

**BONNER COUNTY PLANNING COMMISSION
PUBLIC HEARING MINUTES
September 16, 2025**

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Chair Songstad called the Bonner County Planning Commission meeting to order at 4:32 p.m. in the 1st Floor Conference Room, of the Bonner County Administration Building, 1500 Highway 2, Sandpoint, Idaho, via Zoom webinar, and YouTube live streaming.

PRESENT: Chair Allan Songstad, Commissioner Dave Frankenbach, Commissioner Don Davis, Commissioner Eric Hidden, Commissioner Matt Linscott, Commissioner Erik Leavitt

ABSENT: Commissioner Peter Taylor

ALSO PRESENT: Interim Planning Director Alex Feyen, Hearing Coordinator Dylan Young

CHANGES IN AGENDA: None

COMMISSIONER & STAFF UPDATES: None

APPROVAL OF MINUTES: The Planning Commission approved, the minutes for **September 2nd, 2025** as presented.

Public Hearing Action Items:

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.”

STAFF PRESENTATION: Interim Planning Director Alex Feyen presented a PowerPoint summary of the proposed changes in the Bonner County Code and previously circulated staff report.

The Commission asked to review the transportation slide of the Comprehensive Plan analysis PowerPoint, and after review stated that the Bonner County Code does not have a mandatory trail designation requirement.

PUBLIC COMMENTS: The following people provided comment:

Kathryn Kolberg, Panhandle Health District: Requested more specific language regarding septic systems and sanitary restrictions.

Jason Peppin, Environmental Health Division Administrator, Panhandle Health District: recommended Bonner County adopt more specified sanitary restrictions like other counties in Idaho.

Dave Bowman: Requested that a family split be reduced to a maximum of 4 lots.

DELIBERATION: The Commission reviewed Bonner County Code 12-613 and contemplated what an optimal maximum number of parcels allowed with a Family Lot Split would be most beneficial for property owners and Bonner County.

While reviewing how the Bonner County Code should address Family Lot Splits, the Commission asked for the input of Jason Peppin who is the Environmental Health Division Administrator of the Panhandle Health District. Jason Pepin stated other Counties have more specified language regulating sanitary restrictions regarding family lot splits and encouraged Bonner County to adopt this more specified language. Jason Pepin stated the specified sanitation language would help Bonner County enforce sanitation restrictions through using the restrictions as a criterion for the issuance of Building Location Permits.

Upon reflection the Commission decided to leave the maximum parcel amount for a Family Lot Split at 10 lots.

The Commission reviewed the language regarding sanitary restrictions in 12-623 and discussed the importance of the Bonner County Government both respecting individual property rights and considering the health and welfare of the County when writing the Bonner County Code.

The language in 12-623 was altered to consider the impact of deed restrictions which could prohibit building.

MOTION TO RECOMMEND APPROVAL: Commissioner Frankenbach moved to recommend approval of this FILE AM0012-25 to amend Chapters 4, 6, and 8 of Title 12, Bonner County Revised Code, as amended, finding that it is not in conflict with the policies of the Bonner County Comprehensive Plan as enumerated in the following findings of fact and conclusions of law:

Conclusion 1: The proposed amendment **is** in accord with Idaho Code, Title 31, Chapter 7.

Conclusion 2: The proposed amendment **is** in accord with Idaho Code Title 67, Chapter 65.

Conclusion 3: The proposed amendment **is not** in conflict with the policies of the Bonner County Comprehensive Plan.

This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Frankenbach further moved to adopt the findings of fact and conclusions of law as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in a taking of private property.

Commissioner Leavitt Seconded the motion

ROLL CALL VOTE

Commissioner Allan Songstad AYE

Commissioner Frankenbach AYE

Commissioner Davis AYE

Commissioner Hidden AYE

Commissioner Linscott AYE

Commissioner Leavitt AYE

COMMISSION VOTED and the motion was carried unanimously with a vote of 6-0.

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.

STAFF PRESENTATION: Interim Planning Director Alex Feyen presented a PowerPoint summary of the proposed changes in the Bonner County Code and previously circulated staff report.

The Commission asked to review 12-122 paragraph D.

PUBLIC COMMENTS: The following people provided comment:

Dave Bowman: Offered recommendations regarding verbiage changes in the Bonner County Code.

DELIBERATION: The Commission deliberated and reviewed the noticing verbiage in the Bonner County Code.

The Commission simplified the Verbiage in 12-122 paragraph D in addition to addressing minor grammar errors within the proposed code.

The Commissioned reviewed and altered the verbiage regarding the required quorum needed to make a ruling.

MOTION TO RECOMMEND APPROVAL: Commissioner Linscott moved to recommend approval of this FILE AM0013-25 to amend Chapters 1 and 2 of Title 12, Bonner County Revised Code, as amended during this hearing, finding that it is not in conflict with the policies of the Bonner County Comprehensive Plan as enumerated in the following findings of fact and conclusions of law:

Conclusion 1: The proposed amendment **is** in accord with Idaho Code, Title 31, Chapter 7.

Conclusion 2: The proposed amendment **is** in accord with Idaho Code Title 67, Chapter 65.

Conclusion 3: The proposed amendment **is not** in conflict with the policies of the Bonner County Comprehensive Plan.

This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Linscott further

moved to adopt the findings of fact and conclusions of law as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chairman sign, and transmit to all interested parties. This action does not result in a taking of private property.

Commissioner Hidden Seconded the motion.

ROLL CALL VOTE

Commissioner Allan Songstad AYE
Commissioner Frankenbach AYE
Commissioner Davis AYE
Commissioner Hidden AYE
Commissioner Linscott AYE
Commissioner Leavitt AYE

COMMISSION VOTED and the motion was carried unanimously with a vote of 6-0.

DISCUSSION

Discussion/Decision: October 07, 2025, Agenda Items.

ADJOURNMENT:

Chair Songstad declared the meeting adjourned at 7:25 p.m. until 4:30 p.m., October 7, 2025.

Respectfully submitted,



Alex Feyen, Interim Planning Director

The above Minutes are hereby approved this 20th day of November 2025.

Bonner County Planning Commission



Chair Eric Hidden