



PLANNING AND ZONING COMMISSION MEETING AGENDA

January 06, 2026 at 5:30 PM

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

Call to Order, Roll Call and Pledge of Allegiance

Announcements

Board Officer Elections

1. Election of Board Chair - **action item**
2. Election of Board Vice Chair - **action item**

Consent Calendar

3. Approval of the Minutes from the Commission's December 16, 2025, Meeting - **action item**

Matters from the Public - General Comments

Public Hearing

Old/Unfinished Business - none

New Business

4. Discussion of Commercial A Zoning and Historic Preservation

Matters from City Staff

Matters from the Commission / Commissioners Roundtable

Adjourn

Public Participation Notice

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.



PLANNING AND ZONING COMMISSION MEETING MINUTES
December 16, 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

Vice Chairman Wayne Benner called the regular meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, December 16, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

PRESENT

Commissioner Wayne Benner, Vice Chair
 Commissioner Grant Simmons
 Commissioner Scott Torpie
 Commissioner Reid Weber
 Commissioner William Mitchell

ABSENT

Commissioner Mose Dunkel, Chair
 Commissioner Ivan Rimar

Vice Chairman Benner led all present in the Pledge of Allegiance.

There were no other general announcements or reports from the Commissioners.

Consent Calendar

There were no questions regarding the Consent Calendar and no items removed, and it was **approved** as presented by unanimous vote of the Commissioners present.

Motion made by Commissioner Simmons, Seconded by Commissioner Weber

Voting Yea: Commissioner Benner, Commissioner Simmons, Commissioner Torpie,
 Commissioner Weber, Commissioner Mitchell

1. The minutes from the Commission's December 2, 2025, meeting were approved as presented.

Matters from the Public/General Public Comments

Vice Chairman Benner recited the rules and procedure for general public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a public hearing and other topics relevant to the business of the City of Sandpoint. Information only; no Commission action.

Public Hearings

2. Public Hearing/Recommendation: Amendments to Sandpoint City Code Title 3, Chapter 12 Short Term Rental of Dwelling Units.

Vice Chairman Benner announced that the next item on the agenda was a public hearing and recommendation to amend Sandpoint City Code Title 3 Chapter 12 Short Term Rental of Dwelling Units.

Community Planning & Development Director Jason Welker provided a staff presentation and fielded questions from Commissioners.

Following the presentation, Vice Chairman Benner recited instructions for the public hearing, reminding all in attendance of the City's rules of civility and meeting decorum and providing for up to three (3) minutes of testimony from each speaker, with the option for those in the room to donate their time to another speaker in the room, for a total of up to six (6) minutes for a speaker who received gifted time.

The Chairman then opened the public hearing.

There were three public testimonies.

With confirmation that all who wished to speak had the opportunity to do so, Vice Chairman Benner closed the public hearing.

Following closure of the public hearing, the Commissioners deliberated and asked questions of City staff.

Commissioner Torpie then made a motion to recommend the proposed amendments to City Council for adoption.

Commissioner Mitchell seconded the motion, and Commissioners voted as follows:

Voting Yea: Commissioner Torpie, Commissioner Mitchell, Commissioner Weber, Commissioner Benner, Commissioner Simmons

Motion passed and was recommended to Sandpoint City Council.

3. Public Hearing/Decision: Amendments to Sandpoint City Code Title 9-1-3 "Definitions," 9-4-1-3 "Residential Single Family Development Standards" and 9-4-2-3 "Residential Multifamily Development Standards," 9-4-4 "Rural Residential 1," and 9-4-5 "Rural Residential 2" pertaining to building footprints and impervious surface standards

Vice Chairman Benner announced that the next item on the agenda was a public hearing and request for a recommendation to amend Sandpoint City Code Title 9-1-3 "Definitions," 9-4-1-3 "Residential Single Family Development Standards" and 9-4-2-3 "Residential Multifamily Development Standards," 9-4-4 "Rural Residential 1," and 9-4-5 "Rural Residential 2" pertaining to building footprints and impervious surface standards and recited the order and procedure for the public hearing.

Community Planning and Development Director Jason Welker provided a staff presentation and fielded questions from Commissioners with support from City Planner Bill Dean.

Following the presentation, Vice Chairman Benner recited instructions for the public hearing, reminding all in attendance of the City's rules of civility and meeting decorum and providing for up to three (3) minutes of testimony from each speaker, with the option for those in the room to donate their time to another speaker in the room, for a total of up to six (6) minutes for a speaker who received gifted time.

The Chairman then **opened the public hearing**.

There were two public testimonies.

With confirmation that all who wished to speak had the opportunity to do so, Vice Chairman Benner **closed the public hearing**.

Following closure of the public hearing, the Commissioners deliberated and asked questions of City staff.

Commissioner Weber then made a motion to recommend the amendments as proposed to Sandpoint City Council for adoption.

Commissioner Torpie seconded the motion, and Commissioners voted as follows:

Voting Yea: Commissioner Torpie, Commissioner Weber, Commissioner Benner, Commissioner Mitchell

Voting Nah: Commissioner Simmons

Motion passed, and

Old Business - none

New Business - none

Commissioner Roundtable

There were no topics for discussion during commissioner roundtable.

Adjourn

With no further business before the Commission, the meeting was adjourned at 8:07 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the Board Clerk, were approved by the Commission during their meeting held _____, 2025.

Wayne Benner, Vice Chair

Attest: Mandy Brown, Board Clerk

Discussion of Commercial A Zoning and Historic Preservation

Sandpoint Planning and Zoning Commission

January 6, 2026

Goals:

- Accelerate Downtown as a center of activity, a unique destination.
- Increase Downtown's share of regional investment in shops, restaurants, offices, lodging, art, culture and entertainment.
- Promote a mixture of uses.

Rethinking Commercial A

- Downtown – where is it?
- Main supporting area to Downtown – where is it?
- Today, Commercial A is over 200-acres in size
- The zoning regulations for 5th and Larch are the same as for 1st and Cedar

Key Steps:

- Identify the Core Downtown
- Identify the Main Contributing Area to Downtown
- Refine the regulations to fit a “downtown” context and identity

Two New Zoning Districts

- Separate Downtown from Commercial A
- Small Area that is “**Downtown Core**”
- Small Area that is “**Downtown Outer Core**”

LARSON'S

Distinguish land uses

- What happens on the ground floor?
- “Downtown Core” vs “Downtown Outer Core”
- Current regs = Ground floor commercial land uses **required** across 200+ acres

Commercial v. Residential

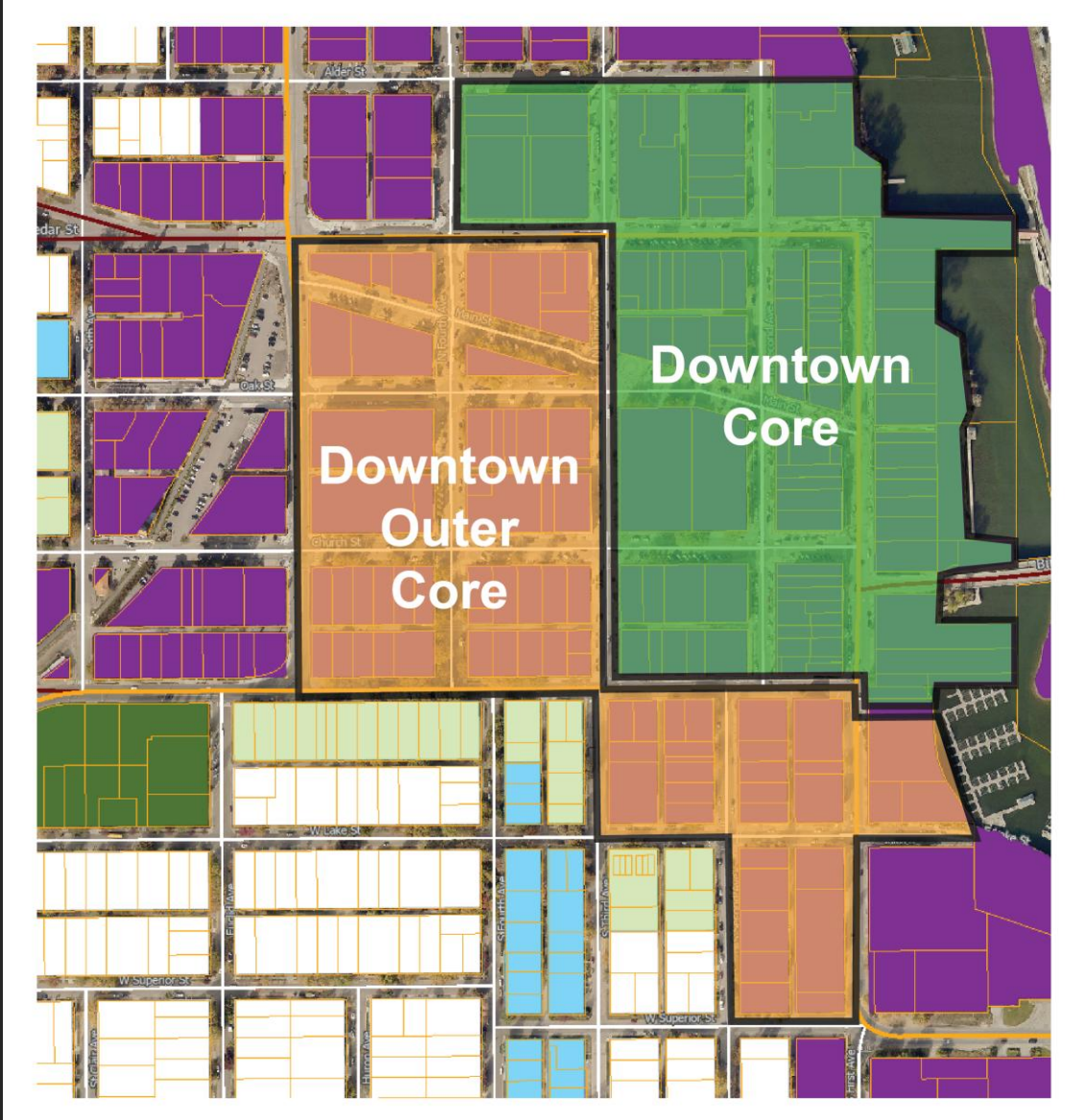
- “Downtown Core” should focus on “activity generating” land uses
- “Downtown Outer Core” broadens to allow ground floor residential

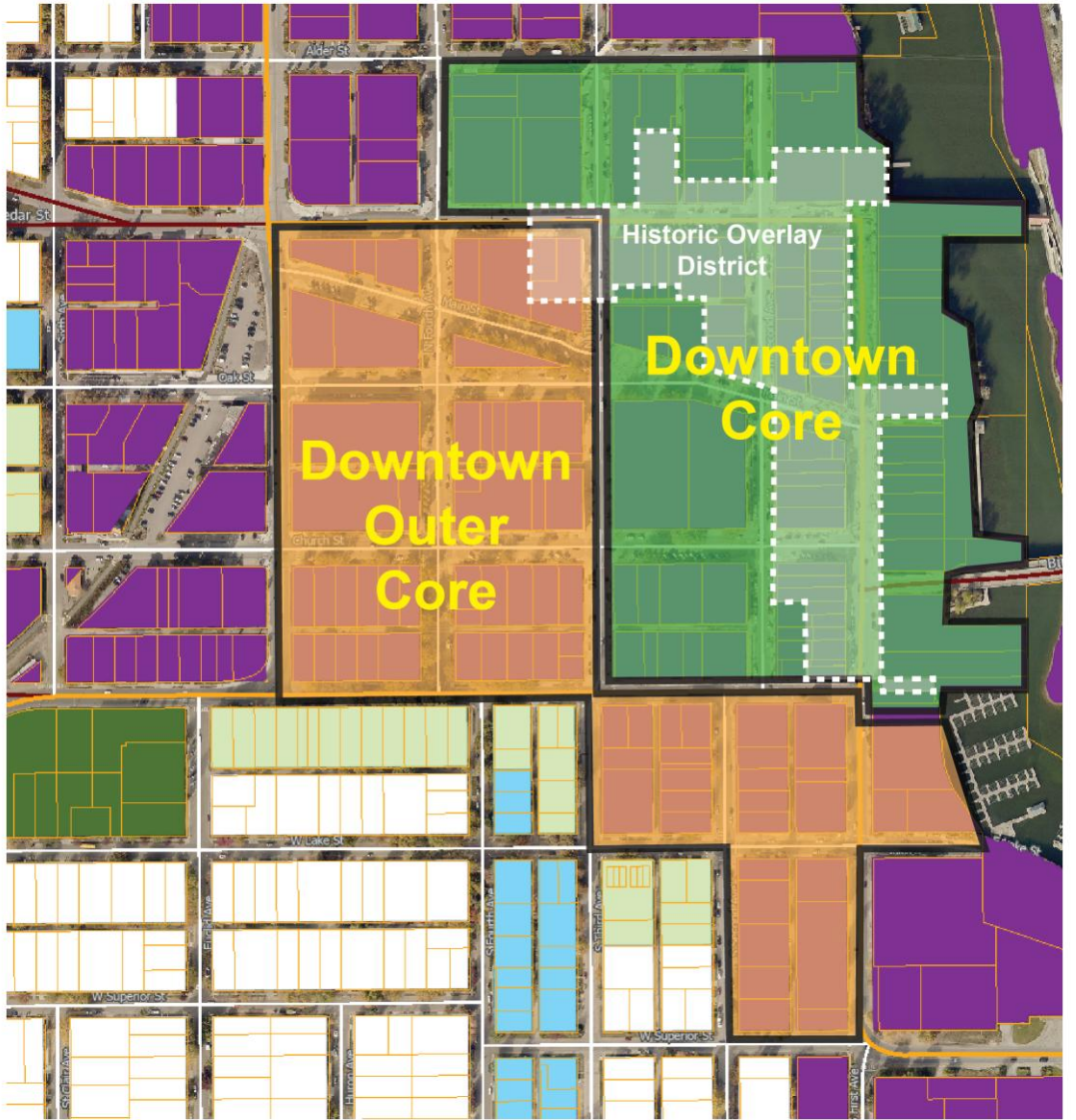
Regs on Building Form and Mass:

Building Height, Building Frontage Type, and Building Materials have to be carefully integrated in order to maintain character, but also allow flexibility

Historic Preservation:

- New Historic Preservation Code
- New Historic Overlay District
- Individual Historic Landmarks
- Secretary of Interior's Standards
- Special Processes and Permits
- All Designed on the Comp Plan and 2018 Arts, Culture, and Historic Preservation Master Plan





Land Uses

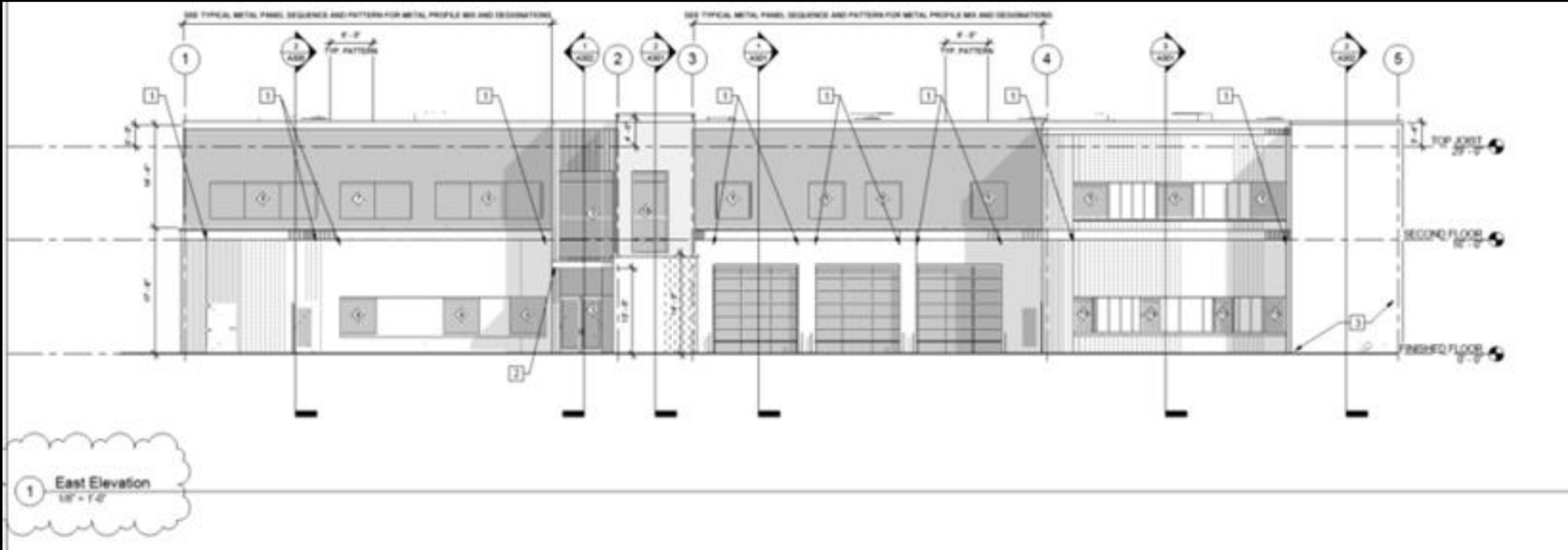
	Commercial A	Commercial B	Commercial C	Downtown	
				DC	DOC
Commercial:					
Art and craft galleries	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Banks and financial institutions	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	<u>P</u> ⁴	<u>P</u>
Commercial storage	Restricted <u>P</u> ³	Restricted <u>P</u> ³	Restricted <u>P</u> ³	<u>N</u>	<u>N</u>
Daycare	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Entertainment facilities (theaters, clubs, movies)	Restricted <u>P</u> ⁵	Restricted <u>P</u> ⁵	Restricted <u>P</u> ⁵	<u>P</u>	<u>P</u>
Hotels, hostels and lodges, and motels	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Laundromats and dry cleaners (no dry cleaning using perchloroethylene solvent permitted)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>N</u>	<u>P</u>
Manufacturing ancillary to a storefront retail sales and services outlet (see section 9-2-1-9 of this chapter for limitations)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>N</u>	<u>P</u>
Medical and dental services including hospitals, clinics and associated laboratories, pharmacies, optometrists, veterinarians and similar medical uses	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	<u>P</u> ⁴	<u>P</u> ⁴
Offices	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u> ⁹	<u>P</u>
Personal and professional services (e.g., hair salons, day spas, barbershops, tailors, shoe repair, nail salon, tanning salon, watch and jewelry repair, package wrapping/copying/sending services, and similar uses)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>

Restaurants, catering, taverns, prepared food services for on site consumption, retail bakeries, candy/ice cream shops (food production allowed in conjunction with retail)	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>P⁴</u>	<u>P⁴</u>
Retail trade and services	<u>Restricted P^{4,5}</u>	<u>Restricted P^{4,5}</u>	<u>Restricted P^{4,5}</u>	<u>P^{4,5}</u>	<u>P^{4,5}</u>
Vehicle, agricultural and industrial equipment sales	<u>Restricted P^{2,7}</u>	<u>Restricted P^{2,7}</u>	<u>Restricted P^{2,8}</u>	<u>N</u>	<u>N</u>
Wholesale	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N</u>	<u>N</u>
Public/institutional:					
Clubs, fraternities, sororities, lodges and similar uses	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Government offices and facilities, including courthouses	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>P</u>	<u>P</u>
Libraries, museums, concert halls, auditoriums, community center, and similar uses	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Outdoor bandstand, amphitheater, pavilion	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Private utilities	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Public parking lots and garages (see chapter 5 of this title, standards for off-street parking areas)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Public parks, squares, greens, and recreation facilities	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Religious institutions and places of worship	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P¹⁰</u>	<u>P</u>
Schools, public and private	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Visitors centers and information services	<u>Restricted P⁴</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Residential:					
Detached single-family residences	<u>Prohibited N</u>	<u>Prohibited N</u>	<u>Prohibited N</u>	<u>N</u>	<u>N</u>
Two-family dwellings (duplexes)	<u>Restricted P⁶</u>	<u>Restricted P⁶</u>	<u>Restricted P⁶</u>	<u>N</u>	<u>N</u>
Single-family attached (townhouses)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N</u>	<u>P</u>
Dwellings within a commercial or other nonresidential structure (e.g., residence occupying an upper floor of a retail store)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P¹</u>	<u>P</u>
Accessory dwellings which existed on the effective date hereof	<u>Yes P</u>	<u>Yes P</u>	<u>Yes, new units also permitted P</u>	<u>N</u>	<u>N</u>
Multi-family residential	<u>Restricted P¹</u>	<u>Restricted P¹</u>	<u>Yes P</u>	<u>P¹</u>	<u>P</u>
Residential care homes and facilities	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N</u>	<u>P</u>
Bed and breakfast inns	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>

Building Heights

	Commercial A	Commercial B	Commercial C	Downtown	
				DC	DOC
Minimum number of floors [†]	2 ¹	2 ¹	2 ¹	1 ¹	1 ¹
Maximum height	35-65 feet	35-45 feet	35-45 feet	45	45
Maximum height when structured parking or a residential component is included in building footprint	65 feet when residential use represents 50 percent of floor area exceeding 35 feet or when 50 percent of building footprint is developed with structured parking.	55 feet when residential use represents 100 percent of floor area exceeding 35 feet or when 51 percent of required parking is incorporated into the structure.	45 feet when residential use represents 100 percent of floor area exceeding 35 feet or when 51 percent of required parking is incorporated into the structure.		
Maximum height of structures within 50 feet of a residential zoning district adjacent to residential zone	Maximum height of any portion of a structure within 50 feet of a residential zoning district shall be 35 feet. 35'	35'	35'	35'	35'
Relational Height Requirement	Yes	Yes	Yes	Yes	Yes

Building Heights – EMS Bldg 33ft



Building Heights – Homestead Apartments 34ft



Sandpoint Center 65ft

