



PLANNING AND ZONING COMMISSION MEETING AGENDA

July 07, 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

Consent Calendar - action item

- 1.** Approval of the Minutes from the Commission's June 16, 2026, Meeting - **action item**
- 2.** Written Decision Skyway Estates PS26-0001 - **action item**
- 3.** Written Decision Ridley Village Court PS25-0003 & PPUD25-0001 - **action item**
- 4.** Written Decision 56 Bridge Street Hotel/Resort PCUP23-0004 & PVAR24-0001 - **action item**

Matters from the Public - General Comments

Public Hearing

Old/Unfinished Business

New Business

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

June 16, 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

Chairman Mose Dunkel called the regular meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, June 16, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

PRESENT

Commissioner Mose Dunkel, Chair
 Commissioner Wayne Benner, Vice Chair
 Commissioner Scott Torpie
 Commissioner Reid Weber
 Commissioner Ivan Rimar
 I need help with the agenda items only

ABSENT

Commissioner William Mitchell
 Commissioner Grant Simmons

Chairman Dunkel led all present in the Pledge of Allegiance.

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

Consent Calendar

1. Approval of the Minutes from the Commission's June 2, 2026 Meeting

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

Motion made by Commissioner Benner, Seconded by Commissioner Torpie.

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

The minutes from the Commission's June 2, 2026, meeting were approved as presented.

Matters from the Public/General Public Comments

Chairman Dunkel 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: Skyway Estates PS26-0001 - action item

Associate Planner Erik Brubaker presented a request submitted by PolarBuilt LLC, represented by Dobler Engineering, to subdivide approximately 4.5 acres located at 2708 N. Boyer Avenue

into 26 single-family residential lots. Staff reviewed the proposed subdivision layout, roadway connectivity, utility infrastructure, airport safety overlay requirements, and consistency with the Comprehensive Plan, zoning regulations, subdivision ordinance, and public works standards. Staff concluded the proposal met the applicable approval criteria subject to the recommended conditions of approval.

Gordon Dobler, representing the applicant, provided an overview of the project and discussed revisions made during the review process, including modifications to the stormwater system, roadway connectivity, sidewalks, multi-use path improvements, and utility infrastructure. The applicant indicated agreement with the recommended conditions of approval.

No public testimony was provided on this agenda item.

Commissioners discussed roadway widths, future street connectivity, stormwater infrastructure, utility improvements, airport overlay conditions, and revisions to the proposed conditions of approval. Staff clarified that one condition should be removed due to duplication and another amended to apply airport overlay restrictions to all affected lots.

Commissioner Torpie moved to recommend approval of Preliminary Plat PS26-00001 with the following modifications to the conditions of approval: Conditions 1 through 4 approved as presented by staff, Condition 5 removed due to duplication, Condition 6 amended to apply airport safety overlay requirements to all affected lots within the restricted area.

Motion made by Commissioner Benner, Seconded by Commissioner Torpie.

Voting Yea: Commissioner Benner, Commissioner Dunkel, Commissioner Torpie, Commissioner Weber, Commissioner Rimar

3. Public Hearing: Ridley Village Court PS25-0003 & PPUD25-0001 - action item

Commissioner Reed Weber recused himself due to prior involvement with the project.

Associate Planner Erik Brubaker presented the application for a 56-unit townhome development, reviewing the project's history, proposed improvements, requested deviations, and consistency with the Comprehensive Plan and City ordinances. Aaron Qualls, representing Affinity Management, summarized revisions made since the concept approval, including changes to open space, pedestrian connectivity, traffic calming, building orientation, privacy features, lighting, and stormwater management. Commissioners discussed parking, setbacks, utilities, roadway design, and requested deviations. Staff and the applicant responded to questions regarding the proposed infrastructure and site design.

A motion was made to recommend approval of the Final Planned Unit Development (PUD25-0001) and Preliminary Plat (PS25-00003), subject to the conditions of approval outlined by staff.

Motion made by Commissioner Torpie, Seconded by Commissioner Rimar.

Voting Yea: Commissioner Benner, Commissioner Dunkel, Commissioner Torpie, Commissioner Rimar

Old Business - none

New Business

4. Request for 2nd Extension of Conditional Use Permit (PCUP23-0004) and Variance (PVAR240001) – 56 Bridge Street Hotel/Resort - action item

City Planner Bill Dean presented a request from Averill Hospitality Group for a one-year extension of the approved Conditional Use Permit and Variance for the proposed hotel and resort at 56 Bridge Street. Staff reviewed the project's approval history and noted that while construction had not commenced, the applicant had continued design, engineering, permitting, and project planning efforts. Staff explained that the Commission's consideration was whether the project had been diligently pursued in accordance with the City Code. The applicant provided an update on the project's progress, including completion of permit-level plans, continued coordination with City staff, selection of a general contractor, evaluation of financing and partnerships, and additional engineering work. The applicant stated these efforts demonstrated continued progress despite challenging market conditions. Commissioners discussed the applicant's progress, project timeline, building permit status, impact fees, and whether the project had been diligently pursued. Following discussion, the Commission expressed support for the extension while emphasizing the importance of continued progress toward construction.

A motion was made to extend the Conditional Use Permit PCUP25-0001 by one year.

Motion made by Commissioner Rimar, Seconded by Commissioner Weber.

Voting Yea: Commissioner Benner, Commissioner Dunkel, Commissioner Rimar, Commissioner Weber

Yoting Nay: Commissioner Torpie

Commissioner Roundtable

There were no topics for discussion during commissioner roundtable.

Adjourn

With no further business before the Commission, the meeting was adjourned at 7:56 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 _____, 2026.

Mose Dunkel, Chair

Attest: Mandy Brown, Board Clerk

CITY OF SANDPOINT
WRITTEN DECISION – Planning and Zoning Commission
PS26-0001 – Skyway Estates

Owner: Polar Built LLC
polarcomatt@gmail.com

Applicant/Representative: Gordon Dobler
gordon@doblerengineering.com

Location: 2708 N. Boyer Ave., Sandpoint, Idaho

Zone: Residential Single Family - RS

Planning and Zoning Commission Meeting Date: June 16, 2026

Meeting Type: Regular Planning and Zoning Commission Meeting – Public Hearing, Deliberation, and Recommendation to City Council

Date of this Written Decision: July 7, 2026

Summary of Decision

On June 16, 2026, the Sandpoint Planning and Zoning Commission (Commission) held a duly noticed public meeting to consider an application to subdivide ±4.5 acres into 26 lots along with dedication of right of way and associated infrastructure. The Commission considered the staff report, applicant presentation, public hearing, and responses to questions. The discussion and deliberation centered on whether or not the project was compliant with code and reasoning behind recommended conditions.

Following staff presentation there were questions from commissioners regarding the preliminary plat, preliminary improvement plans, and conditions. In a question regarding the 40' right of way width requirements staff noted that the required dedication adjacent to undeveloped properties is half of the standard requirement plus 10 feet. This situation occurs at the northwest corner of the property and at the eastern boundary of the property. There was also a question regarding the applicability of a condition for disclosure of the airport Lateral Safety Zone. Staff recommended a correction, that the condition should be applied to any lots on the entire west half of the project located within the Lateral Safety Zone. There was also a question regarding the width of the physical street to the north connecting to Huppert Ln. This is required by the fire official to be 20 feet wide with no parking on either side to satisfy Fire Code.

Th applicant provided a brief presentation and explained the nature of the proposed development. He answered a commissioner question on stormwater, explaining that the stormwater plan is being revised at the request of the city engineer. He noted that they will discharge east and west and that runoff would first be treated in swales in accordance with City Stormwater requirements.

A motion to approve the preliminary subdivision with a modification of the staff recommended conditions was made and seconded. The motion included striking planning condition #5 and modifying planning condition #6 to apply to all lots within the Lateral Safety Zone. The motion was approved unanimously, with two commissioners absent.

Findings: The staff report contained reference to the subdivision standards of Sandpoint City Code:

1. Sandpoint City Code §10-1-5 through §10-1-7 – Relevant code sections for Subdivision and Platting requirements include Water and Sewer Connections, Specific Requirements, and General Requirements. In recommending approval of the application with conditions, the Commission finds that all requirements will be satisfied, as further stated in the staff report.
2. Sandpoint City Code §9-4-1-3 – Development Standards for Residential Single Family Zoning District. By recommending approval of the preliminary plat with conditions the Planning and Zoning Commission finds that the proposed subdivision is consistent with the zoning district standards, as further stated in the staff report.
3. 2024 Comprehensive Plan – With this recommendation of approval of the proposed application with conditions the Planning and Zoning Commission finds that the proposed development furthers the relevant goals and objectives of the Comprehensive Plan, as further stated in the staff report.

Effective Date of the Recommendation for approval: The Planning and Zoning Commission hereby recommends the Preliminary Plat of Skyway Estates – PS26-0001 for approval, effective July 7, 2026.

Recommended for Approval with conditions by:

Mose Dunkle, Chair
City of Sandpoint Planning and Zoning Commission

Attest:

Mandy Brown, Administrative Assistant

CITY OF SANDPOINT**WRITTEN DECISION – Planning and Zoning Commission****PPUD25-0001 & PS25-0003 – Ridley Village Court Planned Unit Development Final Development Plan and Preliminary Subdivision**

Owner/Applicant: Kirk Rector/Affinity Real Estate Management, Inc.
krector@affinityrem.com

Project Representative: Aaron Qualls, AICP/ SCJ Alliance Consulting Services
Aaron.qualls@scjalliance.com

Location: 1001 Ridley Village Rd., Sandpoint, Idaho

Zone: Residential Multi Family - RM

Planning and Zoning Commission Meeting Date: June 16, 2026

Meeting Type: Regular Planning and Zoning Commission Meeting – Public Hearing, Deliberation, and Recommendation to City Council

Date of this Written Decision: July 7, 2026

Summary of Decision

On June 16, 2026, the Sandpoint Planning and Zoning Commission (Commission) held a duly noticed public meeting to consider an application for a 56 unit Planned Unit Development(PUD) Final Development Plan and a Preliminary Plat to subdivide ±4.1 acres into 56 lots along with dedication of right of way, common space, easements, and associated infrastructure. The Commission considered the staff report, applicant presentation, public hearing comments, and responses to questions. The discussion and deliberation centered on whether or not the PUD was consistent with the preliminary “approval in concept,” including the code standards that the applicant is requesting relief from. The Commission considered whether or not the Preliminary Plat is consistent with subdivision code. They furthermore evaluated the project and contemplated reasoning in consideration of application approval and recommended conditions for the PUD Final Development Plan and Preliminary Plat.

Following the staff presentation there were questions from commissioners regarding the PUD perimeter setbacks, along with an inquiry regarding perimeter setbacks allowed in the neighboring Maplewood PUD. Staff found that neighboring Maplewood PUD did not have a 25’ perimeter on all boundaries. There was a question confirming what kind of development could be permitted by right on this parcel in the RM Zoning District and what setbacks would be allowed if someone were to propose a multi-family project. Staff confirmed that a standard 5’ side yard setback would apply.

The applicant provided a presentation that explained their intentions with the Final Development Plan, including the applicant’s response and revisions based on the

conditions of the Preliminary PUD approval and comments. They noted private stormwater system including maintenance responsibility for stormwater and all private infrastructure and described how they met or exceeded the Council conditions and Public Works Standards. They highlighted a speed table, concrete 8-foot pathway, increased alley width for rear garage loading and increased snow storage and maneuvering areas. They also described how they addressed privacy concerns along cattail court. The applicant concluded with an updated development schedule. Following the presentation the representative answered a commissioner questions on off street parking outside of garages and the applicant showed where there were spaces between the private streets and setback garage doors and not parallel parking in the travel way. There was another commissioner question regarding the sewer line outflow. The project engineer described that the connection was designed to outflow to the deepest manhole and the new main would likely be lower, and existing laterals would not have a problem through Cattail Court.

During the public hearing there was testimony neutral and opposed to the project. Concerns were mostly from residents of adjacent development, Maplewood PUD. Concerns were similar to written comment highlighting desire to not have the River Rock Rd. connection or provide a non-vehicular connection. A common thread of the public testimony in opposition included concerns about, River Rock Rd. connection, the existing concentration of street and pathway users on S. Division noting that it is substandard in width and frontage infrastructure, concerns about character of homes fronting on Madison Ave. There was a comment requesting general ecological planting considerations and dark skies with all new development. A new concern from a resident of Ridley Village Senior Housing is that their livability has not been considered in the record. She also expressed concern about emergency access during construction. This concern was addressed by the city engineer noting that any Public Infrastructure Permit is required to have a traffic control plan which would typically maintain a through lane during construction, especially in a limited connectivity situation such as this. During rebuttal the applicant's representative stated the design intent on homes fronting Madison Ave. was a traditional streetscape with minimal setback and front porch focused design. He stated that allowing for on street parking and no curb cuts actually provides traffic calming safety benefits and intrinsic crime prevention benefits to the entire neighborhood. The project representative also addressed the lighting concerns stating that they have proposed warm toned lighting where possible and will be "dark sky" compliant.

During deliberations a commissioner questioned staff as to whether or not Ridley Village Rd. could be closed during construction. The City engineer spoke about the traffic control plan requirement and process for public infrastructure work and stated that while there may be reductions to one lane with flaggers, they would only on rare occasions be allowed a temporary closure of up to 15 minutes to allow a crossing connection if necessitated. In a commission discussion of connectivity the commission reasoned that

connectivity is irrefutably desired by City Code, Master Plan Policies, and the Comprehensive Plan; and that the applicant designed in accordance with City Council approval of the Preliminary PUD Development Plan. They further concluded that the matter has been resolved. There was further discussion on the setbacks backing up to Cattail Ct. and if a screening planting requirement was warranted. There was also discussion about the general concern about neighborhood safety and car centric design and things the City could be doing in all residential areas to slow cars, improve transportation options, and improve livability and safety.

A motion to approve the PUD Final Development Plan and Preliminary Plat - PPUD25-0001 & PS25-0003, with the staff recommended conditions in the Staff Report dated June 16th, 2026 was made and seconded. The motion was approved unanimously, with two commissioners absent, and one recused.

Findings: The staff report contained reference to the Planned Unit Development & Subdivision standards of Sandpoint City Code:

1. Sandpoint City Code §10-3 provides the relevant code sections for Planned Unit Developments. In recommending approval of the application with conditions, the Commission finds that all requirements will be satisfied, as further stated in the staff report.
2. Sandpoint City Code §10-1-5 through §10-1-7, relevant code sections for Subdivision and Platting requirements include Water and Sewer Connections, Specific Requirements, and General Requirements. In recommending approval of the application with conditions, the Commission finds that all requirements will be satisfied, as further stated in the staff report.
3. Sandpoint City Code §9-4-1-3 – Development Standards for Residential Multi-Family Zoning District. By recommending approval of the Preliminary Plat with conditions the Planning and Zoning Commission finds that the proposed subdivision is consistent with the zoning district standards, as further stated in the staff report.
4. 2024 Comprehensive Plan – With this recommendation of approval of the proposed application with conditions the Planning and Zoning Commission finds that the proposed development furthers the relevant goals and objectives of the Comprehensive Plan, as further stated in the staff report.

Effective Date of the Recommendation for approval: The Planning and Zoning Commission hereby recommends the Ridley Village Court PUD Final Development Plan and the Preliminary Plat of Ridley Village – PS26-0001 for approval, effective July 7, 2026.

Recommended for Approval with conditions by:

Mose Dunkle, Chair
City of Sandpoint Planning and Zoning Commission

Attest:

Mandy Brown, Administrative Assistant

CITY OF SANDPOINT**WRITTEN DECISION****PCUP23-0004 and PVAR24-0001 – 56 Bridge Street Hotel/Resort**

Owner: Averill Hospitality, LLC
brian@averillhospitality.com

Applicant: Ben McGrann
Ben@ActusProjects.com

Location: 56 Bridge Street, Sandpoint, Idaho
Zone: Commercial A

Planning and Zoning Commission Meeting Date: June 16, 2026

Meeting Type: Regular Planning and Zoning Commission Meeting – Public Hearing, Deliberation, and Decision

Date of this Written Decision: July 7, 2026

Summary of Decision

On June 16, 2026, the Sandpoint Planning and Zoning Commission held a duly noticed public meeting to consider a second extension of a Conditional Use Permit and Variance Permit for a new hotel/resort on a property located at 56 Bridge Street. The site contains a vacant commercial hotel and restaurant structure that was most recently used for a hotel and restaurant. The Planning Commission considered the staff report, applicant presentation, and responses to questions. The discussion and deliberation centered on whether or not the work the applicant has performed since the first extension of the permit was granted on July 22, 2026. Commissioners inquired about the nature of the work that had been completed since last July. Staff articulated that two permits were applied for and one issued to the applicant since July 2025: a demolition permit was applied for and issued in November, 2025 to remove the existing hotel, and a building permit application was filed on December 29, 2025, yet substantial plan check fees for that building permit review had not been paid. Staff further articulated that the demolition permit was not acted upon (no demolition occurred) and that it expired in May, 2026, and that the building permit was set to expire on June 29, 2026 unless fees were paid to initiate the review of the submitted plans. Staff added that very little contact had occurred between city staff and the applicant aside from the intaking of those two permits and a meeting in May, 2026 to hear about possible new ideas for the site.

The applicant provided a brief presentation and explained the nature of the design work that occurred in 2025 to develop the building permit plan set, which included among other construction details structural, electrical, mechanical, and architectural building components in a building plan set that exceeded 195-pages. The applicant shared that over \$800,000 had been spent since last July in design and other consultation work to advance the project. The applicant asked for flexibility, likening the effort to get to construction with a puzzle having many pieces, especially related to financing, and that they were asking for an additional year without any new conditions of approval.

The Commission asked several questions of staff regarding the timing of payment of the building permit review and inquired with staff and the applicant about the timing of the building permit submittal related to cost increases for the City's Development Impact Fees. Staff explained that Development Impact Fees had undergone a significant increase and unless the developer paid the plan check fees due at the end of June, 2026, the building permit application would expire and the new Development Impact Fees that took effect on January 1, 2026 would apply to the project. Discussion with the developer and Commission focused on the effect of the new fees on the feasibility of the project, should the developer be unable to act on the building permit that was submitted and faced the cost increase. The developer articulated that they were aware of the increase in fees, yet needed flexibility in how to deliver the project, especially given the difficulty they've had in financing the overall project.

The developer explained that they had alternate concepts for developing the site, and the flexibility in having the extension allowed them to focus on both efforts: attempting to shore up financing and to advance a new concept through new permitting.

A motion to approve the extension subject to the requirement that the building plan check fees be paid prior to permit expiry died due to lack of a second. The Commission then moved to approve the extension without new conditions and during discussion on the motion several commissioners commented that closing the existing business and investing in the soft costs for a substantial building permit submittal showed progress. The commissioners also stated that should another extension be requested in 2027, it may not be viewed as favorably. The motion to extend the CUP and Variance permits by another year until July 22, 2027 was approved 4-1, with two commissioners absent.

Findings: The staff report contained reference to the two relevant provisions of the original CUP and the Sandpoint City Code which address permit extensions:

1. 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.” The Commission found the applicant to have

diligently pursued the project over the past year, based on the information listed above in the Summary of Decision.

2. Condition of approval #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.” The Commission found the applicant to have diligently pursued the project over the past year, based on the information listed above in the Summary of Decision.

Effective Date of the Conditional Use Permit and Variance Extension: The extension enables permits PCUP23-0004 and PVAR24-0001 to remain effective until July 22, 2027.

Approved by:

Mose Dunkle, Chair
City of Sandpoint Planning and Zoning Commission

Attest:

Mandy Brown, Administrative Assistant