



Agenda

Tuesday, September 16, 2025

Bonner County Planning Commission

Location: Bonner County Administration Building, 1500 Hwy 2, Sandpoint, ID, Online Zoom Teleconference and YouTube Livestream

4:30 p.m.
Public Meeting

- Planning Commission Call to Order
- Pledge of Allegiance
- Roll Call/Determination of a Quorum
- Changes in Agenda

Workshop/Discussion:

- 1) Announcements
- 2) Consent Agenda Approval of **August 19th, 2025**, Planning Commission minutes

Public Hearing Action Item:

File AM0012-25 – Text Amendment – Bonner County Revised Code Title 12

The Bonner County Planning Department is recommending an amendment to the Bonner County Revised Code, Title 12, to include the following proposed changes:

Chapter 4

12-412 - Removes the Requirements or Exceptions 19 from Table 4-2.

Chapter 6

Complete rewrite of most subchapters of Chapter 6 with major revisions to include: moves land division definitions to chapter 8, removes the Minor Land Division type, renames land division types, and establishes a Final Plat subchapter,

12-610 – Updates to the naming conventions.

12-611 – Removes the definitions and added them to Chapter 8.

12-612, 12-613 – Updated code reference, moves unplatted land divisions and adjustments to 12-613 which is renamed to "Other Land Divisions & Adjustment Processes." Expands the potential receivers of a Family Divisions property to additional familiar types, adds a Panhandle Health District review requirement,

12-614 – Updates to the naming conventions and code references.

12-615 – Updates to the naming conventions and code references.

12-623 – Adds a requirement for all new lots created through any land division to contain a sanitary restriction lift. Also, modifies the fire protection requirements.

12-625 – Removes requirements for Trails and retains only requirements for Public Access, Parks and Facilities.

12-6.4 – Updates to the naming conventions to "Long Subdivision."

12-640 – Updates to the naming conventions to "Long Subdivision" and code references.

12-641 – Updates to the naming conventions to "Long Subdivision."

12-642 – Updates to the naming convention and adds an application requirement for proposed subdivisions that fall within an Area of Impact to request annexation to the applicable city. Adds a reference to 12-6.2 to ensure compliance with that subchapter.

12-643 – Updates to the naming conventions to "Long Subdivision." Replaces "Zoning Commission" with "hearing body" throughout the section. Removes the requirement for a preliminary plat to receive BOCC approval. Extends the timeline for how long a preliminary plat approval shall be valid for, from

two years to three years.

12-644 – Extends the timeline for how long a surety agreement approval shall be valid for, from two years to three years.

12-645 – Updates to the naming convention and replaces "Zoning Commission" with "hearing body."

12-646 – Removes the "Final Plat, Contents" section in its entirety and moves the section to 12-6.6. Adds a reference to the new Final Plat, Contents section.

12-647 – Removes the section in its entirety and moves the section to 12-6.6.

12-648 – Removes the section in its entirety and moves the section to 12-6.6.

12-649 – Removes this section in its entirety.

12-6.5 – Updates to the naming conventions to "Short Subdivision" throughout the entire section.

12-650 – Updates the number of properties to conform to proposed definitions. Adds a provision to restrict contiguous short subdivisions. Adds a reference to 12-6.2 to ensure compliance with that subchapter.

12-651 – Updates the noticing standards. Extends the timeline for how long a preliminary plat approval shall be valid for, from two years to three years. Updates the extension request process to reference 12-266.1. Updates the appeal process to reference 12-261.

12-652 – Removes the "Final Plat, Contents" section in its entirety and moves the section to 12-6.6. Adds a reference to the new Final Plat, Contents section.

12-6.6 – Removes the Minor Land Division as a land division application type. Establishes a Final Plat subchapter.

12-671 – Updates code references.

12-673 – Removes the "Final Plat, Contents" section in its entirety and moves the section to 12-6.6. Adds a reference to the new Final Plat, Contents section.

Chapter 8

12-818 – Establishes a definition for "Remainder" as it pertains to plats.

12-819 – Modifies the definition for "Subdivision." Adds a definition for "Subdivision, Long" and "Subdivision, Short."

File AM0013-25 – Text Amendment – Bonner County Revised Code Title 12

The Bonner County Planning Department is recommending an amendment to the Bonner County Revised Code, Title 12, to include the following proposed changes:

12-122: Expands and clarifies the Planning Commission's jurisdiction to include holding quasi-judicial hearings for applicant-initiated Comprehensive Plan map amendments. Previously, the Commission's authority was limited to legislative actions such as recommending amendments to the Comprehensive Plan, zoning map, and land use ordinances.

12-123: The proposed change removes language allowing the Zoning Commission to appoint a Hearing Examiner, clarifying that appointments to that role are made by the Board of County Commissioners. The Zoning Commission retains responsibility for quasi-judicial hearings for applicant-driven land use requests.

12-131: Establishes that all zoning complaints must be submitted on a standard form provided by the Planning Department. This helps formalize the complaint intake process, ensures consistency in documentation, and provides clear guidance on how to initiate enforcement actions.

12-214, 12-217, 12-224, 12-235, 12-247 (Noticing Procedures): Revises public notice language across these sections to reference Section 12-268 ensuring consistent application of notice standards.

12-232 (Variance Definitions): Clarifies the definition and scope of a variance, aligning it with bulk, placement, and parcel standards only.

12-238: Revises the threshold for administrative variances from 30% to 20%, narrowing the scope of what can be approved without a public hearing. It also updates noticing procedures to follow Section 12-268.

12-247: Aligns public hearing notice procedures with Section 12-268 and clarifies that the review of special use permits is conducted by the appropriate decision-making body, such as the Zoning Commission or Hearing Examiner. This provides consistency in how such applications are processed and reviewed.

12-261: Adds clarity to the process and timeframes for appealing administrative decisions made by the Planning Director. It formalizes the procedure for scheduling appeal hearings before the Board of County Commissioners.

12-262: Expands the procedural framework for appealing final decisions from the Zoning Commission or Hearing Examiner. New language addresses how to handle tie votes or lack of quorum, specifying that

failure to take affirmative action results in denial of the appeal and affirms the underlying decision.

12-263: New language addresses how to handle tie votes or lack of quorum, specifying that failure to take affirmative action results in denial of the appeal and affirms the underlying decision.

12-266: Clarifies noticing standards and decision timelines to ensure consistent decision making and notice standards.

12-268: Centralizes all public notice and application processing standards into one section. It incorporates Idaho Code 67-6509 and 67-6511 by reference, requires an additional 15 days of notice beyond state minimums, and introduces a zone-specific mailing radius table to ensure proportional outreach. The section also adds a 45-working-day timeline for the County to issue written decisions after final action.

Action Item: Discussion/Decision: October 07, 2025, Agenda Items

If interested in participating, please visit our website for details at:

bonnercountyid.gov/planningcommissionhearings

Please be advised the referenced start time stated above reflects the beginning of the hearings. File start times and hearing durations will vary. Staff reports are available at the Planning Department or may be viewed at <http://bonnercountyid.gov/> prior to the scheduled hearing. Any person needing special accommodations to participate in the public hearing should contact the Bonner County Planning Department at (208) 265-1458 at least 48 hours before the hearing.