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**P & Z COMMISSION  
REGULAR MEETING  
AGENDA**

**December 11, 2018  
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**

Hampe, Kimball, Carey, Steffensen, Bishop, Davis, Latham - **PRESENT**

**4. AMENDMENTS TO THE AGENDA**

N/A

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

N/A

**6. 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.

N/A

**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 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.

**ACTION ITEMS:**

**A. Minutes – November 13, 2018**

**MOTIONED BY: KIMBALL**

**2<sup>ND</sup> BY: CAREY**

**VOTE: HAMPE – YES; BISHOP – YES; LATHAM – YES; DAVIS – YES; KIMBALL – YES; CAREY – YES; STEFFENSEN - YES**

**MOVED**

**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.

**DON DOWNEY – KEEP IN MIND GENERAL PLAN WHEN ISSUING SPECIAL USE PERMITS.**

**9. UNFINISHED / OLD BUSINESS**

**N/A**

**10. PUBLIC HEARINGS**

Items listed as public hearings allow citizen comment on the subject matter before the Commission. Residents or visitors wishing to comment upon the item before the Commission should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Secretary to properly record their testimony in the official record of the Planning and Zoning meeting. Hearing procedures call for staff presentation, applicant presentation followed by public testimony. Typically testimony by the public will be limited to 4 minutes per person.

- A. Villa Point North Subdivision File No. SUBD-0018-2018 (ACTION ITEM) – Jon Manley, Planning Manager, to present.**

**MOTIONED BY: KIMBALL TO APPROVE, FINDING IT MEETS THE REQUIREMENTS OF THE SUBDIVISION CODE AS WELL AS ADOPTING THE CONDITIONS 1-7 FOUND IN THE STAFF REPORT.**

**2<sup>ND</sup> BY: CAREY**

**VOTE: HAMPE – YES; BISHOP – YES; LATHAM – YES; DAVIS – YES; KIMBALL – YES; CAREY – YES; STEFFENSEN - YES**

**MOVED**

- B. North Spencer Senior Special Use Permit File No. USE-0003-2018 (ACTION ITEM) – Jami Hayes, Planner 1, to present.**

**MOTIONED BY: STEFFENSEN TO APPROVE, ADOPTING THE FINDINGS, FACTS AND CONCLUSIONS 1-6 AS FOUND IN THE STAFF REPORT.**

**2<sup>ND</sup> BY: LATHAM**

**VOTE: STEFFENSEN – YES; CAREY – YES; KIMBALL – YES; DAVIS – YES; LATHAM – YES; BISHOP – YES; HAMPE - YES**

**MOVED**

C. Hubert/Cassel Annexation File No. ANNX-0009-2018 (ACTION ITEM) – Jon Manley, Planning Manager, to present.

MOTIONED BY: CAREY RECOMMENDING APPROVAL AND FORWARD TO COUNCIL WITH AN R-1 SINGLE-FAMILY RESIDENTIAL ZONING DESIGNATION.

2<sup>ND</sup> BY: HAMPE

VOTE: HAMPE – YES; BISHOP – YES; LATHAM – YES; DAVIS – YES; KIMBALL – YES; CAREY – YES; STEFFENSEN - YES

MOVED

D. Crown Enterprises & UPS Special Use Permit File No. USE-0004-2018 (ACTION ITEM) – Jami Hayes, Planner 1, to present.

MOTIONED BY: KIMBALL TO APROVE FINDING IT MEETS THE REVIEW CRITERIA WITH THE FOLLOWING CONDITIONS APPLIED TO PARCEL A AS SHOWN IN THE STAFF REPORT THAT THERE WOULD BE A 25’ WIDE BUFFER ALONG THE NORTH AND EAST SIDE OF PARCEL A. WITH A 6’ HIGH URBAN BERM WITH A 6’ SOUND REFLECTIVE CMU OR EQUAL BLOCK WALL ON TOP. THE SITE AND BUILDING LIGHTING WILL BE DOWNWARD DIRECTED. SITE NEEDS TO BE FULLY FENCED WITH THE EXCEPTION OF THE ENTRANCES AND THE ENTRANCES WILL BE LIMITED TO EXPO PARKWAY OR BECK ROAD.

2<sup>ND</sup> BY: BISHOP

VOTE: STEFFENSEN – YES; CAREY – YES; KIMBALL – YES; DAVIS – YES; LATHAM – YES; BISHOP – YES; HAMPE - YES

MOVED

E. 18.24.020 Text Amendment File No. RZNE-0007-2018 (ACTION ITEM) – Jon Manley, Planning Manager, to present.

MOTIONED BY: KIMBALL RECOMMEND REMOVING 8% REQUIREMENT  
NEW MOTION BY CAREY CHANGING FROM 8% - MAX 20% AND LOOKING AT IT AGAIN AT A LATER DATE.

2<sup>ND</sup> BY: HAMPE

VOTE: HAMPE – YES; BISHOP – YES; LATHAM – YES; DAVIS – YES; KIMBALL – YES; CAREY – YES; STEFFENSEN - YES

MOVED

11. NEW BUSINESS

A. FY18 IMPACT FEE REPORT – Jami Hayes, Planner 1, to present.

12. STAFF COMMENTS

N/A

13. COMMISSION COMMENTS

N/A

14. **ADJOURNMENT**

**MOTION TO ADJOURN BY: CAREY 8:09 PM**

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 208-457-3341. Thank you.*

**Chair: Ryan Davis    Vice Chair: Ray Kimball**

**Members: Mark Latham, Vicky Jo Carey, Nancy Hampe, Sam Bishop, James Steffensen**