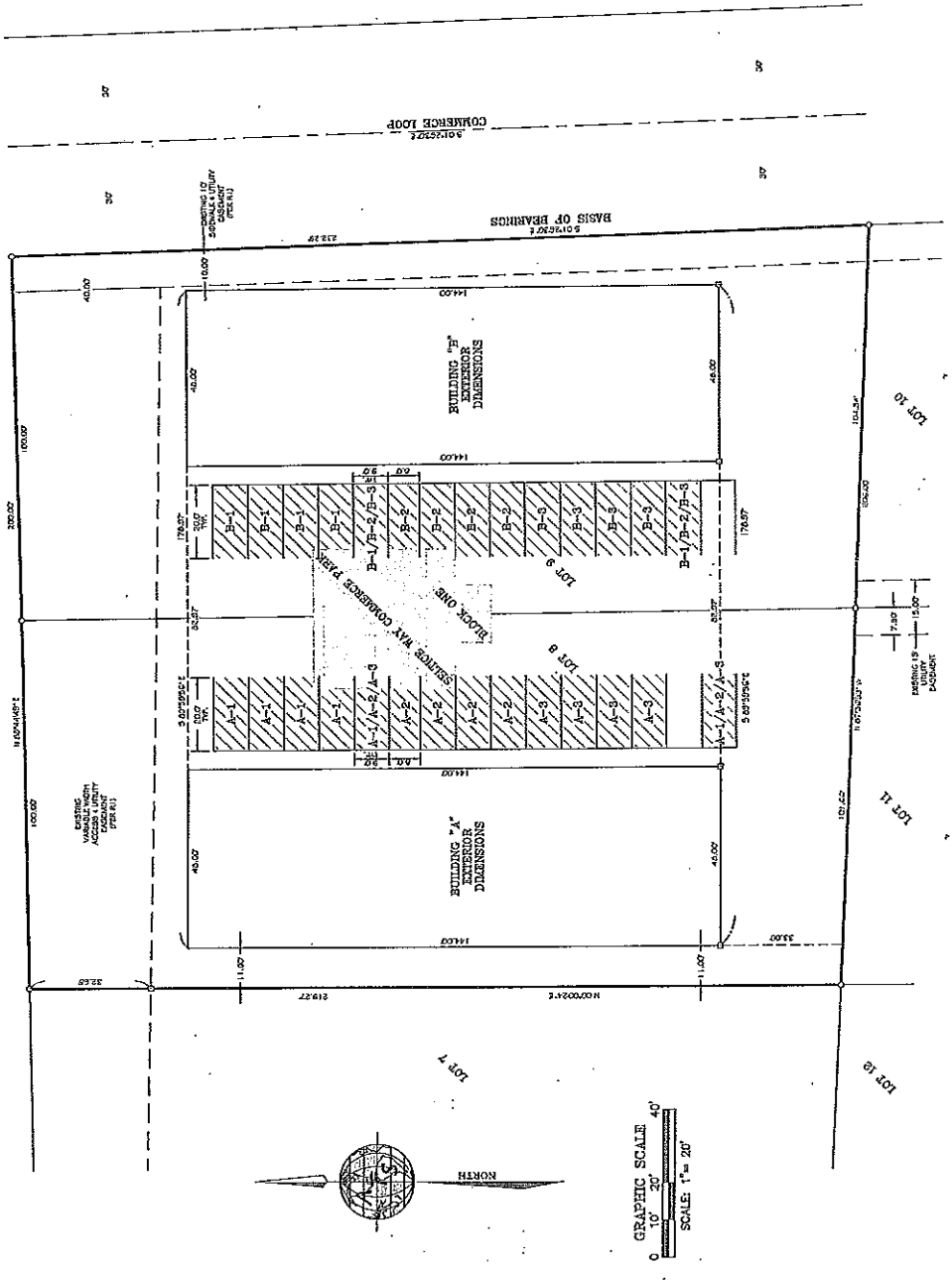
**DISCUSSION:** Condominium plats are essentially a survey document establishing property ownership and ownership obligations within structures, and for common property. The site review is completed through a site plan review process, and the CC&R's are reviewed by staff. If approved by the Planning and Zoning Commission, the plat application will move to City Council for approval.

**SUPPORTING DOCUMENTS:** A copy of the condominium plat is available in the Community Development Department for review.

# PLAT OF PIN OAK SQUARE CONDOMINIUMS

IN LOTS 8 & 9, BLOCK ONE, SELTICE WAY COMMERCE PARK,  
 IN THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 50 NORTH, RANGE 4 WEST, B.M.,  
 CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO  
 PAGE 2 OF 3

SELTICE WAY (OLD REV. 10)



**REFERENCES**  
 R1) PLAT OF SELTICE WAY COMMERCE PARK, RECORDED FEBRUARY 20, 1996, IN BOOK 6 OF PLATS, AT PAGE 346.  
 ALL INSTRUMENT NUMBERS, BOOK AND PAGE NUMBERS, PLATS, COUNTY RECORDS, AND INSTRUMENT NUMBERS TO KOOTENAI COUNTY RECORDS, UNLESS OTHERWISE INDICATED.

- NOTES**
1. THESE WAS NO ATTEMPT MADE TO SHOW ALL PHYSICAL FEATURES OF THIS PROPERTY, OR SHOW ANY NON-RECORDED INSTRUMENTS, OR TO SHOW ANY INFORMATIONAL PURPOSES ONLY. ANY INFORMATION, AND FOR INFORMATIONAL PURPOSES ONLY, MAY BE SHOWN, ARE FOR INFORMATIONAL PURPOSES ONLY.
  2. ANY RIGHT OF WAY DEDICATION AND/OR THE GRANTING OF PERPETUAL EASEMENT DEPICTED ON THIS PAGE ARE UNIMPLEMENTED IN THE OWNERS CERTIFICATE, PAGE ONE OF THIS PLAT.
  3. THIS PROPERTY FALLS UNDER THE PROVISIONS OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS CONTAINED WITHIN THE DEED RECORDED MARCH 10, 1977, AS INST. NO. 724456.
  4. THIS PROPERTY FALLS UNDER THE PROVISIONS OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS CONTAINED WITHIN THE PLAT OF SELTICE WAY COMMERCE PARK, RECORDED MARCH 10, 1977, AS INST. NO. 724456, AND RECORDED MARCH 10, 1977, AS INST. NO. 724456, AND RECORDED MARCH 22, 1996, AS INST. NO. 1436600.
  5. THIS PROPERTY FALLS UNDER THE PROVISIONS OF COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS RECORDED MARCH 22, 1996, AS INST. NO. 1436600.
  6. ANY PORTION OF THIS CONDOMINIUM PLAT NOT DESIGNATED AS A CONDOMINIUM UNIT OR LIMITED COMMON AREA IS COMMON AREA.

**BASIS OF BEARINGS**  
 THE BASIS OF BEARINGS FOR THIS PLAT IS THE EAST LINE OF BLOCK ONE, SELTICE WAY COMMERCE PARK (R1), WHICH IS ALSO THE WEST BOUNDARY OF LOT 10, AND THE EAST BOUNDARY OF LOT 11, BEAR SOUTH 01° 28' 07" EAST, AS SHOWN IN SAID PLAT AND HEREIN.

**LEGEND**

—	MEASURED
- - -	REFERENCE
—	COMPUTED
—	SETBACK LINE WITH PLASTIC CAP
—	FOUND SETBACK WITH PLASTIC CAP MARKED T.L.S. 4194'
—	COMPUTED POINT (NOTHING FOUND OR SET)
—	SECTION CORNER
—	QUARTER CORNER
—	CENTER QUARTER CORNER
—	PROPERTY BOUNDARY
—	POSTING LOT LINES
—	POSTING BUILDING ENVELOPE
—	POSTING EASEMENT LINE
—	LIMITED COMMON AREA



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