



Bonner County

Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

Special Meeting Minutes

Planning Department Update

Date: August 14, 2025
Location: 1500 Hwy 2, Suite 338
Sandpoint, ID 83864
Convene at: 10:00 AM

COMMISSIONERS: Domke – Present Williams – Absent Korn – Zoom
OTHERS PRESENT: Planning Department: Jake Gabell, Alex Feyen, Bill Wilson, Katie

Purpose/Topic Summary: Monthly Planning Update

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Commissioner Domke called the meeting to order at 10:02 a.m.

Public Comments

- Jonna Plante – Talked about the Title 12 Land Use audit. She said the Linscotts illegally inserted wording they were not allowed to put into their permits. Claimed an employee made a mistake and she would like them to come forward.
- Dave Bowman – Agreed that an audit would be a good idea. Said that there is no way for someone to access the maps online since they got rid of the physical maps. Talked about how fishy things can be done with the online maps and no one can tell who did it.

Announcements

- None that won't be covered under other agenda items

Commissioner Domke called a recess until 10:15 a.m. as Commissioner Korn lost connection and there was no longer a quorum. The meeting reconvened at 10:16 a.m.

Updates on Planning Department Activities

- Monthly Planning Related Meetings
 - Jake asked commissioners if they feel like they would still like monthly meeting lists. They agreed that these meetings are not necessary as the list is changing regularly.
- Monthly Application Reports
 - Title 11 – Just shy of 900 applications at the end of June for Building location applications. The techs are all caught up right now. About a month ago, they had roughly 40-50 to work on, so they are working hard to stay on top of applications.
 - Title 12 – 69 land divisions so far
 - Public Record Requests – roughly 261 as of now. Anticipating nearly 500 by the end of the year. Commissioner Korn asked what the records requests were mainly for. Jake said about half are prospective buyers or real estate agents wanting information about land.

Dave Bowman said a certain percentage of the records requests are asking about conditional use permits. He said the requests could be greatly reduced if the planning department gave that information readily online somewhere. He said that when people call the planning department and ask questions, they are not helped and are instead told to submit a request.

- Department Updates
 - Software – They are moving away from their software they use for vacation rental permits. They are working to get their information moved to a new software. The end goal is to put as much as they can public facing. Jake said he has heard the pleas from the public and he has been working toward granting their requests as fast as he can.
 - Staffing – The last person hired was Dylan Young a few months ago.
 - Financial – Fairly consistent. Just over 100% on revenue with two months left. Believes they will come in around \$1.2 million. Expenses for C and D budget have come in slightly higher.
- Compliance and Enforcement
 - Title 11 Compliance – Through July, 10 building location violations. Half were abated.
 - Title 12 Compliance – Six in July, three of which were abated. Jake said multiple complaints on the same property get lumped into one violation – i.e. a noise complaint on one property, three days in a row.

Action Item: Discussion/Decision regarding Lifting Notice of Title

Katie talked about a Lifting Notice of Title. This has been verified by Planning staff as having been abated.

Commissioner Domke stepped down from the chair and made a motion to lift the notice of title for parcel # RP027540000050A Commissioner Korn seconded the motion. Roll Call Vote: Korn – Yes; Commissioner Domke – Yes. The motion carries.

Pending / Proposed Ordinance Changes

- Title 12 – Land Use Regulations – Has created workshops for the board to allow for lengthy discussion of these topics. Discussed holding a hearing at the next update meeting as required by law.

Comprehensive Plan

- Land Use Component open house / workshops – Implementation portion has been moved to August 27 to give the public time to review it. Several workshops have been scheduled to discuss Land Use items. Some changes are still being worked on for chapters 3 and 4, but they will be held off until after the Land Use component has been decided on.

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

- Jake said this was added to the updates to give commissioners time to give Planning feedback on how files are being heard. Commissioner Domke said he would like more time for the public and the board to review the files before the hearing, as sometimes

there is not enough time for him to go over all the files if there are many being heard on the same day. Jake talked about timelines and how long it would take to hear files if they were noticed even farther in advance.

Action Item – Discussion/Decision

1) Discussion/Decision Regarding Title 12 Review and Audit

Commissioner Domke wants to know what the process is how information is given through the codifier and steps after that. He would also like to discuss the cost of an audit. He asked Bill Wilson what the process would be for an audit. He requested putting this item on the next agenda so they can have a more in-depth discussion about it.

Dave Bowman said looking at ordinances and seeing how they're put online would not be difficult. Talked about an issue in 2021 where the code somehow got changed but there didn't seem to be an ordinance.

Jonna Plante said there was no amendment for the code in 2021.

2) Action Item: Discussion/Decision Regarding Requested change to Title 11

Jake requested a written waiver from the overseeing fire district regarding home signoffs. Commissioner Domke talked about how fire chief Jeff Armstrong sent a letter saying Sagle Westside/Northside Fire District will no longer perform one- and two-family residential fire safety signoffs. Commissioner Domke suggested having a meeting with all three fire district commissioners and chiefs. Commissioner Korn said he doesn't believe the meeting would be beneficial as this fire chief has made it clear he no longer wants to provide this service. Discussion followed.

The board decided not to act on this item until they can schedule a meeting with fire officials.

Executive Session:

1. Pending Litigation

At 11:04 a.m. Commissioner Domke stepped down from the chair and made a motion to enter into Executive Session pursuant to Idaho Code § 74-206 (1)(F)

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

Reconvened at 11:10 a.m.

No decisions made.

The meeting was adjourned at 11:10 a.m.

Deputy Clerk: Lauren Reichenbach