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**NOTICE
PURSUANT TO IDAHO CODE § 74-204 (4)**

**WORKSHOP AGENDA
COMMISSIONERS / PLANNING DEPARTMENT**

The Bonner County Board of Commissioners will meet for a Public Workshop on Wednesday the 21st day of February 2024 at 2:00 P.M. at the Bonner County Administration Building, 1500 Highway 2, Third Floor Meeting Room, Sandpoint, Idaho.

Duly noticed this 14th day of February 2024, by the Planning Department

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- 1) **Proposed Ordinance Addition of BCRC 11-127 “Notice of Demolition or Removal” or “Structure Demolition or Removal”** - Draft Ordinance attached to this agenda

- 2) **Action Item: Discussion/Decision:** Direct staff to process the amendment as discussed.

- 3) Adjourn

If interested in participating, please visit our website for details at:
bonnercountyid.gov/departments/planning/public-hearings

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.

Summary of Proposed Title 11 Updates:

11-127: DEMOLITION

Adding a demolition ordinance to Building Regulations in order to capture more accurate assessment records and non-conforming structures. The ordinance includes details about applicability, application contents, procedure, fees, and inspections.

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Below are the proposed amendments to each specific section and the description of the changes. The language in red and underlined is recommended as additions to the existing code. Those words in ~~red and strike through~~ would be deleted from the ordinance.

Ordinance Draft 1

11-127 Notice of Demolition or Removal

1. Applicability: Except as otherwise provided in this title, no structure subject to the provisions of this title shall be demolished or removed in unincorporated Bonner County without first providing notice to the Bonner County planning department prior to the start of demolition or removal.
2. Application Contents:
 - a. A site plan showing location of all buildings, easements, utilities (including, not limited to, power, water, gas, sewer, septic tank and drain field), all environmental features, if applicable.
 - b. Plans of the structure in sufficient detail to positively identify the structure that is to be demolished and its dimensions.
 - c. Digital photo of the structure with date and time stamp.
 - d. Schedule for demolition or removal.
 - e. A copy of the recorded deed legally describing the property on which the structure or building is located.
 - f. A temporary erosion control plan, if applicable.
3. Procedure:
 - a. The notice of demolition or removal shall be prepared on forms provided by the Planning Department. The Planning Department shall have the authority to determine a form as complete and incomplete forms may be rejected by the Planning Department.
 - b. One (1) copy of each issued demolition or removal notice, along with all applicable photos, shall be conveyed by the Planning Department to the Bonner County Assessor's Office.
 - c. A digital photo(s) with date and time stamp shall be submitted to the Planning Department as soon as the structure has been demolished or removed.
4. Fees: The notice of demolition or removal application fee shall be pursuant to BCRC 11-108.
5. Inspection: an inspection shall not be mandatory prior to demolishing or removal a structure. Inspections by Bonner County Compliance may be requested by the landowner or their represented in order to memorialize the size and location of the structure prior to demolition or removal. Inspections reports by a professional engineer, architect, or licensed surveyor shall also be acceptable in lieu of an inspection by Bonner County Compliance.

Ordinance Draft 2

11-127 Structure Demolition or Removal

1. Applicability: Except as otherwise provided in this title, no structure subject to the provisions of this title shall be demolished or removed in unincorporated Bonner County without first procuring a demolition/removal permit from the Bonner County planning department prior to the start of demolition or removal. Applications for such permit shall be made on forms provided by the planning department.
2. Application Contents:
 - a. A site plan showing location of all buildings, easements, utilities (including, not limited to, power, water, gas, sewer, septic tank and drain field), all environmental features, if applicable.
 - b. Plans of the structure in sufficient detail to positively identify the structure or development that is to be demolished and its dimensions.
 - c. Digital photo of the structure with date and time stamp.
 - d. Schedule for demolition or removal.
 - e. A copy of the recorded deed legally describing the property on which the structure or building is located.
 - f. A temporary erosion control plan, if applicable.
3. Procedure:
 - a. The application for demolition or removal shall be prepared on forms provided by the Planning Department. The Planning Department shall have the authority to determine an application as complete. Incomplete applications may be rejected by the Planning Department.
 - b. Fire safety provisions shall comply with the requirements of the applicable fire district.
 - c. One (1) copy of each issued demolition or removal notice, along with all applicable photos, shall be conveyed by the Planning Department to the Bonner County Assessor's Office.
4. Fees: The demolition or removal Permit application fee shall be pursuant to BCRC 11-108.
5. Inspection: Prior to the commencement of the demolition or removal of any structure the permit holder or the permit holder's representative shall:
 - a. Post the demolition/removal permit at the job site's vehicular entrance to the public right-of-way or public or private easement at a location that is clearly visible at said entrance. The permit shall remain posted until the demolition project has been completed and the completion verified by an approved Planning Department inspection.
 - b. Establish temporary erosion control measures, if applicable.
 - c. Contact Bonner County Planning Department and request an initial inspection.
 - d. Receive initial inspection approval from Bonner County Compliance.

- e. Once demolition has commenced, a final inspection approval shall be received by Bonner County Compliance.
- f. Inspections reports by a professional engineer, architect, or licensed surveyor shall also be acceptable in lieu of an inspection by Bonner County Compliance. The inspection report shall contain a digital photo(s) with date and time stamp of the demolished or removed structure.

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