



## **Bonner County**

### **Board of Commissioners**

Brian Domke

Asia Williams

Ron Korn

# **Special Meeting Minutes**

## **Planning Department Update**

Date: July 14, 2025  
Location: 1500 Hwy 2, Suite 338  
Sandpoint, ID 83864  
Convene at: 11:00 AM

COMMISSIONERS: Domke – Present Williams – Present Korn – Present  
OTHERS PRESENT: Planning Department: Alex Feyen, Katie Hansen; Legal: Bill Wilson

Purpose/Topic Summary: Monthly Planning Update

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Commissioner Williams called the meeting to order at 11:11 a.m.

Public Comments - None

Announcements - None

#### Updates on Planning Department Activities

- Monthly Planning Related Meetings
  - Three hearings this month already with several scheduled in the next couple of weeks
  - Commissioner Domke would like a follow-up conversation regarding future hearings due to time/scheduling issues when Jake is back in the office. There was a lengthy discussion between the board, planning, and legal regarding meeting structure in the future.
  - Commissioner Williams asked about the application and amendments being made after the application has been submitted. A brief discussion with legal followed.
- Monthly Application Reports – See the provided packet; Alex discussed the changes in applications for this year vs last year, see the graph in the packet for a complete breakdown
  - Title 11
  - Title 12
  - Public Record Requests
- Department Updates
  - Software (Energov, Munis, Deckard, etc.) – This is the first full month of citizen self-serve, they have gotten a lot of positive feedback. A discussion followed regarding the new process and upcoming changes with the vacation rental software
  - Staffing – No changes

- Financial – Revenue is currently at \$812k, budgeted for \$925k, on track to meet Expenses currently at \$1.139mil, budgeted for \$1.5mil, on track to meet
- Compliance and Enforcement – See the provided packet; Katie discussed the changes in applications for this year vs last year, see the graph in the packet for a complete breakdown. Compliance Investigators are busy.
  - Title 11
  - Title 11 Compliance
  - Title 12 Compliance
- Pending / Proposed Ordinance Changes – See the provided packet for proposed changes; Alex provided a brief update on where they are in the process for these changes and the changes in state statute.
  - Title 12 – Land Use Regulations –
  - Title 16 – Agriculture Protection Area –
- Comprehensive Plan Update -

#### Review and Feedback on Land Use Staff Reports for Previously Heard Files

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#### Action Items – Discussion/Decision

- Rentalscape Contract Modification – Planning will only use the property identification portion of the system, Deckard and Legal have reviewed and agree with the proposed changes

Commissioner Domke made a motion to approve amendment number 1 to the master professional services agreement between Deckard and Bonner County. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

- Interpretation of Bonner County Personnel Policy 1006 Travel Policy and Reimbursement Procedures
  - Section 1006.8 – Mode and Route of Travel
  - Section 1006.10 – Use of Privately Owned Automobile, Aircraft, or Other Conveyance
  - Section 1006.11 - Airfare

Alex discussed a remote employee being here for 70 days to train a new hearing coordinator. The employee drove from Missouri and brought their own RV to stay in while being here instead of staying in a hotel. There is an issue regarding payment to the employee for the travel costs associated with traveling here for an extended stay. There was a discussion with planning, the board, and legal regarding the payment.

- Refund Request for MLD025-25 – This file for the MLD was denied; the applicant is wanting a refund or the fee being applied to another file the applicant has. The applicant is claiming that staff gave a “pre-approval” during a pre-application meeting. Alex clarified that there are no “pre-approval” guarantees during a pre-application meeting. Commissioner Williams pointed out that the service that was paid for with the fee was provided. Commissioner Domke requested clarification that there was no guarantee made and that Alex was present at the meeting; Alex confirmed. Commissioner Korn asked how much time the planning department put into this file before denial and suggestion of

a short plat instead. There was a brief discussion regarding the overall process and time put into the file, noting that planning staff does not track their hours for fees, fees are based on the fee schedule.

Commissioner Domke made a motion to uphold the planning director's decision to **deny** the refund request for this file. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – No; Commissioner Domke – Yes. The motion carries.

### **Executive Session pursuant to Idaho Code § 74-206 (1)(F) Litigation**

#### **1. Pending Litigation**

##### **Executive Session Action Items - Discussion/Decision**

- Placing Notice to Title
- Remand Hearing Scope for File CUP002-24
- Remand Hearing Scope for File CUP0022-23

At 12:26 p.m. Commissioner Korn made a motion to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(F) Litigation. Commissioner Domke seconded the motion.

Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Reconvened at 12:53 p.m.

No decision was made.

The meeting was adjourned at 12:53 p.m.

Deputy Clerk: *Alisa Schoeffel*