

**BONNER COUNTY ZONING COMMISSION
PUBLIC HEARING MINUTES
MARCH 5, 2026**

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Chair Poulsen called the Bonner County Zoning Commission hearing to order at 5:30 pm 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 Jeffery Poulsen, Commissioner Joe Mauk, Commissioner Michelle Johnson, Commissioner Jim Pound

ABSENT: Commissioner Brett Blaser

ALSO PRESENT: Planning Director Kendra Smith, Assistant Director, Alex Feyen; Planner II, Daniel Britt; Planner I, David Fisher; and Systems Technician, Jeannie Welter

CHANGES IN AGENDA: Commissioner Johnson made a motion to move file S0004-25 to the first item on the agenda. Commissioner Pound seconded the motion.

Roll Call Vote:

Commissioner Johnson	AYE
Commissioner Poulsen	AYE
Commissioner Pound	AYE
Commissioner Mauk	AYE

Voted upon and the motion carried unanimously.

APPROVAL OF MINUTES: None

PUBLIC HEARING

File S0004-25 –Preliminary Plat Subdivision - Pack Acres: The applicants are proposing to divide a 12.747-acre lot into 10 lots, ranging from 1-3.003-acres. The property is zoned Industrial. The project is located off Old Forest Road in Section 31, Township 54 North, Range 04 West, Boise-Meridian. The project is located within the Spirit Lake Area of Impact and the service area of Spirit Lake Fire District, and Avista Utilities. The Zoning Commission at the public hearing on January 22, 2026, continued this file to a date and time certain of February 26, 2026. The Zoning Commission at the public hearing on February 26, 2026, continued this file to a date and time certain of March 5, 2026 at 5:30 p.m.

CONFLICTS: None

STAFF PRESENTATION: Planner I, David Fisher stated the zoning in the staff report is incorrect and should reflect industrial and not rural residential.

APPLICANT: Co-applicant Amanda Preston presented a statement including information pertaining to BCRC Title 12 (Exhibit A). She presented information relating to why a formal traffic study is not necessary for consideration for this project. She stated, if the project is approved, they will record a formal road maintenance agreement.

PUBLIC/AGENCY TESTIMONY: The following individual spoke on the record: Bob Thompson.

REBUTTAL: None.

DELIBERATION: The Commission deliberated using the Bonner County Planning Department's Reason Statement Worksheet to structure their discourse.

RECOMMENDATION TO APPROVE:

Commissioner Mauk recommended approval of this project to the Board of Commissioners, FILE S0004-25, Pack Acres, requesting to divide a 12.747-acre lot into ten (10) lots ranging from 1-3.003-acres. The property is zoned Industrial and located in Section 31, Township 54 North, Range 4 West, Boise Meridian, Bonner County, Idaho, finding that it is in accord with the Bonner County Revised Code as enumerated in the following conclusions of law:

Conclusion 1: The proposed subdivision **is** in accord with the purposes of Title 12 and of the Rural 5 zoning district.

Conclusion 2: The site **is** physically suitable for the proposed development.

Conclusion 3: The design of the proposed subdivision **will not** adversely impact Bonner County's natural resources, as identified in the comprehensive plan. Any adverse impacts or potential for impacts shall be mitigated as a condition of approval.

Conclusion 4: The public and private services, including but not limited to water, sewer services, solid waste, fire protection, emergency services, and school facilities and transportation, which will serve the proposed subdivision **are** adequate for the needs of future residents or users.

Conclusion 5: The proposed subdivision **will not** cause circumstances to exist that will cause future residents or the public at large to be exposed to hazards to health or safety.

Conclusion 6: The design of the proposed subdivision or related improvements **will** provide for coordinated access with the county system of roads and with adjacent properties and **will not** impede the use of public easements for access to, or through the proposed subdivision. The proposed transportation system **is** designed to adequately and safely serve the future residents or users without adversely impacting the existing transportation system by reducing the quality or level of service or creating hazards or congestion.

Conclusion 7: The proposed subdivision **is** designed to comply with the design criteria for subdivisions set forth in Subchapter 6.2 of this chapter.

Conclusion 8: The proposed subdivision **is not** in conflict with the policies of the Bonner County Comprehensive Plan.

The recommendation is based upon the evidence submitted up to the time the Staff Report was prepared, and testimony received at this hearing. Commissioner Mauk further moved to adopt the reasoned statement as discussed in deliberation at this hearing and the analysis as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft the reasoned statement to reflect this motion as set forth in Idaho Code section 67-6535, have the Chair sign, and transmit to all interested parties. This action does not result in a taking of private property.

Commissioner Pound seconded the motion.

ROLL CALL VOTE

Commissioner Mauk	AYE
Commissioner Johnson	AYE
Commissioner Pound	AYE
Commissioner Poulsen	AYE

VOTED upon and the motion carried unanimously.

Proposed Conditions of Approval:

1. Per BCRC 12-6243.D, all proposed lots shall be designed by the applicant to provide a fire protection plan for the proposed lots to provide, at a minimum, an assessment of fire risk and plans to reduce the risk, and provisions for defensible space, where material capable of allowing a fire to spread unchecked will be treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur, and for at least one of the following:
 - a. Prior to final plat, an approved water and fire hydrant system capable of providing one thousand (1,000) gallons per minute for a minimum of two (2) hours where a community water system exists or is proposed as part of the development and is capable of delivering the pressurized water supply necessary for delivering fire flows as prescribed by the international fire code, as adopted by the state fire marshal, and such later editions as may be so published and adopted by the state fire marshal, or as amended, modified or superseded, and incorporated herein by reference with a copy on file with the office of the clerk of the board of county commissioners, and hereinafter referred to as IFC.
 - b. A note on the final subdivision plat stating: "At the time of building location permit or building permit, the lot owner shall install a minimum two thousand (2,000) gallon water storage system, meeting IFC standards". Refill on demand is not required to meet IFC standards.

- c. A note on the final subdivision plat stating: "The installation of an approved IFC residential fire suppression sprinkler system is required in all newly constructed residences".
- d. Prior to final plat, a manmade or natural water source with a dry hydrant capable of delivering adequate water supply as prescribed by IFC.
- e. A note on the final subdivision plat stating: "At the time of building permit or building location permit, the lot owner shall install an approved fire suppression method to the satisfaction of Bonner County".

A fire protection plan has been submitted as part of the application.

In addition to this plan, the project shall meet at least one of the sub-conditions as noted in points "a" through "e" above.

2. Per BCRC 12-624.A, all new roads created for subdivisions shall be designated by unique road names, unless such roads are determined to be and are designed to be extensions of existing roads. Upon further review of the project, the proposed road names will be verified for compliance with this requirement. Road names will require a modification if not found to follow this requirement.
3. Private roads are to be designed to meet private road standards of BCRC Title 12, Appendix A.
4. Per BCRC 12-643.I, the preliminary plat shall be valid for a period not to exceed two (2) years from the date of approval. At any time prior to the expiration date of the preliminary plat, an applicant may make a written request to the planning director for a single extension of the preliminary plat for a period up to two (2) years. The board may consider such request for extension at any regular business meeting. The extension request must be approved or denied prior to the expiration date of the preliminary plat.
5. Per BCRC 12-644, after the preliminary plat is approved, the subdivider shall have an improvement plan for the subdivision prepared by a registered civil engineer. Two (2) copies of the improvement plan shall be filed with the county engineer. This plan shall include the following:
 - a. The subdivision name and number, geographic grid (township, range and tier, section number and location within the section), north arrow, date and scale no smaller than one hundred feet to the inch (1" = 100').
 - b. The plan and profile of all proposed roads showing final grades and cross sections of roads in accord with the requirements contained in title 2 of this code.
 - c. The plan and profile of proposed sanitary and stormwater systems with grades and sizes indicated. Drain calculations may be required.
 - d. A grading plan, showing stormwater drainage for each lot.

- e. Any other improvements such as curbs, gutters, sidewalks, bridges, lift stations, fire hydrants, street lighting, etc., as required, and in accord with the requirements contained in Title 2 of the Bonner County Revised Code or Appendix A of Title 12 of the Bonner County Revised Code. Construction and inspection of road improvements shall be completed in accord with the requirements contained in Title 2 of the Bonner County Revised Code or Appendix A of Title 12 of the Bonner County Revised Code.
6. After the approval of the improvement plans has been obtained from Bonner County, the subdivider may begin construction of improvements on site as approved. After the completion of the improvements on site, the applicant's engineer shall submit inspection reports of the built improvements to the County for review.

Per BCRC 12-644.B, the county engineer, or his representative, shall check inspection reports of the applicant's engineer and shall perform a final inspection and additional inspections (if called for). Construction and inspection of road improvements shall be completed in accord with the requirements contained in Title 2 of the Bonner County Revised Code or Appendix A of Title 12 of the Bonner County Revised Code.

7. Per BCRC 12-644.C, in lieu of completing all improvements as required before final plat recording, the subdivider shall enter into a surety agreement with the board agreeing to complete the improvements in accordance with surety agreement conditions and preliminary and final plat approvals. A cash deposit, certificate of deposit, corporate surety bond written by an insurance company licensed in Idaho having a rating from AM Best & Company of "A" or better, letter of credit issued and backed by a federal or state chartered bank, is required equivalent to one hundred fifty percent (150%) of the project engineer's estimated cost of construction of the improvements for the purpose of guaranteeing completion of the work and repair of any defects in improvements which occur within one year of the first acceptance of the completed work by the board. Sureties guaranteeing the work and repair of any defects in improvements which occur within one year after first acceptance of the completed work by the board may be reduced by the board by one-half (1/2) for that one year. The surety agreement shall be valid for a period not to exceed two (2) calendar years from the date of approval. At any time prior to the expiration date of the surety agreement, the subdivider may make a written request to the planning director for a single extension of the surety agreement for a period up to two (2) years. The board may consider such request for extension at any regular business meeting. The extension request must be approved or denied by the board prior to the expiration date of the surety agreement.
8. Per BCRC 12-646, BCRC 12-647 and BCRC 12-648, the final plat shall conform to these sections of the Bonner County Revised Code.
9. The applicant submitted a stormwater management and erosion control plan, prepared by Verdis Engineering in October 2025. The plan shall be reviewed and revised as needed to gain approval from Bonner County Engineers.

10. After the approval of the preliminary plat, a final plat shall be prepared in conformance with BCRC 12-646, BCRC 12-647 and submitted to the Planning Department for review. The applicant shall also submit a copy of a current preliminary title report along with the final plat, as per BCRC 12-648.
11. Portion of Old Forest Road adjacent to the subdivision be improved to Bonner County private road standards.
12. Road maintenance association will be formed.
13. All necessary Idaho Transportation Department permits will be obtained.

File V0030-25 - Variance – Impervious Surface & Shoreline Setback: The applicants are requesting a Variance to the impervious surface limits, to allow for 52% coverage, where 35% is the maximum, and to the shoreline standards, to allow a 0-foot setback, where 40' is required, for the placement of 290 sq. ft. of riprap along the shoreline. The 0.520-acre lot is zoned Rural 5. The project site is located off Sundowner Lane in Section 6, Township 56 North, Range 02 West, Boise-Meridian. The project site is within the service areas of Sagle Fire District and Southside Water & Sewer District. The Zoning Commissioner at the public hearing on February 26, 2026, continued this file to a date and time certain of March 5, 2026 at 5:30 p.m.

CONFLICTS: None

STAFF PRESENTATION: Planner I, David Fisher presented a PowerPoint summary of the project and previously circulated staff report.

APPLICANT PRESENTATION: Project Representative, Tyler Cooper, HMH Engineering, presented a presentation providing details of the project and property site.

PUBLIC/AGENCY TESTIMONY: The following individual spoke on the record: Greg Mason.

REBUTTAL: None.

The Commission deliberated using the Bonner County Planning Department's Reason Statement Worksheet to structure their discourse.

MOTION TO APPROVE: Commissioner Pound moved to approve this request FILE V0030-25, for a Variance to the impervious surface limits, to allow for 52% coverage, where 35% is the maximum, and to the shoreline standards, to allow a 0-foot setback, where 40' is required, for the placement of 290 sq. ft. of riprap along the shoreline, finding that it is in accord with the Bonner County Revised Code as enumerated in the following conclusions of law:

Conclusion 1

Conditions apply to the property that **do not** apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size, shape, topography, or other circumstances over which the applicant has no control.

Conclusion 2

Special conditions and circumstances **did not** result from the actions of the applicant.

Conclusion 3

The granting of the variance **is not** in conflict with the public interest in that it **will not** be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity of the subject parcel or lot. (Ord. 559, 1-4-2017)

This is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Pound further moved to adopt the reasoned statement as discussed in deliberation at this hearing and the analysis as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft the reasoned statement to reflect this motion as set forth in Idaho Code section 67-6535, have the Chair sign, and transmit to all interested parties. This action does not result in a taking of private property.

Commissioner Mauk seconded the motion.

ROLL CALL VOTE

Commissioner Mauk	AYE
Commissioner Johnson	AYE
Commissioner Pound	AYE
Commissioner Poulsen	AYE

VOTED upon and the motion carried unanimously.

Conditions of approval:

Standard Conditions:

- A-1.** Only the development highlighted on the site plan has been reviewed for variance standards. All other development shown must comply with Bonner County Revised Code.
- A-2.** This variance shall not supersede any deed restrictions.
- A-3.** An approved Stormwater Management Plan shall be obtained.
- A-4.** Building Location Permits may be required.
- A-5.** The Floodplain Development Permit, FDP2025-0030, shall be completed and approved.

A-6. Plat restrictions shall be followed. The approval of the variance only grants relief from the requirements of BCRC, not those imposed by the recorded plat of Sunset Bay Estates, Instrument #453472.

A-7. Any deviation from the plat requirements of Sunset Bay Estates, Instrument #453472, will require a plat vacation or approved Minor Notational Change.

A-8. The existing dock must remain separated from the shoreline, to prevent the creation of a boardwalk, as per BCRC 12-711 (B)(1).

A-9. The existing Stormwater Management Plan, file #ST0003-25 shall be completed and approved.

A-10. Wall is not to exceed 4 feet in height, as measured from grade.

Recess at 7:10 p.m.

The Chair called the hearing back to order at 7:20 p.m.

File ZC0012-25– SixPak LLC - Suburban to Commercial: The applicants are requesting a zone change from Suburban to Commercial on ±7.175 acres. The property is zoned Suburban. The project is located off N. Riley Creek Road in Section 30 Township 56 North, Range 3 West, Boise-Meridian. The project site is within the service areas of Westside Fire District and Laclede Water District. The Zoning Commission, at the public hearing on October 23, 2025, unanimously voted to postpone this file until a full Zoning Commission was appointed. The Zoning Commissioner at the public hearing on February 26, 2026, continued this file to a date and time certain of March 5, 2026 at 5:30 p.m.

CONFLICTS: None.

STAFF PRESENTATION: Planner II, Daniel Britt presented a PowerPoint summary of the project and previously circulated staff report.

APPLICANT PRESENTATION: Project Representative Travis Haller, 7B Engineering, presented a PowerPoint presentation providing a background and details of the project. He also submitted Exhibit A into the record pertaining to "Spot Zoning".

Discussion with the applicant regarding a Development Agreement.

PUBLIC/AGENCY TESTIMONY: The following individual spoke on the record: Sally Ash.

REBUTTAL: Applicant responded to comments and provided additional information.

The Commission deliberated using the Bonner County Planning Department's Reason Statement Worksheet to structure their discourse.

MOTION TO RECOMMEND APPROVAL: Commissioner Mauk moved to recommend approval of this project to the Board of County Commissioners, FILE ZC0012-25,

requesting a zone change from Suburban to Commercial, finding that it is not in conflict with the policies of the Bonner County Comprehensive Plan and Bonner County Revised Code as enumerated in the following conclusions of law:

Conclusion 1

The proposal **is not** in conflict with the policies of the Bonner County Comprehensive Plan.

Conclusion 2

This proposal was reviewed for compliance with Title 12, Bonner County Revised Code, and **is** found to be in compliance.

Conclusion 3

The proposal **is** in accord with the purpose of the Commercial District zoning designation, provided at Chapter 3, Title 12, Bonner County Revised Code.

Additionally, the commission is recommending entering into a Development Agreement per Bonner County Revised Code Title 12, Chapter 9.

This recommendation is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. Commissioner Mauk further moved to adopt the reasoned statement as discussed in deliberation at this hearing and the analysis as set forth in the Staff Report (or as amended during this hearing) and conclusions of law and direct planning staff to draft the reasoned statement to reflect this motion as set forth in Idaho Code section 67-6535, have the Chair sign, and transmit to all interested parties. This action does not result in a taking of private property.

Commissioner Pound seconded the motion.

ROLL CALL VOTE

Commissioner Mauk	AYE
Commissioner Johnson	Abstained
Commissioner Pound	AYE
Commissioner Poulsen	AYE

VOTED upon and the motion carried unanimously.

Staff Updates: Advertising for HE.

Joint meeting with Planning Commission end of April 21, 2026. Send your list of topics you want to cover to Planning staff.

Introduction of new Planning Director, Kendra Smith. Ms. Smith addressed the commission.

The Chair declared the hearing adjourned at 8:27 P.M., until 5:30 p.m. March 12, 2026.

Respectfully submitted,



Alex Feyen, Assistant Planning Director

Bonner County Zoning Commission



Brett Blaser, Vice Chairman