



**P & Z COMMISSION
REGULAR MEETING
AGENDA**

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

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

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 – September 13, 2011 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**

12. **STAFF COMMENTS**

Strategic Plan SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Discussion and Exercise

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



**P & Z COMMISSION
REGULAR MEETING
MINUTES**

**September 13, 2011
6:00 PM**

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

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: Gene Hill, Paula Rehrmann, Larry Gilman, and Alan Wolfe.

Commissioners Absent: Lynn Borders, Tim Moses, and Mark Latham

Staff Present: Terry Werner, Public Services Director; Hilary Anderson, Planning Manager; and Kelley Setters, Administrative Specialist.

4. AMENDMENTS TO THE AGENDA

None.

5. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS

Announced 2011 AIC Planning and Zoning Workshop on November 17th in Coeur d' Alene.

6. DECLARATION OF CONFLICT

None.

7. CONSENT CALENDAR

A. Minutes – August 9, 2011 Planning & Zoning Meeting

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

Roll Call Vote: Gilman aye, Hill aye, Rehrmann abstain, 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 planning division projects.

Housekeeping Ordinance - Expand/Clarify Land Uses - Revise the Land Use Table - Administrator vs. Zoning Administrator. Clarify Code Enforcement provisions. Add cross-references between sections to better explain requirements. Improve Landscaping Ordinance to consider plans that exceed standards, prohibit topping of trees, adding water efficient landscaping, consistency with Tree Standards Manual and the zoning code.

Hill: Suggested adding an exception for topping of trees for utilities and within the right of ways and public property.

Proposed Modification to Zoning Map - Clarification between Planned Unit Developments and the current underlying zoning by updating the map to show the PUD overlay.

SmartCode Update - Consistency between SmartCode and Title 18 relating to Landscaping.

Animal Code (Title 6) - On August 1st City Council received a request from property owners to consider a revision to the code to allow chickens on smaller lots. Currently the code reads ¾ of an acre minimum. Staff prepared a code amendment allowing different types of animals using a points system and up to 10 chickens on single family detached lots. The ordinance goes to City Council on September 20th.

Wolfe: Asked if the code addressed dogs or cats. **Anderson:** Yes clarifies 3 dogs and 7 total other animals (not including chickens or farm type animals).

Strategic Plan – Is intended to be an Internal Action Plan, to be used as a 5 year plan with annual reviews. The relationship of the Strategic Plan to the City is that the plan will be used as a tool to guide decisions, evaluate city services, identify and address deficiencies, and prioritize goals and projects. The plan approach is to do SWOT analyses looking internally and externally at strengths, weaknesses,

opportunities, and threats. The plan effort will also include a Fiscal Impact Analysis, Internal/External Outreach, and Steering/Advisory Committee.

- **Focus Areas** – Quality of Life – City Infrastructure – Land Use/Planning/Environment – Economic Development – Fiscal – Level of Service. These are areas people can use to guide the process.
- **Format and Process** – Vision Statement – Goals/Strategic Initiatives – Objectives/Tasks – Benchmarks/Performance Measures – Implementation Strategies and Responsibility. Implementation and Tracking (web-based) – Currently drafting a work plan and schedule.

13. **COMMISSION COMMENTS**

14. **ADJOURNMENT**

Commissioner Gilman moved **to adjourn at 6:33 meeting adjourned.**

Alan Wolfe, Chair

Kelley Setters, Recording Secretary