

Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (866) 537-4935

Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov



Bonner County Planning Commission Staff Report for September 16, 2025

Amendment Title	Amendments to Chapters 1 and 2 Bonner County Revised Code, Title 12.
File Number, Type:	AM0013-25; Text Amendment
Proposal:	<p>12-122 (Planning Commission): 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.</p> <p>12-123 (Zoning Commission): 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.</p> <p>12-131 (Complaints of Violation): 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.</p> <p>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.</p> <p>12-232 (Variance Definitions): Clarifies the definition and scope of a variance, aligning it with bulk, placement, and parcel standards only.</p> <p>12-238 (Administrative Variances): 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.</p> <p>12-247 (Special Use Permits): Aligns public hearing notice procedures with Section 12-268 and clarifies that the review of special use permits is conducted by the</p>

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 (Administrative Appeals): 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 (Appeals from Final Decisions): 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 (Reconsideration): 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 (Modification of Terms): Clarifies noticing standards and decision timelines to ensure consistent decision making and notice standards.

12-268 (Application Process): 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.

Applicants:

Bonner County
1500 Highway 2, Suite 208
Sandpoint, ID 83864

Project Representative:

N/A

Notice provided:

Mailed: August 21, 2025
Published in Newspaper: August 21, 2025

Notice of the public hearing to consider the amendment to Title 12 has been provided at least 15 days prior to the hearing to the political subdivisions providing services in Bonner County, to area newspapers, radio and television stations, incorporated cities within Bonner County, and the school districts, consistent with Idaho Code §67-6509.

Enclosure

Appendix A – Notice of Public Hearing Record of Mailing

Appendix B – Public Agency Comments

Project Authority:

This Ordinance amendment is proposed under the authority granted at Idaho Code:

- §31-714 through §31-716 (Board of County Commissioners)
- §31-801 (Powers And Duties Of Board Of Commissioners);
- §67-6518 (Local Land Use Planning – Standards);
- §67-6509 (Procedural requirements, Recommendation and adoption, amendment, and repeal of the plan);
- §67-6511 (Zoning ordinance);

And Bonner County Revised Code:

- BCRC 12-213 (Applications, Applicants for Amendments to This Title);
- BCRC 12-214 (Procedures for Amendments to This Title);
- BCRC 12-216 (Evaluation of Amendment Proposals);
- BCRC 12-217 (Public Hearings, Notice of).

Public and Agency Comment:

Agency Review

A notice was provided to public agencies and political subdivisions in accordance with BCRC 12-268 and Idaho Code 67-6509, see Appendix A for a complete agency notification list.

The following agencies replied with a comment:

None

The following agencies replied with “no comment”:

Idaho Department of Environmental Quality
Idaho Department of Fish and Game
Independent Highway District

No other agency comments were received.

Public Comments: As of the date of this staff report, public comments have been received.

Proposed Code Amendments:

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.

12-122: PLANNING COMMISSION:

A. Establishment: The Bonner County Planning Commission is hereby established as provided for by Idaho Code section 67-6504. This commission shall be composed of seven (7) members assigned to positions A through G.

B. Organization: The Planning Commission shall elect a Chair~~man~~ and Vice Chair~~man~~. This commission shall abide by the provisions of this title, the Local Land Use Planning Act, and shall also adopt bylaws as required.

C. Terms of Office: Positions A, B, and C shall first expire September 30, 2025, and then every three (3) years thereafter. Positions D and E shall expire September 30, 2024, and every three (3) years thereafter. Positions F and G shall expire September 30, 2023, and every three (3) years thereafter. Appointment to complete the term of a vacated position or appointment to a new term shall be done by motion and order of the Board of Bonner County Commissioners.

D. Jurisdiction: The Planning Commission shall be responsible for recommending legislative amendments of the Bonner County Comprehensive Plan, Comprehensive Plan map, and land use ordinances, and zoning map to the Board of Bonner County Commissioners. The Planning Commission shall also hold quasi-judicial hearings for applicant-initiated Comprehensive Plan map amendments. However, it shall not consider other site-specific land use applications that are deemed quasi-judicial proceedings. ~~The Planning Commission shall not consider amendments which are deemed to be quasi-judicial proceedings.~~

12-123: ZONING COMMISSION:

A. Establishment: The Bonner County Zoning Commission is hereby established as provided for by Idaho Code section 67-6504. This commission shall be composed of five (5) members assigned to positions A through E.

B. Organization: The Zoning Commission shall elect a Chair~~man~~ and Vice Chair~~man~~. This commission shall abide by the provisions of this title, the Local Land Use Planning Act, and shall also adopt bylaws as required.

C. Terms of Office: Position A shall first expire September 30, 2023, and then every three (3) years thereafter. Positions B and C shall expire September 30, 2024, and every three (3) years thereafter. Positions D and E shall expire September 30, 2025, and every three (3) years thereafter. Appointment to complete the term of a vacated position or appointment to a new term shall be done by motion and order of the Board of Bonner County Commissioners.

D. Jurisdiction: The Zoning Commission shall be responsible for holding quasi-judicial hearings required by this title and Idaho Code for applicant initiated land use requests. ~~When requested by staff, by a majority of the Zoning Commission members, or by the Board of Bonner County Commissioners, the Zoning Commission or Board of Bonner County Commissioners may appoint a hearings examiner in accordance with Idaho Code section 67-6520 upon approval by the Board of Bonner County Commissioners.~~

12-131: COMPLAINTS OF VIOLATION

When a violation of this title occurs, or is alleged to have occurred, any person may file a written complaint on a form provided by the department. The form may be submitted electronically or in person to the Planning Department. The complaint shall state fully the causes and basis for the complaint and shall be filed with the planning director. The planning director has the authority to investigate and take actions on the complaint as provided in

this title. The planning director may also dismiss the complaint based upon a finding that there is insufficient evidence that a violation exists.

12-214: PROCEDURES FOR AMENDMENTS TO THIS TITLE:

B. ~~Notices and public hearings shall be provided in accordance with section 12-268 of this chapter. At least twenty two (22) days prior to the hearing, notice of the time and place of the hearing and a summary of the proposed amendment shall be published in the official newspaper or paper of general circulation within the jurisdiction. Notice shall also be made available to other papers, radio and television stations serving the jurisdiction for use as a public service announcement. A record of the hearing, the findings made, and actions taken shall be maintained.~~

C. When a hearing is required before the Planning Commission as prescribed in this section, the Planning Commission shall produce written findings and recommendations and transmit them to the Board of County Commissioners. ~~within thirty (30) working days of the date of the hearing. This time limit may be extended or modified by written consent of the Board of County Commissioners. Failure of the Planning Commission to issue a decision within the time period prescribed in this section shall be deemed a denial or a recommendation of denial. The Board of County Commissioners, prior to taking action on the amendment, may conduct a public hearing using the same notice and hearing procedures as the Planning Commission.~~ The Board of County Commissioners shall not hold a public hearing, give notice of a proposed hearing nor take action on the proposed amendment until recommendations have been received from the Planning Commission. ~~or thirty (30) working days have passed and the Planning Commission has failed to transmit its findings and recommendations to the Board. If the Board fails to act within twenty (20) working days of the first day it could take action, such inaction shall be deemed an approval of the Planning Commission's recommendation.~~

D. If the Board of County Commissioners approves an amendment, the amendment shall then be made a part of this title by passage of an appropriate ordinance.

E. When a hearing is required before the Zoning Commission as prescribed in this section, the Zoning Commission shall produce written findings and recommendations and transmit them to the Board of County Commissioners ~~within thirty (30) working days of the date of the hearing. This time limit may be extended or modified by written consent of the Board of County Commissioners. Failure of the Commission to issue a decision within the time period prescribed in this section shall be deemed a denial or a recommendation of denial.~~ The Board of County Commissioners, prior to taking action on the amendment, may conduct a public hearing using the same notice and hearing procedures as the Planning Zoning Commission. ~~The Board of County Commissioners shall not hold a public hearing, give notice of a proposed hearing nor take action on the proposed amendment until recommendations have been received from the Zoning Commission or thirty (30) working days have passed and the Planning Commission has failed to transmit its findings and recommendations to the Board. If the Board fails to act within twenty (20) working days of the first day it could take action, such inaction shall be deemed an approval of the Zoning Commission's recommendation.~~

12-217: PUBLIC HEARINGS, NOTICE OF:

Notices and public hearings shall be provided in accordance with section 12-268 of this chapter, pursuant to Idaho Code section 67-6512. ~~When notice is required to two hundred (200) or more property owners or purchasers of record, in lieu of the mail notification, three (3) notices in the official newspaper or paper of general circulation is sufficient; provided, that the third notice appears no later than ten (10) days prior to the public hearing.~~

12-224: PUBLIC HEARINGS AND NOTICES:

Notices and public hearings shall be provided in accordance with section 12-268 of this chapter, pursuant to Idaho Code section 67-6512. ~~When notice is required to two hundred (200) or more property owners or purchasers of record, in lieu of the mail notification, three (3) notices in the official newspaper or paper of general circulation is sufficient; provided, that the third notice appears no later than ten (10) days prior to the public hearing.~~

12-232: GENERAL PROVISIONS:

A variance is a modification of the bulk and placement requirements of this title as to lot or parcel size, lot coverage, width, depth, ~~front yard, side yard, rear yard,~~ setbacks, parking space size, ~~height of buildings,~~ or other provisions of this title affecting the size or shape of a structure or the placement of a structure upon a lot or parcel, or the size of the lot or parcel.

12-235: PUBLIC HEARING AND NOTICES:

Notices and public hearings shall be provided in accordance with section 12-268 of this chapter, pursuant to Idaho Code section 67-6512. ~~When notice is required to two hundred (200) or more property owners or purchasers of record, in lieu of the mail notification, three (3) notices in the official newspaper or paper of general circulation is sufficient; provided, that the third notice appears no later than ten (10) days prior to the public hearing.~~

12-238: ADMINISTRATIVE VARIANCES:

A. The Director may grant a variance, as an administrative decision, of up to twenty percent (20%)~~thirty percent (30%)~~ of a modification of the bulk and placement requirements of this title as to lot or parcel size, lot coverage, width, depth, ~~front yard, side yard, rear yard,~~ setbacks, parking space size, ~~height of buildings,~~ or other provisions of this title affecting the size or shape of a structure or the placement of a structure upon a lot or parcel, or the size of the lot or parcel.

B. The applicant shall submit an application for administrative variance along with the appropriate fee.

C. The application shall be processed as follows:

1. Application And Administrative Requirements: A site plan and application shall be submitted for review together with all appropriate fees as established by the adopted fee schedule. The burden of proof lies upon the applicant to show whether characteristics of the site conform to the standards in section 12-234 of this subchapter.

2. Area Of ~~City~~ Impact: If the property is located in an area of ~~city~~ impact, the County shall notify the affected city and allow the required amount of time for a response.

3. Notifications: Upon acceptance of an application, and while in an Area of Impact ACI review, if appropriate, the Director shall provide notification in accordance with section 12-268 of this chapter. ~~by mail of the variance request to the owners of parcels within three hundred feet (300') of the external boundaries of the parcel and shall provide such~~

~~individuals a period of twenty-one (21) calendar days from the date of the mailing to submit comments concerning the proposed variance.~~

4. Action On Application: Based on the comments from staff, agency, and those from affected property owners, the Planning Director shall review the proposed request and shall either approve, approve subject to conditions, or deny the application per section 12-234 of this subchapter within ~~seven (7)~~ ten (10) working days from the end of the ~~twenty-one (21) day~~ comment period. Alternatively, the Planning Director may, at any time during this review, forward the application to the Zoning Commission for a public hearing and decision in accordance with the public hearing process in section 12-267 of this chapter. In considering comments, the ~~pPlanning d~~Director shall evaluate whether granting the variance will be consistent with the standards listed in section 12-234, ~~“Variances, Standards For Review Of Applications”,~~ of this subchapter.

12-247: PROCEDURE FOR REVIEW OF SPECIAL USE PERMIT:

A. On receipt of a completed application for a special use permit, the planning director shall schedule a public hearing before the Hearing Examiner or Zoning Commission ~~board~~ for the next available meeting, allowing time for the requirement for notice and staff and agency review.

B. ~~Notices and public hearings shall be provided in accordance with section 12-268 of this chapter. At a minimum, the planning director shall provide public hearing notice to adjacent property owners as set forth in subsection 12-244E of this subchapter, notifying them of the public hearing. These letters shall be sent by U.S. mail, at least fifteen (15) days prior to the date of the hearing and shall include a description of the proposed special use, and the date, time and place of the public hearing. The planning director shall also send the public hearing notice to be sent to those public agencies that may be affected by the proposed special use.~~

~~C. The planning director shall have notice of the public hearing published in one issue of the official county newspaper at least fifteen (15) days prior to the date of the public hearing. This notice shall contain a description of the proposed special use, and the date, time and place of the public hearing. The planning director shall have the notice of public hearing posted in a prominent place on the property at least one week prior to the date of the public hearing.~~

12-261: ADMINISTRATIVE APPEALS:

A. Any determination made by the Planning Director in the administration of the provisions of this title may be appealed to the Board by paying the required fee and notifying the Planning Director in writing of the intent to appeal within ten (10) working days from the date of the determination. Within ten (10) working days of receipt of an appeal, the Planning Director shall schedule a meeting with the Board to hear the appeal and shall provide written notice to the appellant of the time and place of the meeting. The meeting shall be held no sooner than fifteen (15) and no later than forty five (45) calendar days of receipt of the appeal. The Planning Director and appellant shall be provided an opportunity to present the relevant issues to the Board at that meeting. The appellant bears the burden of proof and may be responsible for costs incurred for producing such proof, including engineering or surveying documents or other evidence. The Board's decision shall be final, and further recourse of the appellant shall be as provided by Idaho Code. If no appeal to the Board is filed, the Planning Director's decision shall be deemed final.

~~B. An administrative appeal shall not be granted if it would function as a grant of special privilege or provide an exception to the regulations contained within this title.~~

12-262: APPEALS FROM FINAL DECISION OF ZONING COMMISSION/HEARING EXAMINER:

A. Presentation Of Appeal: Any "affected person", as defined by Idaho Code title 67, chapter 65, may appeal to the Board any final decision by the Zoning Commission/hearing examiner.

B. Filing Time Limit; Fee: Any affected person may file an appeal of the final decision of the Zoning Commission/hearing examiner with the Planning Director within twenty eight (28) days after the final written decision of the Zoning Commission/hearing examiner has been issued. The appellant shall pay the fee required by this title upon filing the appeal. An appeal shall not be considered to be filed until such fee has been paid. Failure to file the appeal within the time limits shall cause automatic dismissal of the appeal.

C. Notice of Appeal Contents: The notice of appeal shall be detailed in writing and shall provide the grounds for the appeal. The grounds for appeal shall be that the decision of the commission or hearing examiner was at a minimum one of the following:

1. In violation of constitutional or statutory provisions;
2. In excess of the statutory authority of the commission or hearing examiner;
3. Made upon unlawful procedure;
4. Arbitrary, capricious or an abuse of discretion; or
5. Not supported by substantial evidence on the record as a whole.

D. Procedures For Consideration Of Appeal:

1. Within sixty (60) days of the receipt of the appeal, the Board shall conduct a public hearing. The Board shall be conducted in the same manner using the same standards, as if the Board had original jurisdiction to hear the application.

affirm, reverse, or modify the decision of the Zoning Commission/hearing examiner, after compliance with applicable procedural standards.

3. The decision of the Board shall be final, and any further recourse shall be as provided by law.

E. Applicability: The appeal process shall be coordinated with administration of land use ordinances. The procedures for appeal set forth herein shall be applied in a manner which is consistent with the zoning, subdivision and related land use ordinances of Bonner County.

F. Decision: In the event of a tie vote or inability to gain a quorum due to a conflict of interest or abstention, the failure to gain an affirmative action by the Board is considered a final decision of denial of the appeal and the underlying decision shall be deemed the final decision of the Board.

12-263: RECONSIDERATION:

A. Reconsideration: Every applicant or affected person seeking judicial review of the Board's final decision must first file with the Board a motion for reconsideration of the Board's decision, specifying deficiencies in the decision within fourteen (14) days of the date of the decision, along with the applicable fee. A failure to seek reconsideration is also a failure to exhaust administrative remedies.

B. Initial Decision: The Board may consider the reconsideration motion as scheduled on an open business meeting agenda and determine whether to grant or deny the request. If the Board grants reconsideration in whole or in part, a hearing before the Board will be scheduled to address the specific deficiencies identified by the applicant or affected person and to allow interested persons to have an opportunity to be heard. If the Board denies the request for reconsideration, it shall promptly notify the parties in writing.

C. Public Notice On Hearing: Notice of the public hearing on the reconsideration, identifying the specific deficiencies alleged in the reconsideration request, will be provided as follows, including:

1. Notice To Agencies And Political Subdivisions: At least fifteen (15) days prior to the public hearing, the Director shall send notice to all political subdivisions providing services with the planning jurisdiction, including school districts and the manager or person in charge of the local public airport.

2. Legal Notice: At least fifteen (15) days prior to the public hearing, the Director shall publish a notice of the time and place in the official newspaper or paper of general circulation in the County.

3. Radius Notice: Will be provided in the same manner as originally provided on the application.

D. Decision: Following the hearing on the reconsideration, the Board may affirm, reverse or modify its prior decision and shall provide a written decision to the applicant and the affected person(s) within sixty (60) days of receipt of the request for reconsideration. If the Board fails to timely decide, the original decision of the Board will stand. In the event of a tie vote or inability to gain a quorum due to a conflict of interest or abstention, the failure to gain an affirmative action by the Board is considered a final decision of denial of the appeal and the underlying decision shall be deemed the final decision of the Board.

12-266: MODIFICATION OF TERMS AND CONDITIONS OF PERMIT APPROVAL:

A. The terms and conditions of the approval of any permit authorized or required in this title may be modified only by the Planning Director, Zoning Commission and/or Board as established in this section. This section applies to modifications of approved permits, including, but not limited to, conditional use permits, special use permits, variances, preliminary plats, final plats, lot line adjustments and planned unit developments.

B. Application for a modification of terms and conditions of approval shall be made to the Planning Department, on forms provided by the department, and accompanied by the fee specified in section [12-265](#) of this subchapter.

C. If applicable, a public hearing shall be scheduled and notice provided in accordance with the requirements for in section 12-268 of this subchapter the original permit issuance.

D. The Planning Director, Zoning Commission and/or Board shall consider the proposed modification in accordance with the requirements for the original permit application and shall confine the review to the proposed modification.

E. The Planning Director, Zoning Commission and/or Board shall render a decision in writing on the proposed modification in accordance with section 12-268 of this subchapter within five (5) working days after consideration of the proposal, and the decision shall conform to the procedures, standards and requirements pertaining to the original permit.

12-268: APPLICATION PROCESS, GENERAL PROVISIONS:

Applications submitted for action under the provisions of this title shall be processed as follows:

A. All applications shall be submitted with their required fees to the Planning Department.

B. The Planning Department shall have thirty (30) days to examine the application to determine its completeness, based on the requirements provided in this title for each type of application. The Board, by resolution, may extend the thirty (30) day time period when extenuating circumstances merit an extension.

C. The Planning Director shall inform the applicant in writing if the application is incomplete and specify the items or information necessary to complete the application.

D. Applications which involve broadband infrastructure shall be processed in accordance with Idaho Code 67-6540.

~~—D. When the Planning Director has determined the application is complete and in compliance with this title, the Planning Director shall send copies of the application to public agencies and entities that may be affected by the proposal, including, but not limited to, the Health District, fire districts, irrigation or drainage districts, sewer and water districts, school districts, solid waste and transportation agencies and fish and wildlife agencies. The notice shall be sent at least twenty two (22) days prior to the public hearing.~~

E. When the Planning Director has determined the application is complete and in compliance with this title, the Planning Director shall provide public hearing notice in accordance with the requirements of Idaho Code 67-6509 and 67-6511. Notice shall include publication, posting, and mailed notice to property owners or purchasers of record within the land being considered, within the distance specified in Table E-1 below, based on the zoning designation of the subject property. In addition to the minimum noticing requirements of Idaho Code, the County shall provide an additional fifteen (15) calendar days of notice prior to the public hearing.

Table E-1: Mailed Notice Distance Requirements Based on Subject Property Zoning

<u>Zoning Districts</u>	<u>Mailed Notice Distance</u>
<u>Forestry</u>	<u>2800 feet</u>
<u>Agricultural/Forestry</u>	<u>2800 feet</u>
<u>Rural</u>	<u>1400 feet</u>
<u>Suburban</u>	<u>300 feet</u>
<u>Commercial</u>	<u>300 feet</u>
<u>Industrial</u>	<u>300 feet</u>
<u>Rural Service Center</u>	<u>300 feet</u>
<u>Recreation</u>	<u>300 feet</u>
<u>Alpine Village</u>	<u>300 feet</u>

F E. Applications for permits within an Area of ~~City~~ Impact shall be noticed in accordance with the provisions of this subchapter and according to the agreements applicable area of impact agreement ~~for the individual community.~~

~~—F.—Reserved.~~

G. Any permit application which relates to a public school facility or public emergency facility shall receive priority consideration and shall be reviewed at the earliest reasonable time, regardless of the timing of its submission, relative to other applications.

H. The Governing Body may consider related permits concurrently at a single public hearing for the convenience of the applicants and the public.

I. When the Governing Body has made a final decision on an application, the Planning Director shall provide notice to applicants of the final decision in writing within forty-five (45) ~~working~~ days of the date of the decision, unless otherwise specified by other provisions of this Title.

Staff Analysis:

The Planning Department evaluated administrative and procedural provisions of Bonner County Revised Code (BCRC) Title 12, Chapters 1 and 2, and identified areas where clarification and consistency were needed to strengthen transparency, ensure compliance

with state law, and improve public participation. Existing procedures for public noticing, appeals, reconsiderations, and administrative variances were dispersed across multiple sections of code, resulting in occasional inconsistencies in application, uncertainty for applicants and staff, and limited predictability for the public.

In coordination with the Prosecuting Attorney's Office, the Planning Department identified several specific issues requiring correction. These included inconsistent noticing standards across chapters, the absence of clear direction on how to resolve tie votes or lack of quorum, and uncertainty regarding the jurisdiction of the Planning Commission versus the Zoning Commission. These issues were presented in a workshop with the Board of County Commissioners on April 02, 2025. At that workshop, the Board made additional edits and directed staff to present the proposed changes to the Planning Commission.

The Planning Commission held its workshop on August 19, 2025, to review the draft amendment. During this meeting, staff outlined the proposed changes, emphasizing the benefits of consolidating notice requirements into Section 12-268, lowering the threshold for administrative variances to ensure substantive requests receive public hearings, and clarifying appeal and reconsideration procedures. The Commission crafted a small number of additional edits to improve clarity and consistency. At the conclusion of the workshop, the Planning Commission directed staff to schedule the amendment for a public hearing.

The proposed amendment is intended to standardize noticing practices, establish clear procedures for tie vote and quorum scenarios, and delineate the roles of the Planning Commission, Zoning Commission, and Board of County Commissioners. These revisions strengthen procedural fairness, improve transparency, and ensure compliance with the Local Land Use Planning Act (LLUPA).

ANALYSIS OF THE AMENDMENT AGAINST THE POLICIES OF THE COMPREHENSIVE PLAN:

BCRC 12-216: Evaluation of Amendment Proposals:

"Staff and the Governing Bodies shall review the particular facts and circumstances of each proposal submitted and shall determine whether there is adequate evidence that the proposal is not in conflict with the policies of the comprehensive plan."

Property Rights

1. Bonner County should follow the attorney general's checklist, proscribed at Idaho Code §67-8003 and provided in the "Property Rights" component of the county's comprehensive plan, for all land use decisions.
2. For all land use decisions, findings of fact and conclusions of law should be adopted that reflect the justifications for exactions, conditions and restrictions and should confirm that a taking of private property has not occurred.

3. The property rights of the applicant, adjoining and nearby landowners and future generations should be considered, as well as the short-term and long-term consequences of decisions.
4. Bonner County should review all rezoning requests (down-zoning and up-zoning) pursuant to the Idaho State Code, Title 67, Chapter 65 – Local Land Use Planning Act. The approval of conditional rezoning or denial of a request for rezoning may be subject to the regulatory taking analysis provided for by Idaho Code Section 67-8003.

Staff:

The amendment strengthens due process by centralizing public notice and application processing in 12-268, adding fifteen additional days beyond the state minimum and establishing mailed notice radii that scale by zoning district. The clarification of roles in 12-122 and 12-123 codifies the routing of applicant-initiated Comprehensive Plan map amendments to the Planning Commission and reserves other quasi-judicial hearings to the Zoning Commission or Hearing Examiner as appointed by the Board. Appeal and reconsideration procedures in 12-261, 12-262, and 12-263 set clear timelines, specify outcomes for tie votes or lack of quorum, and require written decisions. These items support the Attorney General checklist expectation for purpose, nexus, and proportionality and they facilitate timely findings that document why conditions or exactions are warranted.

The amendment does not change rezoning criteria or procedures directly and is therefore neutral to Policy 4, although the uniform noticing and appeal framework supports compliant rezoning processes under LLUPA. No policy conflicts were identified.

Population

1. Population projections should be analyzed regularly to determine if changes need to be made to the Comprehensive Plan goals, objectives and policies and/or the Zoning Ordinance to ensure that the public and community needs are being met through land use decisions.
2. Population forecasts and census data should be used to evaluate housing and school needs, and impacts to the transportation system and other county services.
3. Bonner County should cooperate with its incorporated cities and neighboring counties to address growth challenges within the ACI areas and coordinate planning efforts whenever possible.

Staff:

The amendment creates consistent intake, completeness, noticing, and decision timelines in 12-268 that make it easier to incorporate current population information during hearings. Zone specific mailed notice radii recognize lower densities in rural and resource zones and help capture a wider set of potentially affected residents. Section 12-268 includes Area of City Impact noticing provisions and directs conformance with applicable ACI agreements, which supports interjurisdictional

coordination with cities and neighboring counties. The amendment does not mandate population study updates or add new demographic analysis requirements and is therefore supportive but indirect with respect to Policies 1 and 2.

School Facilities & Transportation

1. Current data regarding school capacity and transportation issues as provided by the School Districts will be included in the assessment of all land use proposals.
2. Bonner County should examine the impacts of land use proposals to the school system and should seek mitigation from developers such as providing facilities, safety features, fees or other measures as permitted by Idaho Code, to address the impact of the proposals.

Staff:

Section 12-268 requires standardized notice that is consistent with Idaho Code and adds additional notice time. The reconsideration process in 12-263 expressly calls for agency and political subdivision notice, which includes school districts. Section 12-268(G) prioritizes review of public school facilities and public emergency facilities. These provisions support early identification of capacity and transportation concerns and help the County document and, when appropriate, condition approvals to mitigate impacts. No conflicts identified.

Economic Development

1. Small scale cottage businesses and home occupations should be allowed in all areas of the county. Reasonable conditions on such uses should be set to minimize adverse impacts to the neighborhood based on factors including, but not limited to, hours of operation and traffic volume generated by the business.
2. Develop land use regulations to allow Bonner County's agricultural heritage to be maintained by enabling local food production, distribution, congregation, and retail sales. Examples include community gardens, school gardens, farm related education programs, farmers or public markets, and other small-scale, collaborative initiatives.
3. Develop standards for commercial and industrial development that are appropriate for the surrounding community, including: appropriate site sizes, use types, buffering and design standards that encourage both attractive and efficient function, while protecting the environment.
4. Review and update land use regulations for employee housing to support the goal of enabling this use in proximity to commercial, industrial and agricultural uses.

Staff:

The amendment improves predictability and transparency process for applicants and neighbors by consolidating notice, clarifying hearing bodies, and establishing decision timelines. This can reduce uncertainty for small businesses and agricultural

enterprises without changing the underlying permission structure. The ability in 12-268(H) for the governing body to consider related permits concurrently can shorten total processing time for integrated projects. Lowering administrative variance authority to twenty percent in 12-238 may move more proposals to hearing, which increases public input but can extend timelines for minor dimensional adjustments. The amendment does not directly revise standards for commercial, industrial, or employee housing. Support is largely procedural and there is no direct conflict with the policies.

Land Use

1. Commercial and industrial uses, in areas identified in the Comprehensive plan suitable for such development, should be unconditionally permitted. Evaluation of suitability should be based on availability of urban services, adequate access to hard surfaced publicly maintained roads and other factors that may impact the surrounding community.
2. Commercial and industrial uses may be conditionally permitted in areas not identified for such uses in the Comprehensive Plan if a critical review of the proposed use determines that with appropriate conditions the use will not adversely impact the surrounding area.

Staff:

The amendment clarifies the respective jurisdiction of the Planning Commission and the Zoning Commission, consolidates public notice language under 12-268, and standardizes appeal and reconsideration processes. These procedural elements support the consistent application of unconditional and conditional use frameworks and help ensure that required findings regarding services, access, and neighborhood compatibility are made on the record. The amendment does not alter the map of suitable areas or change use allowances and is therefore substantively neutral while procedurally supportive.

Natural Resources

1. Watershed standards should be employed in land use codes to protect water quality.
2. Best management practices for waterway setbacks should be instituted to reduce erosion and sedimentation into waterways.
3. Development standards should be designed to encourage clustered development resulting in the preservation of open space and wildlife habitat.
4. Bonner County should recognize its critical wildlife habitat and create development standards to protect these areas and mitigate development impacts to these habitats.

5. Protect water quality by creating standards for development in close proximity to shorelines.
6. Productive farmland, timberland and mining lands should be identified and protected from adverse effects of adjoining developments.

Staff:

The amendment does not create or modify environmental performance standards. It supports consistent application of existing standards by centralizing application processing and notice in 12-268 and by clarifying decision roles and appeal routes. The reduction of administrative variance authority to twenty percent may shift more clustered or setback related relief into public hearings, which can improve the public record on resource considerations but may add time and cost to certain designs. Overall, the relationship is procedural and supportive, and no conflict with the policies is identified.

Hazardous Areas

1. Flood mitigation standards should be adopted that meet or exceed the National Flood Insurance Program minimum requirements.
2. Residential, commercial or industrial development within the floodway should be discouraged.
3. Fill within the floodplain should be discouraged.
4. The county's wildland fire, urban/wildland interface policies and plans should be integrated into development standards.
5. Excessive slopes should be identified and development discouraged by providing lower densities within these areas.
6. Multiple points of ingress/egress should be considered for large developments.
7. Development should be avoided in avalanche zones.

Staff:

The amendment does not set new hazard area standards. It improves the procedures by which such standards are applied through earlier and broader notice, clearer hearing body jurisdiction, and defined appeal and reconsideration timelines. These changes can enhance agency participation from floodplain, fire, and transportation providers and support defensible findings on hazard avoidance and mitigation. Relationships are procedural and supportive, with no conflicts identified.

Public Services, Facilities & Utilities

1. Encourage high-density development to take place within the boundaries of existing sewer and water areas.
2. Bonner County should seek comment from existing service providers on their ability to serve future developments without adversely impacting the ability of the utility providers to serve current users.
3. Bonner County should provide adequate facilities for responsible disposal of solid waste to protect the health and welfare of the public as well as the County's natural resources.

Staff:

Section 12-268 standardizes notice and provides additional lead time, which supports provider comment on capacity and service impacts. The amendment is neutral regarding density or the creation of public facilities. It aids coordination by clarifying timelines and decision points, allowing service providers to participate more effectively. No conflicts identified.

Transportation

1. A long-term transportation system plan should be developed and regularly updated to ensure reasonable levels of service can be maintained in the future, and that needs for future road extensions or transportation corridors are identified as early as possible.
2. Development in areas that are not served by county standard roads or where transportation is inadequate should be discouraged.
3. Bike and pedestrian trails should be considered in development proposals to connect the communities with existing and planned bike and walking paths wherever possible.

Staff:

The amendment creates a clearer and more predictable record for each application by defining completeness review, noticing, hearing bodies, and written decision timelines. This record supports transportation planning and level of service evaluations and provides a platform for bike and pedestrian connectivity considerations during review. The amendment does not change transportation adequacy thresholds or require non-motorized facilities and is therefore supportive in a procedural manner.

Recreation

1. Bonner County is encouraged to develop a waterways and park access program to preserve and develop access to public recreational lands and waterways. The program should include retaining access parcels that may be acquired from tax sales or private donations.
2. A plan for a system of green belts and pathways (bike and pedestrian) should be considered as areas develop, so that a connected system can be developed and preserved.
3. Under no circumstances, will Bonner County require access easements on private property as a condition of development. This policy does not preclude providing voluntary incentives to developers in return for access easements.

Staff:

The amendment does not create recreation programs or require access dedications. It supports early identification of recreation related issues through standardized notice and clearer hearing bodies. There is no conflict with Policy 3 since the amendment does not authorize required access easements on private property. Relationships are procedural and supportive.

Special Areas or Sites

1. A generalized map of the known pre-historic and historic sites should be developed so that future developments are aware of special areas of concern and are connected with the historical society and Native American tribes for appropriate preservation and protection.
2. Bonner County should implement road side development standards for recognized scenic byways to protect the view sheds.
3. Special areas should be recognized and addressed when development is proposed in these areas.

Staff:

The amendment is neutral with respect to creating maps or adopting scenic byway design standards. It supports consistent recognition and review of special areas by clarifying notice, hearing, appeal, and reconsideration procedures. No conflicts identified.

Housing

1. Encourage development of a variety of housing options including mobile home parks, tiny home communities and recreational vehicle parks located in areas that are compatible with their density.

2. Work with municipalities and private parties to find solutions for all types of housing projects and developments.
3. Clustering of housing in developments to save on infrastructure and transportation costs should be encouraged through mechanisms such as density bonuses.
4. Bonner County recognizes opportunities should be made for assisted living and group shelters.
5. Enable workforce housing in direct proximity to agricultural, commercial and industrial uses.

Staff:

The amendment does not change housing allowances or incentives. Predictable processes and clear appeal routes can reduce uncertainty for a range of housing proposals, including workforce and special needs housing. The reduction of administrative variance allowance may channel more clustered housing requests into public hearings, which can improve the record but may extend timelines. Relationships are procedural and supportive, with no policy conflicts identified.

Community Design

1. To promote and preserve the natural features and rural atmosphere of the community, the county should enact development standards that address development within scenic byways and design standards that account for waterfront setbacks, wildlife corridors, commercial and industrial landscaping, requirements for reduced lighting, cluster development, rural rather than urban setback standards and other design objectives aimed at preserving the rural, natural character of the community.
2. Allow unique and flexible design standards such that new development within older neighborhoods and historic settlements is compatible with those unique neighborhoods.
3. Allow particularized design standards to address waterfront and mountaintop developments which may differ from standard design objectives.

Staff:

The amendment clarifies variance, notice, and appeal procedures, which improves the fairness and predictability of applying design related standards where they already exist. It does not adopt or revise specific design standards. The relationship is supportive and procedural, with no conflicts identified.

Agriculture

1. Residential uses should continue being permitted in Agricultural zoning districts.

2. Protect agricultural uses and activities from land use conflicts or interference created by residential, commercial or industrial development
3. Land use regulations should support home occupations, cottage industries and farm-based family businesses on agricultural parcels. Examples include farm stands and other agri-business pursuits.
4. Bonner County acknowledges the provisions of Idaho State's Right to Farm Act. Those shall be considered in the land use decisions.

Staff:

The amendment clarifies variance, notice, and appeal procedures, which improves the fairness and predictability of applying design related standards where they already exist. It does not adopt or revise specific design standards. The relationship is supportive and procedural, with no conflicts identified.

Staff Conclusion:

BCRC 12-216: Evaluation of Amendment Proposals:

"Staff and the Governing Bodies shall review the particular facts and circumstances of each proposal submitted and shall determine whether there is adequate evidence that the proposal is not in conflict with the policies of the comprehensive plan."

Planner's Initials: AF

Date: September 9, 2025

Note: The final decision rests with the governing body after the completion of the public hearing and consideration of all relevant oral and written testimony and evidence.

Motion by the Governing Body:

PLANNING COMMISSION

MOTION TO RECOMMEND APPROVAL: I move to recommend approval of this FILE AM0013-25 to amend Chapters 1 and 2 of Title 12, Bonner County Revised Code, as presented or 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. I further move 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.

MOTION TO RECOMMEND DENIAL: I move to recommend denial of this FILE AM0013-25 amend Chapters 1 and 2 of Title 12, Bonner County Revised Code, to the Board of County Commissioners, finding that it **is** in conflict with the policies of the Bonner County Comprehensive Plan.

Conclusion 1: The proposed amendment **is/ is not** in accord with Idaho Code, Title 31, Chapter 7.

Conclusion 2: The proposed amendment **is/ is not** in accord with Idaho Code Title 67, Chapter 65.

Conclusion 3: The proposed amendment **is/ 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. I further move 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.

Findings of Fact:

1. The Bonner County Planning Department has reviewed the proposed changes against Idaho Code and made amendments to better comply with the Idaho Code, specifically Title 67 Chapter 65, Local Land Use Planning.
2. The Board of County Commissioners is authorized by Idaho Code, Chapter 7, Title 31, to adopt ordinances, rules and regulations "...not repugnant to law, necessary for carrying into effect or discharging the powers and duties conferred by the laws of the state of Idaho, and such as are necessary or proper to provide for the safety, promote the health and prosperity, improve the morals, peace and good order, comfort and convenience of the county and the inhabitants thereof, and for the protection of property therein..."

The proposed ordinance making the above changes adds to the clarity intended in the interpretation of the Bonner County Revised Code and Bonner County Comprehensive Plan. These actions will further balance the provision of safety, health and prosperity while maintaining the protection of property, peace, good order, comfort and convenience of the county and its inhabitants.

3. The proposed changes are intended to provide clarification of the regulations, enabling the public and the staff to achieve the best results leading to greater understanding and use of the zoning ordinance.


The complete file is available for review in the Planning Department, 1500 Highway 2, Suite #208, Sandpoint, ID. Staff reports are available online prior to the scheduled hearing at www.bonnercountyid.gov Bonner County Revised Code (BCRC) is available at the Planning Department or online.

APPENDIX A – Notice of Public Hearing Record of Mailing

RECORD OF MAILING

Page 1 of 1

File Number: AM0013-25

Record of Mailing Approved By:  _____

Hearing Date: 9.16.25

I hereby certify that a true and correct copy of the "Notice of Public Hearing" was digitally transmitted or mailed (postage prepaid) on this **21st** day of **August 2025**.



Dylan Young, Hearing Coordinator

Assessor - Email

Bay Drive Recreation District - Email

Bonner County Airport Manager - Email

Bonner County EMS - Email

Bonner County Road & Bridge - Email

Bottle Bay Water & Sewer District - Email

City of Dover - Email

City of Hope - Email

City of Oldtown - Email

City of Priest River - Email

City of Spirit Lake - Email

Coolin-Cavanaugh Bay Fire District - Email

East Bonner Library - Email

Ellisport Bay Sewer - Email

GEM STATE MINER - U.S. Mail

Idaho Department of Environmental Quality (DEQ) - Email

Idaho Department of Lands - CDA - U.S. Mail

Idaho Department of Lands - Navigable Waters & Mining - Email

Idaho Department of Water Resources - IDWR - Email

Idaho Transportation Department- District I - Email

Kalispel Bay Sewer & Water - U.S. Mail

KPBX-FM 91 SPOKANE PUBLIC RADIO - U.S. Mail

Laclede Water District - Email

Lake Pend Oreille School District, #84 (Transportation) - Email

Little Blacktail Ranch Water Association - U.S. Mail

Northern Lights, Inc. - Email

Northside Fire District - Email

Panhandle Health District - Email

Priest Lake Public Library District - Email

Sagle Valley Water & Sewer - Email

Schweitzer Fire District - Email

Selkirk Fire, Rescue & EMS - Email

Southside Water & Sewer District - Email

Spokesman-Review - U.S. Mail

Swan Shores Sewer District - U.S. Mail

Tamarack Village Water & Sewer - U.S. Mail

Trestle Creek Sewer District - Email

U.S. Fish & Wildlife Service - Email

West Bonner County Cemetery District - Email

West Bonner Library - Email

West Pend Oreille Fire District - Email

Avista Utilities - Email

Bayview Water & Sewer - Email

BONNER COUNTY DAILY BEE - U.S. Mail

Bonner County Floodplain Review - Email

Bonner County Sheriff - Email

City of Clark Fork - Email

City of East Hope - Email

City of Kootenai - Email

City of Ponderay - Email

City of Sandpoint - Email

Coolin Sewer District - Email

Drainage District #7 - Email

East Priest Lake Fire District - Email

Garfield Bay Water & Sewer District - Email

Granite Reeder Water & Sewer District - Email

Idaho Department of Fish & Game - Email

Idaho Department of Lands - Coolin - Email

Idaho Department of Lands - Sandpoint - Email

Idaho Transportation Department (Aeronautics) - U.S. Mail

Independent Highway District - Email

Kootenai-Ponderay Sewer District - Email

KSPT-KPND-KIBR RADIO - U.S. Mail

Lake Pend Oreille School District, #84 (Admin Office) - Email

Lakeland Joint School District, #272 - Email

North of the Narrows Fire District - Email

Northland/Vyve Cable Television - Email

Outlet Bay Sewer District - Email

Pend Oreille Hospital District - Email

Priest Lake Translator District - Email

Sam Owen Fire District - Email

SELKIRK ASSOCIATION OF REALTORS - U.S. Mail

Selkirk Recreation District -Email

Spirit Lake Fire District - Email

State Historical Society - Email

Syringa Heights Water Association - Email

Timber Lake Fire District - Email

U.S. Army Corps of Engineers - Email

U.S. Forest Service - U.S. Mail

West Bonner County School District, #83 - Email

West Bonner Water & Sewer District - Email

West Priest Lake Fire District - Email

APPENDIX B – Public Agency Comments



Janna Brown <janna.brown@bonnercountyid.gov>

[EXT SENDER] RE: Bonner County Planning - File AM0013-25 Agency Review

1 message

DEQ Comments <deqcomments@deq.idaho.gov>

Thu, Aug 21, 2025 at 2:01 PM

To: Bonner County Planning Department <planning@bonnercountyid.gov>

Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422

www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Bonner County Planning Department <planning@bonnercountyid.gov>

Sent: Wednesday, August 20, 2025 12:27 PM

To: Alan Brinkmeier <alan.brinkmeier@bonnercountyid.gov>; Amber Burgess <clerk@ebsewerdistrict.com>; Army Corps of Engineers <CENWW-RD-CDA@usace.army.mil>; Avista Copr - Jay West <jay.west@avistacorp.com>; Avista Corp - Peggy George <peggy.george@avistacorp.com>; Becky Meyer <becky.meyer@lposd.org>; Bill Berg <billb@bbsewer.org>; Bonner County Assessors <assessorsgroup@bonnercountyid.gov>; BONNER COUNTY HISTORICAL SOCIETY AND MUSEUM <DIRECTOR@bonnercountyhistory.org>; Brenna Garro <Brenna.Garro@oer.idaho.gov>; Bryan Quayle <quaylelanduseconsulting@gmail.com>; Carrol Stejer <CASTEJER@gmail.com>; Bell, Chace <Chace.Bell@idwr.idaho.gov>; Chief Debbie Carpenter <chief@spiritleakefire.com>; City of Clark Fork <city@clarkforkidaho.org>; City of Dover <cityclerk@cityofdoveridaho.org>; City of East Hope Franck <easthope.city@gmail.com>; City of Hope <hopecityclerk@gmail.com>; City of Kootenai <cityclerk@cityofkootenai.org>; City of Oldtown <cityofoldtown@hotmail.com>; City of Priest River <layers@priestriver-id.gov>; City of Sandpoint Planning <cityplanning@sandpointidaho.gov>; cityclerk@spiritleakeid.gov; Colleen Johnson <CJohnson@kootenaiponderaysewerdistrict.org>; Coolin-Cavanaugh Bay Fire Protection District <coolinfirechief@gmail.com>; Craig Hill <craighill@hillsresort.com>; D1Permits <D1Permits@itd.idaho.gov>; dbrown@idl.idaho.gov; Dan McCracken <Dan.McCracken@deq.idaho.gov>; Dan Scholz <dan.scholz@nli.coop>; Dave Schuck <dave.schuck@bonnercountyid.gov>; Dean Davis <deandavis@sd83.org>; Kristie May <Kristie.May@deq.idaho.gov>; East Bonner Library <Amanda@ebonnerlibrary.org>; East Priest Lake Fire District <eastpriestlakefd@gmail.com>; Erik Sjoquist <esjoquist@idl.idaho.gov>; Federal Aviation Administration <Heather.pate@faa.gov>; Frankie Dunn <Frankiejedunn@hotmail.com>; Fritz Broschet <outletbaysewer@gmail.com>; Garfield Bay Water and Sewer District Clerk <garfieldbaywsd@hotmail.com>; Gavin Gilcrease <ggilcrease@sandpointidaho.gov>; Dan Everhart <Dan.Everhart@ishs.idaho.gov>; DEQ Comments <deqcomments@deq.idaho.gov>; Independent Hwy Dist - Julie Bishop <ihdclerk@gmail.com>; Robert Beachler <robert.beachler@itd.idaho.gov>; ITD - Stacy Simkins <stacy.simkins@itd.idaho.gov>; Jack Schenck <Jack.schenck@vyvebb.com>; Jamie Brown <jamieb@inlandpower.com>;

Janice Best <janicesb@televar.com>; Jason Johnson <jason.johnson@bonnercountyid.gov>; Jason Kimberling <jason.kimberling@itd.idaho.gov>; Jeff Lindsey <jeff.lindsey@bonnercountyid.gov>; Jessie Roe <BWSD637@gmail.com>; joekren@sd83.org; Jordan Brooks <coolinsewer@gmail.com>; Karen Quenell <kquenell@northsidefire.org>; Kayleigh Miller <kimiller@ponderay.org>; kbsd sewer <kbsdpl@hotmail.com>; Ken Flint <ken_flint@tcenergy.com>; Kenny Huston <kenny.huston@oer.idaho.gov>; Kim Hoodenpyle <kjh5345@gmail.com>; Kim Spacek <kimspacek@sd83.org>; Kimberly Hobson <Kimberly.Hobson@itd.idaho.gov>; Laclede Water District <info@lacedewaterdistrict.org>; Lakeland Joint School District #272 <cpursley@lakeland272.org>; Lisa Rosa <hr@ebonnerlibrary.org>; Matt Diel <matt.diel@lposd.org>; Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>; Midas Water <midaswatercorp@gmail.com>; Mike Ahmer <mahmer@idl.idaho.gov>; Mike Schacht <firedept@clarkforkidaho.org>; Natural Resource Conservation Service - Greg Becker <greg.becker@id.usda.gov>; Navy - Glynis Casey <glynis.casey@navy.mil>; North of the Narrows Fire District <Huckbay2501@gmail.com>; Northern Lights <kristin.mettke@nli.coop>; Northern Lights - Clint Brewing <clint.brewington@nli.coop>; Northside Water and Syringa Heights Water Association <allwater49@outlook.com>; Oden Water Association - Carla Poelstra <odenwater@gmail.com>; Pend Oreille Hospital District <kim.kichenmaster@bonnergeneral.org>; PHD <EApplications@phd1.idaho.gov>; Priest Lake Public Library District <plplibrary@hotmail.com>; Richard Hash <Rich.hash2022@gmail.com>; Road & Bridge - Matt Mulder <matt.mulder@bonnercountyid.gov>; Ryan Zandhuisen <rzandhuisen@idl.idaho.gov>; Sagle Valley Water & Sewer District <markc@smartplugs.com>; Sagle Valley Water and Sewer District <saglewatersewer@gmail.com>; Sam Owen Fire Rescue Sam Owen Fire Rescue <sofd@wow-tel.net>; Sam Ross <sam.ross@nli.coop>; Sarah Gilmore <sgilmore@sandpointidaho.gov>; School District 84 Transportation - James Koehler <james.koehler@lposd.org>; SCHWEITZER FIRE DISTRICT <SchweitzerFireDistrict@gmail.com>; Selkirk Association of Realtors <danielle@selkirkaor.com>; Selkirk Recreation District <elgar@whoi.edu>; Sheryl Austin <granitereeder@gmail.com>; SOURDOUGH POINT OWNERS ASSOCIATION <sourdoughpoint@hotmail.com>; Southside Water and Sewer <southsidewaterandsewer@swsdidaho.org>; Steve Elgar <selgar@mac.com>; Superintendent School Dist 84 <kelly.fisher@lposd.org>; Symone.legg@itd.idaho.gov; TC Energy / TransCanada <US_crossings@tcenergy.com>; Teresa Decker <Huckleberryhoa@gmail.com>; Teresa Decker <huckbayutilities01@gmail.com>; Teresa Zamora <utilities@stoneridgeidaho.com>; Theresa Wheat <theresa@kootenai.org>; Tim Ventress <chventresswplvfd@hotmail.com>; Timberlake Fire District <Kwright@timberlakefire.com>; Tom Renzi <eplfdchief@gmail.com>; US Fish & Wildlife Services <fw1idahoconsultationrequests@fws.gov>; West Bonner Library <meagan@westbonnerlibrary.org>; West Pend Oreille Fire District <wpofd1@gmail.com>
Cc: Alexander Feyen <alexander.feyen@bonnercountyid.gov>; Jacob Gabell <jake.gabell@bonnercountyid.gov>
Subject: Bonner County Planning - File AM0013-25 Agency Review

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please review the application relative to your agency's area of expertise and include any recommended conditions of approval and supporting code sections. Please see attached for details.

Dylan Young

Bonner County Planning Department

Hearing Coordinator

208-265-1458

Now Live: Apply for Your Building Location Permit Online!

We're making building easier! You can now apply for your **Building Location Permit** quickly and securely through our **new citizen online portal**, available 24/7 from the comfort of your home or office. You can also apply on one of the kiosks provided in the Planning Department office, located in the County Administrative Building, Suite 208.

Fast & easy application process

Track your permit status in real time

Upload documents directly

[Online Application Guide](#)

Visit <https://bonnercountyid-energovweb.tylerhost.net/apps/selfservice#/home> to get started today!

Effective July 1, 2025, all Building Location Permits must be applied for through the online citizen portal and we will no longer be accepting applications sent via email or printed paper applications. Have questions? Call 208-265-1458, our team is ready to help.

Build smarter. Apply online.



Dylan Young <dylan.young@bonnercountyid.gov>

Bonner County Planning - File AM0013-25 Agency Review

Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>
To: Bonner County Planning Department <planning@bonnercountyid.gov>

Fri, Sep 5, 2025 at 1:54 PM

Hi Dylan,

The Idaho Department of Fish and Game does not have any comments to submit for this application.

Thank you for the opportunity to review and comment.

Have a nice weekend,

Merritt Horsmon

Regional Technical Assistance Manager

Panhandle Region

2885 W. Kathleen Ave.

[Coeur d'Alene, ID 83815](#)

208.769.1414 office

208.251.4509 mobile

merritt.horsmon@idfg.idaho.gov



From: Bonner County Planning Department <planning@bonnercountyid.gov>

Sent: Wednesday, August 20, 2025 12:27 PM

To: Alan Brinkmeier <alan.brinkmeier@bonnercountyid.gov>; Amber Burgess <clerk@ebsewerdistrict.com>;
Army Corps of Engineers <CENWW-RD-CDA@usace.army.mil>; Avista Copr - Jay West
<jay.west@avistacorp.com>; Avista Corp - Peggy George <peggy.george@avistacorp.com>; Becky Meyer
<becky.meyer@lposd.org>; Bill Berg <billb@bbsewer.org>; Bonner County Assessors <assessorsgroup@>

bonnercountyid.gov>; BONNER COUNTY HISTORICAL SOCIETY AND MUSEUM
<DIRECTOR@bonnercountyhistory.org>; Brenna Garro <Brenna.Garro@oer.idaho.gov>; Bryan Quayle
<quaylelanduseconsulting@gmail.com>; Carrol Stejer <CASTEJER@gmail.com>; Bell, Chace
<Chace.Bell@idwr.idaho.gov>; Chief Debbie Carpenter <chief@spiritleakefire.com>; City of Clark Fork
<city@clarkforkidaho.org>; City of Dover <cityclerk@cityofdoveridaho.org>; City of East Hope Franck
<easthope.city@gmail.com>; City of Hope <hopecityclerk@gmail.com>; City of Kootenai
<cityclerk@cityofkootenai.org>; City of Oldtown <cityofoldtown@hotmail.com>; City of Priest River
<layers@priestriver-id.gov>; City of Sandpoint Planning <cityplanning@sandpointidaho.gov>;
cityclerk@spiritleakeid.gov; Colleen Johnson <CJohnson@kootenaiponderaysewerdistrict.org>; Coolin-
Cavanaugh Bay Fire Protection District <coolinfirechief@gmail.com>; Craig Hill <craighill@hillsresort.com>;
D1Permits <D1Permits@itd.idaho.gov>; dbrown@idl.idaho.gov; Dan McCracken
<Dan.McCracken@deq.idaho.gov>; Dan Scholz <dan.scholz@nli.coop>; Dave Schuck
<dave.schuck@bonnercountyid.gov>; Dean Davis <deandavis@sd83.org>; Kristie May
<Kristie.May@deq.idaho.gov>; East Bonner Library <Amanda@ebonnerlibrary.org>; East Priest Lake Fire District
<eastpriestlakefd@gmail.com>; Erik Sjoquist <esjoquist@idl.idaho.gov>; Federal Aviation Administration
<Heather.pate@faa.gov>; Frankie Dunn <Frankiejduhn@hotmail.com>; Fritz Broschet
<outletbaysewer@gmail.com>; Garfield Bay Water and Sewer District Clerk <garfieldbaywsd@hotmail.com>;
Gavin Gilcrease <ggilcrease@sandpointidaho.gov>; Dan Everhart <Dan.Everhart@ishs.idaho.gov>; DEQ
Comments <deqcomments@deq.idaho.gov>; Independent Hwy Dist - Julie Bishop <ihdclerk@gmail.com>; Robert
Beachler <robert.beachler@itd.idaho.gov>; ITD - Stacy Simkins <stacy.simkins@itd.idaho.gov>; Jack Schenck
<Jack.schenck@vyvebb.com>; Jamie Brown <jamieb@inlandpower.com>; Janice Best
<janicesb@televar.com>; Jason Johnson <jason.johnson@bonnercountyid.gov>; Jason Kimberling
<jason.kimberling@itd.idaho.gov>; Jeff Lindsey <jeff.lindsey@bonnercountyid.gov>; Jessie Roe
<BWSD637@gmail.com>; joekren@sd83.org; Jordan Brooks <coolinsewer@gmail.com>; Karen Quenell
<kquenell@northsidefire.org>; Kayleigh Miller <klmiller@ponderay.org>; kbsd sewer <kbsdpl@hotmail.com>;
Ken Flint <ken_flint@tcenergy.com>; Kenny Huston <kenny.huston@oer.idaho.gov>; Kim Hoodenpyle
<kjh5345@gmail.com>; Kim Spacek <kimspacek@sd83.org>; Kimberly Hobson
<Kimberly.Hobson@itd.idaho.gov>; Laclede Water District <info@lacedewaterdistrict.org>; Lakeland Joint
School District #272 <cpursley@lakeland272.org>; Lisa Rosa <hr@ebonnerlibrary.org>; Matt Diel
<matt.diel@lposd.org>; Horsmon, Merritt <merritt.horsmon@idfg.idaho.gov>; Midas Water
<midaswatercorp@gmail.com>; Mike Ahmer <mahmer@idl.idaho.gov>; Mike Schacht
<firedept@clarkforkidaho.org>; Natural Resource Conservation Service - Greg Becker
<greg.becker@id.usda.gov>; Navy - Glynis Casey <glynis.casey@navy.mil>; North of the Narrows Fire District
<Huckbay2501@gmail.com>; Northern Lights <kristin.mettke@nli.coop>; Northern Lights - Clint Brewing
<clint.brewington@nli.coop>; Northside Water and Syringa Heights Water Association
<allwater49@outlook.com>; Oden Water Association - Carla Poelstra <odenwater@gmail.com>; Pend Oreille
Hospital District <kim.kichenmaster@bonnergeneral.org>; PHD <EHApplications@phd1.idaho.gov>; Priest Lake
Public Library District <plplibrary@hotmail.com>; Richard Hash <Rich.hash2022@gmail.com>; Road & Bridge -
Matt Mulder <matt.mulder@bonnercountyid.gov>; Ryan Zandhuisen <rzandhuisen@idl.idaho.gov>; Sagle Valley
Water & Sewer District <markc@smartplugs.com>; Sagle Valley Water and Sewer District
<saglewatersewer@gmail.com>; Sam Owen Fire Rescue Sam Owen Fire Rescue <sofd@wow-tel.net>; Sam Ross
<sam.ross@nli.coop>; Sarah Gilmore <sgilmore@sandpointidaho.gov>; School District 84 Transportation - James
Koehler <james.koehler@lposd.org>; SCHWEITZER FIRE DISTRICT <SchweitzerFireDistrict@gmail.com>; Selkirk
Association of Realtors <danielle@selkirkaor.com>; Selkirk Recreation District <elgar@whoi.edu>; Sheryl Austin
<granitereeder@gmail.com>; SOURDOUGH POINT OWNERS ASSOCIATION <sourdoughpoint@hotmail.com>;
Southside Water and Sewer <southsidewaterandsewer@swsdidaho.org>; Steve Elgar <selgar@mac.com>;
Superintendent School Dist 84 <kelly.fisher@lposd.org>; Symone.legg@itd.idaho.gov; TC Energy / TransCanada
<US_crossings@tcenergy.com>; Teresa Decker <Huckleberryhoa@gmail.com>; Teresa Decker
<huckbayutilities01@gmail.com>; Teresa Zamora <utilities@stoneridgeidaho.com>; Theresa Wheat
<theresa@kootenai.org>; Tim Ventress <chventresswplvfd@hotmail.com>; Timberlake Fire District
<Kwright@timberlakefire.com>; Tom Renzi <epfldchief@gmail.com>; US Fish & Wildlife Services
<fw1idahoconsultationrequests@fws.gov>; West Bonner Library <meagan@westbonnerlibrary.org>; West Pend
Oreille Fire District <wpofd1@gmail.com>

Cc: Alexander Feyen <alexander.feyen@bonnercountyid.gov>; Jacob Gabell <jake.gabell@bonnercountyid.gov>
Subject: Bonner County Planning - File AM0013-25 Agency Review

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments **BEFORE** you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please review the application relative to your agency's area of expertise and include any recommended conditions of approval and supporting code sections. Please see attached for details.

[Quoted text hidden]



Janna Brown <janna.brown@bonnercountyid.gov>

[EXT SENDER] Fwd: Bonner County Planning - File AM0013-25 Agency Review

1 message

Julie Bishop <ihdclerk@gmail.com>

Wed, Sep 3, 2025 at 9:07 AM

To: planning@bonnercountyid.gov

Cc: Brian Ivy <ihdcomsd2@gmail.com>, "David W. Miles II" <davidwmiles2@gmail.com>, Brett Engel <ihdbengel@gmail.com>

Good morning, Dylan,

Please see the comments on behalf of the District below.

Julie Bishop

Clerk/Administrative Assistant
Independent Highway District
PO Box 700
Ponderay, ID 83852
208-255-8121
Fax: 208-255-7804

----- Forwarded message -----

From: **Mel Bailey** <ihdm Bailey@gmail.com>

Date: Tue, Sep 2, 2025 at 10:44 PM

Subject: Re: Bonner County Planning - File AM0013-25 Agency Review

To: Julie Bishop <ihdclerk@gmail.com>

Julie,

The IHD has no other comments.

Thank you,

Mel Bailey

Chair/Commissioner
Independent Highway District
PO Box 700
Ponderay, ID 83852

On Tue, Sep 2, 2025, 11:26 AM Julie Bishop <ihdclerk@gmail.com> wrote:

Mel,

Please see Ryan's remarks below and let me know if you have any additional comments.

<https://www.bonnercountyid.gov/AM0013-25>

Julie Bishop

Clerk/Administrative Assistant
Independent Highway District
PO Box 700
Ponderay, ID 83852
208-255-8121
Fax: 208-255-7804

----- Forwarded message -----

From: **Ryan Luttmann** <RLuttmann@centurywest.com>

Date: Fri, Aug 29, 2025 at 4:19 PM

Subject: RE: Bonner County Planning - File AM0013-25 Agency Review

To: Julie Bishop <ihdclerk@gmail.com>

Hi Julie,

I have reviewed the Agency Review notice and the summary of the proposed changes. I have no comments.

Thank you,

Ryan



Ryan Luttmann, P.E. | Senior Project Manager

102 S Euclid Ave, Ste 107 | Sandpoint, ID 83864

208.946.4380 (direct) | 208.627.7775 (cell) | rluttmann@centurywest.com

www.centurywest.com

From: Julie Bishop <ihdclerk@gmail.com>

Sent: Monday, August 25, 2025 9:19 AM

To: Ryan Luttmann <RLuttmann@CenturyWest.com>

Subject: Fwd: Bonner County Planning - File AM0013-25 Agency Review

ALERT Our analysis shows that phishing attacks frequently exploit this domain. Be careful with this email.
Powered by TitanHQ.

Good morning, Ryan,

Forwarded for your review and comment.

Julie Bishop

Clerk/Administrative Assistant

Independent Highway District

PO Box 700

Ponderay, ID 83852

208-255-8121

Fax: 208-255-7804

----- Forwarded message -----

From: **Bonner County Planning Department** <planning@bonnercountyid.gov>

Date: Wed, Aug 20, 2025 at 12:27 PM

Subject: Bonner County Planning - File AM0013-25 Agency Review

To: Alan Brinkmeier <alan.brinkmeier@bonnercountyid.gov>, Amber Burgess <clerk@ebsewerdistrict.com>, Army Corps of Engineers <CENWW-RD-CDA@usace.army.mil>, Avista Copr - Jay West <jay.west@avistacorp.com>, Avista Corp - Peggy George <peggy.george@avistacorp.com>, Becky Meyer <becky.meyer@lposd.org>, Bill Berg <billb@bbsewer.org>, Bonner County Assessors <assessorsgroup@bonnercountyid.gov>, BONNER COUNTY HISTORICAL SOCIETY AND MUSEUM <DIRECTOR@bonnercountyhistory.org>, Brenna Garro <Brenna.Garro@oer.idaho.gov>, Bryan Quayle <quaylelanduseconsulting@gmail.com>, Carrol Stejer <CASTEJER@gmail.com>, Chace Bell <chace.bell@idwr.idaho.gov>, Chief Debbie Carpenter <chief@spirittlakefire.com>, City of Clark Fork <city@clarkforkidaho.org>, City of Dover <cityclerk@cityofdoveridaho.org>, City of East Hope Franck <easthope.city@gmail.com>, City of Hope <hopecityclerk@gmail.com>, City of Kootenai <cityclerk@cityofkootenai.org>, City of Oldtown <cityofoldtown@hotmail.com>, City of Priest River <layers@priestriver-id.gov>, City of Sandpoint Planning <cityplanning@sandpointidaho.gov>, cityclerk@spirittlakeid.gov>, Colleen Johnson <CJohnson@kootenaiponderaysewerdistrict.org>, Coolin-Cavanaugh Bay Fire Protection District <coolinfirechief@gmail.com>, Craig Hill <craighill@hillsresort.com>, D1Permits <D1Permits@itd.idaho.gov>, Dan Brown <dbrown@idl.idaho.gov>, Dan McCracken <Dan.McCracken@deq.idaho.gov>, Dan Scholz <dan.scholz@nli.coop>, Dave Schuck <dave.schuck@bonnercountyid.gov>, Dean Davis <deandavis@sd83.org>, DEQ - Kristie McEnroe <kristie.mcenroe@deq.idaho.gov>, East Bonner Library <Amanda@ebonnerlibrary.org>, East Priest Lake Fire District <eastpriestlakefd@gmail.com>, Erik Sjoquist <esjoquist@idl.idaho.gov>, Federal Aviation Administration <Heather.pate@faa.gov>, Frankie Dunn <Frankiejduhn@hotmail.com>, Fritz Broschet <outletbaysewer@gmail.com>, Garfield Bay Water and Sewer District Clerk <garfieldbaywsd@hotmail.com>, Gavin Gilcrease <gvgilcrease@sandpointidaho.gov>, ID State Historical Society - Dan Everhart <dan.everhart@ishs.idaho.gov>, Idaho Department of Environmental Quality <deqcomments@deq.idaho.gov>, Independent Hwy Dist - Julie Bishop <ihdclerk@gmail.com>, ITD - Robert Beachler <robert.beachler@itd.idaho.gov>, ITD - Stacy Simkins <stacy.simkins@itd.idaho.gov>, Jack Schenck <Jack.schenck@vyvebb.com>, Jamie Brown <jamieb@inlandpower.com>, Janice Best <janicesb@televar.com>, Jason Johnson <jason.johnson@bonnercountyid.gov>, Jason Kimberling <jason.kimberling@itd.idaho.gov>, Jeff Lindsey <jeff.lindsey@bonnercountyid.gov>, Jessie Roe <BWSD637@gmail.com>, Joe Kren <joekren@sd83.org>, Jordan Brooks <coolinsewer@gmail.com>, Karen Quenell <kquenell@northsidefire.org>, KayLeigh Miller <klmiller@ponderay.org>, kbsd sewer <kbsdpl@hotmail.com>, Ken Flint <ken_flint@tcenergy.com>, Kenny Huston <kenny.huston@oer.idaho.gov>, Kim Hoodenpyle <kjh5345@gmail.com>, Kim Spacek <kimspacek@sd83.org>, Kimberly Hobson <Kimberly.Hobson@itd.idaho.gov>, Laclede Water District <info@lacedewaterdistrict.org>, Lakeland Joint School District #272 <cpursley@lakeland272.org>, Lisa Rosa <hr@ebonnerlibrary.org>, Matt Diel <matt.diel@lposd.org>, Merritt Horsmon <merritt.horsmon@idfg.idaho.gov>, Midas Water <midaswatercorp@gmail.com>, Mike Ahmer <mahmer@idl.idaho.gov>, Mike Schacht <firedept@clarkforkidaho.org>, Natural Resource Conservation Service - Greg Becker <greg.becker@id.usda.gov>, Navy - Glynis Casey <glynis.casey@navy.mil>, North of the Narrows Fire District <Huckbay2501@gmail.com>, Northern Lights <kristin.mettke@nli.coop>, Northern Lights - Clint Brewing <clint.brewington@nli.coop>, Northside Water and Syringa Heights Water Association <allwater49@outlook.com>, Oden Water Association - Carla Poelstra <odenwater@gmail.com>, Pend Oreille Hospital District <kim.kichenmaster@bonnergeneral.org>, PHD <EHApplications@phd1.idaho.gov>, Priest Lake Public Library District <plplibrary@hotmail.com>, Richard Hash <Rich.hash2022@gmail.com>, Road & Bridge - Matt Mulder <matt.mulder@bonnercountyid.gov>, Ryan Zandhuisen <rzandhuisen@idl.idaho.gov>, Sagle Valley Water & Sewer District <markc@smartplugs.com>, Sagle Valley Water and Sewer District <saglewatersewer@gmail.com>, Sam Owen Fire Rescue Sam Owen Fire Rescue <sofd@wow-tel.net>, Sam Ross <sam.ross@nli.coop>, Sarah Gilmore <sgilmore@sandpointidaho.gov>, School District 84 Transportation - James Koehler <james.koehler@lposd.org>, SCHWEITZER FIRE DISTRICT <SchweitzerFireDistrict@gmail.com>, Selkirk Association of Realtors <danielle@selkirkraor.com>, Selkirk Recreation District <elgar@whoi.edu>, Sheryl Austin <granitereeder@gmail.com>,

SOURDOUGH POINT OWNERS ASSOCIATION <sourdoughpoint@hotmail.com>, Southside Water and Sewer <southsidewaterandsewer@swsdidaho.org>, Steve Elgar <selgar@mac.com>, Superintendent School Dist 84 <kelly.fisher@lposd.org>, Symone.legg@itd.idaho.gov <Symone.legg@itd.idaho.gov>, TC Energy / TransCanada <US_crossings@tcenergy.com>, Teresa Decker <Huckleberryhoa@gmail.com>, Teresa Decker <huckbayutilities01@gmail.com>, Teresa Zamora <utilities@stoneridgeidaho.com>, Theresa Wheat <theresa@kootenai.org>, Tim Ventress <chventresswplvfd@hotmail.com>, Timberlake Fire District <Kwright@timberlakefire.com>, Tom Renzi <eplfdchief@gmail.com>, US Fish & Wildlife Services <fw1idahoconsultationrequests@fws.gov>, West Bonner Library <meagan@westbonnerlibrary.org>, West Pend Oreille Fire District <wpofd1@gmail.com>

Cc: Alexander Feyen <alexander.feyen@bonnercountyid.gov>, Jacob Gabell <jake.gabell@bonnercountyid.gov>

Please review the application relative to your agency's area of expertise and include any recommended conditions of approval and supporting code sections. Please see attached for details.

Dylan Young

Bonner County Planning Department

Hearing Coordinator

208-265-1458

Now Live: Apply for Your Building Location Permit Online!

We're making building easier! You can now apply for your **Building Location Permit** quickly and securely through our **new citizen online portal**, available 24/7 from the comfort of your home or office. You can also apply on one of the kiosks provided in the Planning Department office, located in the County Administrative Building, Suite 208.

Fast & easy application process
Track your permit status in real time
Upload documents directly

Online Application Guide

Visit <https://bonnercountyid-energovweb.tylerhost.net/apps/selfservice#/home> **to get started today!**

Effective July 1, 2025, all Building Location Permits must be applied for through the online citizen portal and we will no longer be accepting applications sent via email or printed paper applications. Have questions? Call 208-265-1458, our team is ready to help.

Build smarter. Apply online.



AM13 PC 9.16.25 NOTICE.docx

84K



NOTICE OF PUBLIC HEARING

I hereby certify that a true and correct copy of this "Notice of Public Hearing" was digitally transmitted or mailed (postage prepaid) on this **21st** day of **August 2025**.

A handwritten signature in cursive script that reads "Dylan Young".

Dylan Young, Hearing Coordinator

This notice was mailed to political subdivisions, property owners within 300 feet of the subject property, and the media on **Thursday, August 21, 2025**.

NOTICE IS HEREBY GIVEN that the Bonner County Planning Commission will hold a public hearing at **4:30 pm** on **Tuesday, September 16, 2025**, in the Bonner County Administration Building, 1500 Highway 2, Sandpoint, Idaho, by Zoom teleconference, and YouTube Livestream to consider the following request:

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 (Planning Commission): 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 (Zoning Commission): 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 (Complaints of Violation): 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 (Administrative Variances): 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 (Special Use Permits): 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 (Administrative Appeals): 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 (Appeals from Final Decisions): 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 (Reconsideration): 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 (Modification of Terms): Clarifies noticing standards and decision timelines to ensure consistent decision making and notice standards.

12-268 (Application Process): 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.

For details regarding this application, Zoom teleconference, or YouTube livestream, visit the Planning Department web site at www.bonnercountyid.gov/departments/Planning. Staff reports are available online or may be viewed at the planning department approximately a week before the scheduled hearing.

Written statements must be submitted to the planning department record no later than seven (7) days prior to the public hearing. Written statements not exceeding one standard letter sized, single spaced page may be submitted at the public hearing. Statements can be sent to the Bonner County Planning Department at 1500 Highway 2, Suite 208, Sandpoint, Idaho 83864; faxed to 866-537-4935 or e-mailed to planning@bonnercountyid.gov. The referenced start time stated above reflects the beginning of the hearing. Specific file start time and hearing duration vary.

During the hearing for this application, the public will be given an opportunity to provide testimony and/or evidence regarding how the proposal does or does not comply with the applicable state statutes. At the close of the public hearing, the governing board will make a decision on the proposal that may include, but is not limited to, approval, denial, or continuance of the public 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 prior to the scheduled hearing.

If you have no comment or response, you may indicate below and return this form to the Planning Department.

NO COMMENT _____
Name Date