



PLANNING AND ZONING COMMISSION SPECIAL MEETING AGENDA

July 22, 2025 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order, Roll Call and Pledge of Allegiance

Request for Extension of Conditional Use Permit (PCUP23-0004) and Variance from Setbacks in the Commercial A Zone (PVAR24-0001) – 56 Bridge Street Hotel/Resort - **action item**

- 1.** Request for Extension of Conditional Use Permit (**PCUP23-0004**) and Variance from Setbacks in the Commercial A Zone (**PVAR24-0001**) – 56 Bridge Street Hotel/Resort

Please Note: Public comment will not be accepted on this item, because this is not a public hearing.

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



AGENDA REPORT

Planning and Zoning Commission Meeting

TODAY'S DATE: July 17th, 2025

MEETING DATE: July 22nd, 2025

TO: City of Sandpoint Planning & Zoning Commission

FROM: Planning & Community Development Director, Jason Welker

SUBJECT: Request for Extension of Conditional Use Permit (**PCUP23-0004**) and Variance from setbacks in the Commercial A Zone (**PVAR24-0001**) – 56 Bridge Street Hotel/Resort

PURPOSE OF REQUEST:

The applicant, Averill Hospitality, has formally requested an extension of Conditional Use Permit PCUP23-0004, which was approved by the Planning and Zoning Commission on June 18, 2024, for a 296,250 sq ft hotel/resort development at 56 Bridge Street. The permit was set to expire on July 5, 2025. In accordance with Sandpoint City Code §9-9-6(A)(7), the applicant submitted their request on June 25, 2025—prior to the permit's expiration.

The CUP extension is requested to allow continued progress on detailed design work and project development consistent with the approved site plan and project narrative. If approved, the extension will remain in effect for one additional year from the date of the Commission's decision.

BACKGROUND:

The originally approved CUP (**PCUP23-0004**) includes the demolition of the existing Best Western Edgewater Resort and construction of a new full-service resort including:

- 181 guest rooms
- 4,600 sq ft restaurant and a 1,391 sq ft second restaurant
- 14,262 sq ft of event space
- Guest amenities including a pool, fitness and wellness areas, curated retail, and recreational equipment rental
- 240 structured parking spaces (Later reduced to 145 parking spaces following the acceptance of a site-specific parking demand analysis showing an actual level of parking demand lower than that required by City Code and an agreement by the developer to pay in lieu fees equal to \$400,000 to offset 40 additional parking spaces).

The project also includes a variance (**PVAR24-0001**) to allow for a setback of 40 to 110 feet from the property line along Bridge Street, in place of the required 0' maximum setback in the Commercial A zone.

Per the original conditions of approval, the applicant was required to begin detailed design work within one year and to make a reasonable effort to complete the project in order to maintain the validity of the

CUP and variance. In the year since approval, the applicant has met with City staff numerous times to present detailed design plans and iterations of the approved site plan that City staff has determined meets the standard of “diligently pursuing” the proposed work as required by Sandpoint City Code. Some of the concepts presented during these meetings have deviated from the approved plans to the extent that Planning staff have told the developer that an amendment to the CUP may be required due to the substantial changes envisioned.

It is staff’s understanding that the applicant is intending to continue work on a final design that substantially complies with that approved under **PCUP23-0004** and **PVAR24-0001**, which explains the applicant’s desire to extend those permits at this time. However, if the final design the applicant settles on is deemed to be substantially different from that in the approved CUP, an amendment to the approved conditional use permit and variance after public hearings may be required in accordance with condition of approval #12 in the approved CUP, which reads: *“If CITY staff determines the revisions are substantial, these changes will require an amendment to the conditions by the Planning and Zoning Commission.”*

RELEVANT CODE:

Sandpoint City Code §9-9-6(A)(7) – Commencement of Work

“The proposed work shall commence within one year following the date of planning commission or city council approval of the conditional use permit and shall be diligently pursued or said approval and permit shall be rendered automatically null, void and of no right or recourse.”

Condition #2 of PCUP23-0004 (as approved June 18, 2024):

“Pursuant to §9-9-6-7 of Sandpoint City Code, detailed design work shall commence after the date of the commission’s approval. The CUP and Variance are valid for one year and will be extended so long as the applicant has demonstrated a reasonable effort to complete the project.”

Additionally, the City Attorney confirmed during the June 18, 2024 hearing that extension requests must be reviewed by the Planning and Zoning Commission.

STAFF ANALYSIS:

The applicant has complied with the requirement to submit an extension request prior to the permit’s expiration. Staff further recognizes that progress has been made on detailed architectural, civil, and structural design, fulfilling the intent of §9-9-6(A)(7) and Condition #2 of the approved CUP.

This extension request does not allow for or authorize any changes to the site plan, land uses, architecture, or development standards approved in 2024. If the applicant desires to substantially revise the aforementioned or modify project scope in the future, an amendment to the CUP and variance may be required.

Granting the extension maintains the status of the existing CUP and variance for one year from the date of this meeting (July 22nd, 2025).

STAFF RECOMMENDATION:

Staff recommends approval of the requested CUP extension for **PCUP23-0004** and **PVAR24-0001**, extending the validity of the permit and associated variance for one additional year (until July 22nd, 2026), under the following conditions:

1. Approval of this extension does not change any of the conditions of the existing CUP. Future modifications may require a new public hearing as established in the original CUP.
2. A second extension may be considered in 2026 upon a showing that work has been diligently pursued over the prior 12 months, as determined by the Commission.

ACTION:

The Commission may take one of the following actions:

- Approve the CUP (**PCUP23-0004**) and variance (**PVAR24-0001**) extension request as recommended.
- Modify and approve the request with additional or revised conditions.
- Deny the request based on findings that the applicant has not diligently pursued the project.
- Continue the item to a date certain with direction for additional information.

WILL THERE BE ANY FINANCIAL IMPACT? NO HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Applicant's extension request letter dated June 25, 2025
- Original PCUP23-0004/PVAR24-0001 staff report (June 18, 2024)
- June 18, 2024 action notification letter with conditions of approval
- June 18, 2024 Planning & Zoning Commission meeting minutes

Jason Welker

From: Jason Welker
Sent: Wednesday, June 25, 2025 3:06 PM
To: Ben McGrann; Kathryn Keeney
Cc: Mandy Brown; Bill Dean; Dan Averill; Brian Averill
Subject: Re: AH - CUP23-0004 expiration

Ben,

Please plan to present this request to the PZC at the July 15th meeting. We will provide a short staff report/update and then hand it over to your team to update the commission and explain why an extension should be granted, highlighting the meaningful progress that has been made on the project in the year since its approval.

Best,
Jason



**Community Planning and
Development Department**

Jason Welker | Director

- (208) 255-1738
- (208) 290-0137 (cell)

From: Ben McGrann <ben@actusprojects.com>
Sent: Wednesday, June 25, 2025 2:41 PM
To: Kathryn Keeney <kkeeney@sandpointidaho.gov>
Cc: Mandy Brown <mbrown@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>; Bill Dean <bdean@sandpointidaho.gov>; Dan Averill <danlaverill@yahoo.com>; Brian Averill <brian@averillhospitality.com>
Subject: RE: AH - CUP23-0004 expiration

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the [IT Department](#)

Hi Katie,

Please accept this email as Averill Hospitality request to extend CUP23-0004.

Best regards,

Ben

Ben@ActusProjects.com
206.696.8239

Actus

Ideas into Action

From: Kathryn Keeney <kkeeney@sandpointidaho.gov>
Sent: Wednesday, June 25, 2025 9:03 AM
To: Ben McGrann <ben@actusprojects.com>
Cc: Mandy Brown <mbrown@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>; Bill Dean <bdean@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

Hi Ben,

Please confirm whether you would like to be placed on the July 15th Planning & Zoning Commission agenda to formally request an extension of Conditional Use Permit No. CUP23-0004.

Your reply to this email will serve as your official request for the extension.

Thank you,

Katie Keeney

City of Sandpoint – Assistant Planner

208.946.2086

kkeeney@sandpointidaho.gov

1123 Lake St. Sandpoint, ID 83864



From: Jason Welker <jwelker@sandpointidaho.gov>
Sent: Wednesday, June 25, 2025 8:06 AM
To: Ben McGrann <ben@actusprojects.com>; Bill Dean <bdean@sandpointidaho.gov>
Cc: Kathryn Keeney <kkeeney@sandpointidaho.gov>; Mandy Brown <mbrown@sandpointidaho.gov>
Subject: Re: AH - CUP23-0004 expiration

Katie and Mandy will assist you in a request for an extension. The next PZC meeting is on July 15th. Since no public hearing notice is required for an extension request all you need to get on that agenda is to email Mandy and Katie and let them know you'd like to get before the commission to request an extension to your approved PUD.

Katie, Mandy, the Averill Group has until July 3rd to request an extension to their 2024 CUP. If a request is submitted by that date we will put them on the agenda for July 15th. Ben, please let Mandy and Katie know how you'd like to proceed.

Best,
 Jason



Community Planning and Development Department

Jason Welker | Director

- (208) 255-1738
- (208) 290-0137 (cell)

From: Ben McGrann <ben@actusprojects.com>
Sent: Tuesday, June 24, 2025 3:55 PM
To: Jason Welker <jwelker@sandpointidaho.gov>; Bill Dean <bdean@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

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Hi Jason,

Yes, we are considering the original plan. Please advise what is needed to request the extension.

Best regards,

Ben

Ben@ActusProjects.com
 206.696.8239



From: Jason Welker <jwelker@sandpointidaho.gov>
Sent: Tuesday, June 24, 2025 3:41 PM
To: Ben McGrann <ben@actusprojects.com>; Bill Dean <bdean@sandpointidaho.gov>
Subject: Re: AH - CUP23-0004 expiration

Ben,

The PZC discussed the expiry of the permit at length in the CUP hearing and the commission ultimately agreed to the language that appeared in your written notice of decision, language which the Averills proposed to replace what was in the staff report presented on June 18th. *"The CUP and Variance are valid for one year and will be extended so long as the applicant has demonstrated a reasonable effort to complete the project."*

The notice of decision was sent out on June 24th. Therefore, per [SCC 9-9-8](#), the planning commission's decision became effective 10 days after that, on July 4th, 2024. That means **your team has until July 3rd (next week) to apply for an extension for your approved CUP and variance.** To be clear, **this extension does not allow for an amendment later on.** If you plan to proceed with the site plan you presented yesterday, a new CUP and variance

application need to be submitted. A request for extension may only be considered for the existing CUP, which is for an entirely different site plan than the one you have stated you intend to build.

Please watch the 5-minutes of discussion on permit expiry. The discussion includes the process for having an extension approved by the PZ Commission: <https://youtu.be/XqBxSWCi2K0?si=K1fyfO-Su4t1g2S4&t=13643>

The CUP was approved on June 18th, written notice was send on June 24th, and the appeal period ended on July 4th. Therefore, the request for extension must be received by July 3rd.

Best,
Jason



**Community Planning and
Development Department**

Jason Welker | Director

- (208) 255-1738
- (208) 290-0137 (cell)

From: Ben McGrann <ben@actusprojects.com>
Sent: Tuesday, June 24, 2025 3:14 PM
To: Bill Dean <bdean@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

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We would like an acknowledgement that the existing CUP is still active.

Best regards,

Ben

Ben@ActusProjects.com
206.696.8239



From: Bill Dean <bdean@sandpointidaho.gov>
Sent: Tuesday, June 24, 2025 2:55 PM
To: Ben McGrann <ben@actusprojects.com>; Jason Welker <jwelker@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

Hi Ben, the process we've outlined achieves what you are looking for: a land use permit to build a r version of the hotel. Everything we state in the mtg yesterday still applies. We need a signed application form, dimensioned site plan, and the other documents we discussed yesterday. Also, please remember to apply for a variance that accommodates the relief from Commercial A zoning standards (setbacks, for example) that you are seeking.

Thanks, Bill



City of Sandpoint Planning

Bill Dean | City Planner

Office | (208)265-1480

1123 Lake St. Sandpoint,
ID 83864

From: Ben McGrann <ben@actusprojects.com>

Sent: Tuesday, June 24, 2025 2:49 PM

To: Bill Dean <bdean@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>

Subject: RE: AH - CUP23-0004 expiration

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Hi Bill,

We have continued to show reasonable effort over the course of the year. The Staff report acknowledged "work" is defined as detailed design and construction plans. Please advise on the process to formally extend.

Best regards,

Ben

Ben@ActusProjects.com

206.696.8239

Actus

Ideas into Action

From: Bill Dean <bdean@sandpointidaho.gov>

Sent: Tuesday, June 24, 2025 8:57 AM

To: Ben McGrann <ben@actusprojects.com>; Jason Welker <jwelker@sandpointidaho.gov>

Subject: RE: AH - CUP23-0004 expiration

Ben, we're reviewing the file and the video from the hearing.... it appears that the Conditions #2 and 3 in the staff report were replaced with a single condition #2 at the hearing, which actually was the applicant's language:

New COA#2: Pursuant to §9-9-6-7 of Sandpoint City Code, detailed design work shall commence after the date of the commission’s approval. The CUP and Variance are valid for one year and will be extended so long as the applicant has demonstrated a reasonable effort to complete the project.



sandpointidaho.gov
1123 Lake St. Sandpoint,
ID 83864

City of Sandpoint Planning
Bill Dean | City Planner
Office | (208)265-1480

From: Ben McGrann <ben@actusprojects.com>
Sent: Tuesday, June 24, 2025 8:46 AM
To: Bill Dean <bdean@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

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Hi Bill,

Just so I am clear, the two (9.9.6.A.7 & 9.9.6.B.5) below references are strictly based on general City code and are not outlined on the staff report or the action report.

Best regards,

Ben

Ben@ActusProjects.com
206.696.8239

Actus

Ideas into Action

From: Bill Dean <bdean@sandpointidaho.gov>
Sent: Tuesday, June 24, 2025 8:25 AM
To: Ben McGrann <ben@actusprojects.com>; Jason Welker <jwelker@sandpointidaho.gov>
Subject: RE: AH - CUP23-0004 expiration

Hi Ben, I’m unaware of any City Council action on this project. Two permits were issued: a CUP and a Variance, both acted on by the PZC on June 18, 2024. Below are code references for your permit lifespan and the condition of approval related to required work.

CUP Code reference:

9.9.6.A.7 Commencement of Work: The proposed work shall commence within one year following date of planning commission or city council approval of the conditional use permit and shall be diligently pursued or said approval and permit shall be rendered automatically null, void and of no right or recourse.

Variance Code Reference:

9.9.6.B.5 Commencement of Work: The proposed work shall commence within one year following the date of planning commission or city council approval of the variance or said approval and permit shall be rendered automatically null, void and of no right or recourse.

Conditions of Approval placed on the permit dated June 18, 2024:

#2. Pursuant to §9-9-6-7 of Sandpoint City Code, detailed design work shall commence after the date of the commission’s approval and the applicant shall make application for a demolition permit for the existing facility on or before September 2, 2025, or the approval and permit shall be rendered null, void and of no right or recourse.

I’m happy to further discuss, and FYI I mentioned to Brandon that your civil engineer may be reaching out to him. I think the main issue is to make sure the revised civils matches the updated site and landscaping plans. Looking forward to next steps.

Thanks, Bill



City of Sandpoint Planning
Bill Dean | City Planner
Office | (208)265-1480

From: Ben McGrann <ben@actusprojects.com>
Sent: Tuesday, June 24, 2025 7:56 AM
To: Bill Dean <bdean@sandpointidaho.gov>; Jason Welker <jwelker@sandpointidaho.gov>
Subject: AH - CUP23-0004 expiration

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Hi Bill,

I wanted to follow up on your statement the current CUP has expired. I don’t see anything in the staff report or action notification suggesting the CUP is only valid for 1 year. There is the note that a demo permit needs to be pulled within 2 years of the decision.

Additionally, I wanted to confirm this is a P&Z only as we are asking for a variance for the set back. From what I understand, the last CUP submittal went to the City Council for approval because of the variance.

Please advise.

Best regards,

Ben

Ben@ActusProjects.com

206.696.8239

Actus

Ideas into Action



PLANNING AND ZONING COMMISSION MEETING MINUTES

June 18, 2024, at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

The meeting was called to order by Chairman John Hastings at 5:30pm on Tuesday, June 18, 2024.

Roll Call

PRESENT

Commissioner John Hastings, Chair
 Commissioner Mose Dunkel, Vice Chair
 Commissioner Amelia Boyd
 Commissioner Grant Simmons
 Commissioner Wayne Benner
 Commissioner Ivan Rimar
 Commissioner Scott Torpie

Pledge of Allegiance

Chairman Hastings led all present in the Pledge of Allegiance.

Announcements

Chairman Hastings announced that there are listening devices available to those in attendance in Council chambers.

No other general announcements.

Meeting Minutes Approval

1. Approval of Minutes from Sandpoint Planning and Zoning Commission May 21, 2024, Meeting - **action item**

There was a motion and second to approve the minutes from the Commission's May 21, 2024, meeting as presented.

All in favor, none opposed; motion carried.

Public Hearings:

2. Public Hearing and Decision on City Application #PCUP24-0001, a request by Bitterroot Plumbing for approval of a Conditional Use Permit (CUP) for a contractor's yard at 1201 Baldy Mountain Rd. - **action item**

Chairman Hastings recited the order and procedure for the public hearing.

The Chairman and each Commissioner then confirmed no conflict of interest and no ex parte contact regarding this matter.

Interim City Planner Daren Fluke provided an introduction and explanation of this request and fielded questions from the Commissioners.

The applicant was not available for a presentation or to respond to questions.

Chairman Hastings provided instructions for public testimony and then opened the public hearing.

No public testimony given for City Permit PCUP24-0001, located at 1201 Baldy Mt. Rd.

With all who wished to speak having had the opportunity to do so, Chairman Hastings closed the public hearing.

Motion made by Commissioner Boyd that the Sandpoint Planning and Zoning Commission, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code, approve the request by Michael Jameson for a conditional use permit to allow the demolition of a single family dwelling and build a contractor's yard shop, office parking and landscaping for Bitterroot Plumbing at 1201 Baldy Mountain Road, subject to the conditions of approval in the staff report. The Commission finds that this motion is based on the analysis and facts contained within the staff report, information presented at the hearing, and the finding that the application is in compliance with the nine criteria of conditional use permits as outlined in Sandpoint City Code 9-9-6 and subject to conditions of approval as detailed in the staff report. Additionally, staff has followed the notice procedures, applicable to conditional use permits contained in Idaho code § 67-6512 and Sandpoint City Code Title 9, Chapter 9.

Seconded by Commissioner Benner

Roll call: Commissioner Hastings – yes, Commissioner Dunkle – yes, Commissioner Boyd – yes, Commissioner Simmons – yes, Commissioner Benner - yes, Commissioner Rimar - yes, and Commissioner Torpy – yes

All in favor, Motion Passes

3. Public Hearing and Decision on a request from Oz Architecture on behalf of Averill Hospitality, seeking approval of application #PCUP23-0004 - Conditional Use Permit (CUP) for a 296,250 sq ft hotel/resort - **action item**

Chairman Hastings recited the order and procedure for the public hearing.

The Chairman and each Commissioner then confirmed no conflict of interest and no ex parte contact regarding this matter. Commissioner Boyd noted, despite a friendship with a member of Averill Hospitality's consulting team, she has had no ex parte contact.

Mr. Fluke provided a presentation and explanation of the two applications received from Averill Hospitality regarding this property, both the CUP and Variance application, concurrently, with Civil Engineer Brandon Staglund also providing relevant information.

Brian Averill, representative for Averill Hospitality, introduced himself and members of his team in attendance and gave a presentation on their application, with information also provided by Becky Stone of Oz Architecture, and fielded questions from the Commissioners.

Chairman Hastings provided instructions for public testimony and then opened the public hearing.

Public Testimony taken concurrently on CUP23-0004 and PVAR24-0001:**In Favor:**

Sherry Manning - Resident
Barbara Eacret - Resident
David Eacret - Resident
Foster Klein - Resident
Stacy Mueller – Manager of Cedar St. Bridge
Elani Williams – Executive Director for Downtown Shopping District Business Association
Sherry Meekings- Owner of Carousel Emporium and Sandpoint Toys
John Matthew Haslam - Resident
Richard Taylor - Resident
Justin Dick - Resident
Chloe Jenkins – Business owner
Clay Hutchinson - Resident
Micky Quinn – Resident
Cuck Halbert - Resident
Corey Obenauer – Owns Burlwood Dreams
Brent Baker- resident of Bonner County

Neutral:

Pat Holland - Resident

Opposed: None

With all who wished to speak having had the opportunity to do so, Chairman Hastings closed the public hearing.

Following Commission deliberation and questions fielded by City Attorney Fonda Jovick, there was a motion to approve the application, as follows:

Motion made by Commissioner Dunkel that the Sandpoint Planning and Zoning Commission, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code, approve City application PCUP23-0004, a request by Oz Architecture on behalf of Averill Hospitality Group, to construct a 296,000 ft hotel resort, including 181 guest rooms, a 4600 ft restaurant, a 14,262 sq ft event space, a second 1391 sq ft standalone restaurant, and 240 structured parking spaces and proposed guest amenities, such as a Fitness and Wellness areas and a pool, recreational equipment rental, and curated retail on 3.36 acres comprised of two parcels, RPSRPS00000233921A and RPS00000233931A, commonly known as 65 Bridge Street. The Commission finds that the approval complies with the applicable provisions of the Sandpoint City Comprehensive Plan and code and is subject to conditions of approval, as detailed in the Staff Report with the revised conditions of approval that have been submitted by the applicant in conjunction with the public hearing. Based on evidence and testimony in the public record on this matter, the Commission finds that City staff has followed the notice procedures applicable to conditional use applications contained in Sandpoint City code Title 9, Chapter 9, and that the proposed conditional use is consistent with the City's overall planning goals and objectives.

Seconded by Commissioner Simmons

Roll Call Vote: Commissioner Hastings – yes, Commissioner Dunkel - yes, Commissioner Boyd - yes, Commissioner Simmons - yes, Commissioner Benner - yes, Commissioner Rimar - yes, Commissioner Torpie – yes

All in favor, Motion passes.

- 4. Decision on request for Variance PVAR24-0001 from City Code 9-2-1-4, which requires construction of buildings to the property line along the primary frontage of the parcel - **action item**

With the public hearing and deliberation on this matter combined, heard, and considered with the additional application (CUP) submitted by this applicant, as noted above, there was no additional deliberation, and a motion to approve the variance application was made as follows:

Motion made by Commissioner Simmons that the Sandpoint Planning and Zoning Commission, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code, approve City application PV24-0001, a variance request by Oz Architecture on behalf of AAL Hospitality Group to City Code 9-2-1-4, requiring a zero foot maximum setback in the Commercial A Zone. The applicant is approved to construct civic and drop off space within an area approximately 40 ft to 0 ft between the primary building and the front property line on 3.36 acres, comprised of two parcels, RPSRPS00000233921A and RPS00000233931A, commonly known as 56 Bridge Street. The Commission finds the proposal to be in compliance with the applicable provisions of the Sandpoint Comprehensive Plan and Code, subject to conditions of approval as detailed in the staff report presented at the public hearing. Based on evidence and testimony in the public record on this matter, the Commission finds City staff has followed the notice procedures applicable to variance requests contained in Sandpoint City Code Title 9, Chapter 9, and that the proposed variance is consistent with the City’s overall planning goals and objectives.

Seconded by Commissioner Dunkel

Roll Call: Commissioner Hastings – yes, Commissioner Dunkel - yes, Commissioner Boyd - yes, Commissioner Simmons - yes, Commissioner Benner - yes, Commissioner Rimar - yes, Commissioner Torpie – yes

All in favor, motion passes.

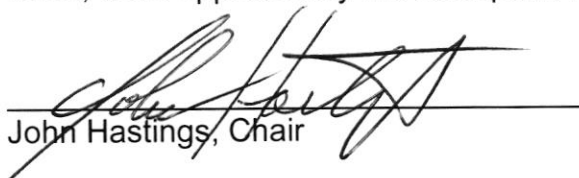
Commissioner Roundtable

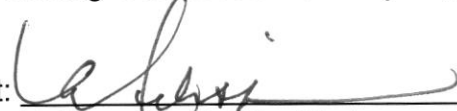
Information only; no Commission action.

Adjourn

The meeting was adjourned at 9:50 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the Commission Clerk, were approved by the Sandpoint Planning and Zoning Commission on July 16, 2024.


John Hastings, Chair

Attest: 
Melissa Ward, City Clerk



June 24, 2024

VIA EMAIL

Rebecca Stone – Oz Architecture / Averill Hospitality
3303 Larimer St.
Denver, CO 80205

bstone@ozarch.com
brian@averillhospitality.com

Re: PCUP23-0003 and PVAR24-0001- Sandpoint Planning and Zoning Commission Decision on a Request for a Conditional Use Permit and Variance

Dear Rebecca:

This letter shall serve as notice of Sandpoint Planning and Zoning Commission's June 18, 2024, decisions on PCUP23-0003 and PVAR24-0001. Following the public hearing the Commission voted to approve both applications subject to certain conditions of approval (attached). Specifically, the approved conditional use permit allows for construction of a 296,250 sq ft hotel/resort including 181 guest rooms, a 4,600 sq ft restaurant, 14,262 sq ft of event space, a second 1,391 sq ft standalone restaurant, 240 structured parking spaces, and guest amenities such as fitness/wellness areas, a pool, recreational equipment rental, and curated retail in conformance with the site and building plans submitted with the conditional use application. Further, PVAR24-0001 approves a variance to City Code 9-2-1-4, requiring construction of buildings to the property line along the primary frontage of the parcel. The variance allows for construction of a civic and drop-off space within an area approximately 40 ft -110 ft between the primary building and the property line in conformance with the site plan submitted with the variance application.

Attached to the email message transmitting this letter, you will find a copy of the draft minutes from the June 18 meeting, reflecting the record of Commission's approval of these applications. Pursuant to Sandpoint City Code 9-9-10.A, an affected person aggrieved by the decision of the planning commission may file a written notice of appeal with the planning department or city council. Such notice must be filed within ten (10) business days after the planning commission's decision and no building or infrastructure permits may be issued prior to June 28, 2024.

As required by Idaho Code § 67-6519(5)(c), this letter shall additionally serve as notice of your right to request a regulatory taking analysis pursuant to section 67-8003, Idaho Code. An applicant denied an application or aggrieved by a final decision concerning matters identified in section 67-6521(1)(a), Idaho Code, may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by chapter 52, title 67, Idaho Code.

Sincerely,

Daren Fluke, AICP
Interim City Planner

Attachments:

- PCUP23-0004/PVAR24-0001 - Conditions of Approval
- Copy of Draft Minutes from Sandpoint Planning and Zoning Commission's June 18, 2024, meeting
- Copy of the Staff Report with revised conditions of approval as approved by the Planning and Zoning Commission

cc:

- Sandpoint Mayor and City Council
- Sandpoint Planning and Zoning Commission
- Jason Welker, City Community Planning and Development Director
- Fonda Jovick, Sandpoint City Attorney

PCUP23-0004 – Oz Architecture / Averill Hospitality

Conditions of Approval

1. Complete and submit a Traffic Impact Study at or before submittal of a building permit application:
 - a. Applicant shall construct any required off-site improvements specified in the final approved traffic impact study prior to the issuance of a certificate of occupancy for the hotel.
 - b. Applicant shall pay any extraordinary fees identified in the traffic impact study and ultimately determined by City Council prior to the issuance of a certificate of occupancy for the hotel.
2. Pursuant to §9-9-6-7 of Sandpoint City Code, detailed design work shall commence after the date of the commission's approval. The CUP and Variance are valid for one year and will be extended so long as the applicant has demonstrated a reasonable effort to complete the project.
3. Due to the proximity of the development to the railroad tracks, exterior walls shall have a sound transmission class (STC) of not less than 50, or not less than 45 if field tested, for airborne noise. Penetrations or openings in construction assemblies shall be sealed, lined, insulated, or otherwise treated to maintain the required ratings.
4. The applicant shall be allowed to rebuild and utilize the existing 10' wide public sidewalk on the east property line for emergency and/or fire department access. The pathway is to be constructed to City Engineering Specifications to support fire apparatus and EMS vehicles as required by the Fire Chief and applicable codes, but the applicant is not limited to concrete for the pathway material in order to enhance the streetscape experience. Asphalt paving is not allowed.
 - a. The fire access road / public sidewalk shall be constructed to a width of 20' (10' on the west side of the property line, 10' on the east side) from Bridge St. to a point approximately 320' north, roughly coincident with the centerline of the middle of building wing, or to a point as specified by the Sandpoint Fire Chief.
 - b. The existing 10'-wide public sidewalk on the east property line, shall be maintained (or rebuilt if damaged during construction) to its current 10-foot width from the terminus of the fire access road to a connection with the existing public sidewalks providing access to the Windbag Marina. An appropriate transition matching existing grade and width (or rebuilding the same) that is ADA compliant shall be constructed by the applicant.
 - c. Prior to the issuance of a certificate of occupancy for any portion of the hotel facility said fire lane public sidewalk shall be fully constructed and a permanent, non-revocable, access easement benefiting the City of Sandpoint and the general public shall be recorded with the Bonner County Recorder. Said easement shall always allow non-motorized public access.
5. Fire truck access on the north/west side of the building is required in accordance with fire code regulations. Access to be reviewed and approved by the Sandpoint Fire Chief prior to the issuance of a building permit.
6. Prior to issuance of a certificate of occupancy, the applicant shall restripe the existing bike lane along the west side of Dock Street to a width of 5'.

7. A detailed landscape is required to be submitted and approved concurrent with the building permit application.
8. A detailed Renewal Plan in accordance with §9-2-1-7. F shall be prepared and submitted with the building permit application. The renewal plan shall be reviewed and approved by the city prior to the issuance of a building permit.
9. This Conditional Use Permit applies to the operation of hotel and conference facility as described in the application and this staff report. Any enlargement or expansion of the building(s), land uses, and/or functions described herein shall require the approval of a new conditional use permit.
10. These conditions apply to all successors and assigns should this facility be sold.
11. Prior to the issuance of a certificate of occupancy, the applicant shall quitclaim any private interest in Bridge St. to the City of Sandpoint and build or rebuild curb, gutter, and sidewalk along the entire 290' of Bridge Street frontage as required by the city engineer.
12. Detailed analysis will occur throughout the design process. The analysis of layout, design, engineering, and other factors may result in the need to revise a variety of plan elements. In addition, revisions may be necessary at the time of construction improvement plans. If CITY staff determines the revisions are substantial, these changes will require an amendment to the conditions by the Planning and Zoning Commission. If the CITY staff determines that the revisions are minor, the changes may be approved, disapproved, or approved with modifications administratively. The authority to make the determination of when a revision is minor versus substantial is the CITY's.
13. No Design Standard Waivers have been requested and/or approved for this development. Any future requests for Design Standards Waivers, in accordance with §9-4-2-3-H-11 are subject to review and approval by the Planning & Zoning Commission and may result in an amendment to the terms of the Conditional Use Permit.