



Staff Report

To: Planning & Zoning Commission

Prepared by: Erik Brubaker, Associate Planner

Report: November 12, 2025

Hearing: November 18, 2025

Item: PCUP25-0002: A public hearing to consider a Conditional Use Permit application for a used car dealership in the Commercial C Zoning District.

I. Introduction

Craig Leoni, Chosen Motors LLC, is seeking approval of a Conditional Use Permit for a Vehicle Sales lot on a property located adjacent to 1207 US-2. The site contains a vacant commercial structure that was most recently used for a Real Estate Sales office. The rear of the property also contains part of a commercial contractors yard and storage building associated with the adjacent site to the east and south. The property is located in the Commercial C (CC) zoning district which allows vehicle sales of up to 12 passenger vehicles with approval of a conditional use permit.

The ±0.23 acre site is comprised of a single tax parcel (RPS00000226095A) and is legally described 22-57N-2W TAX 73.

Conditional use permits are considered and decided by the Planning and Zoning Commission, following public testimony and deliberation at a public hearing pursuant to Sandpoint City Code §9-9-1.

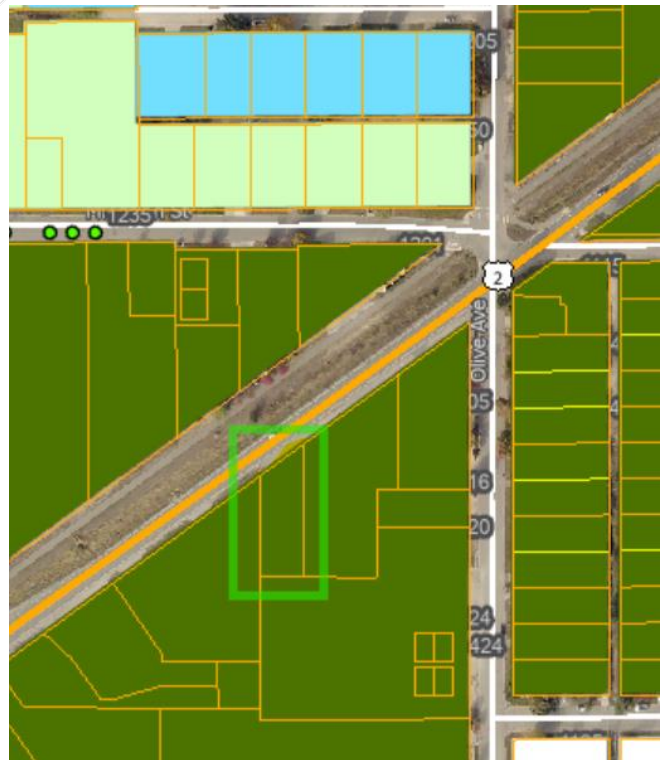
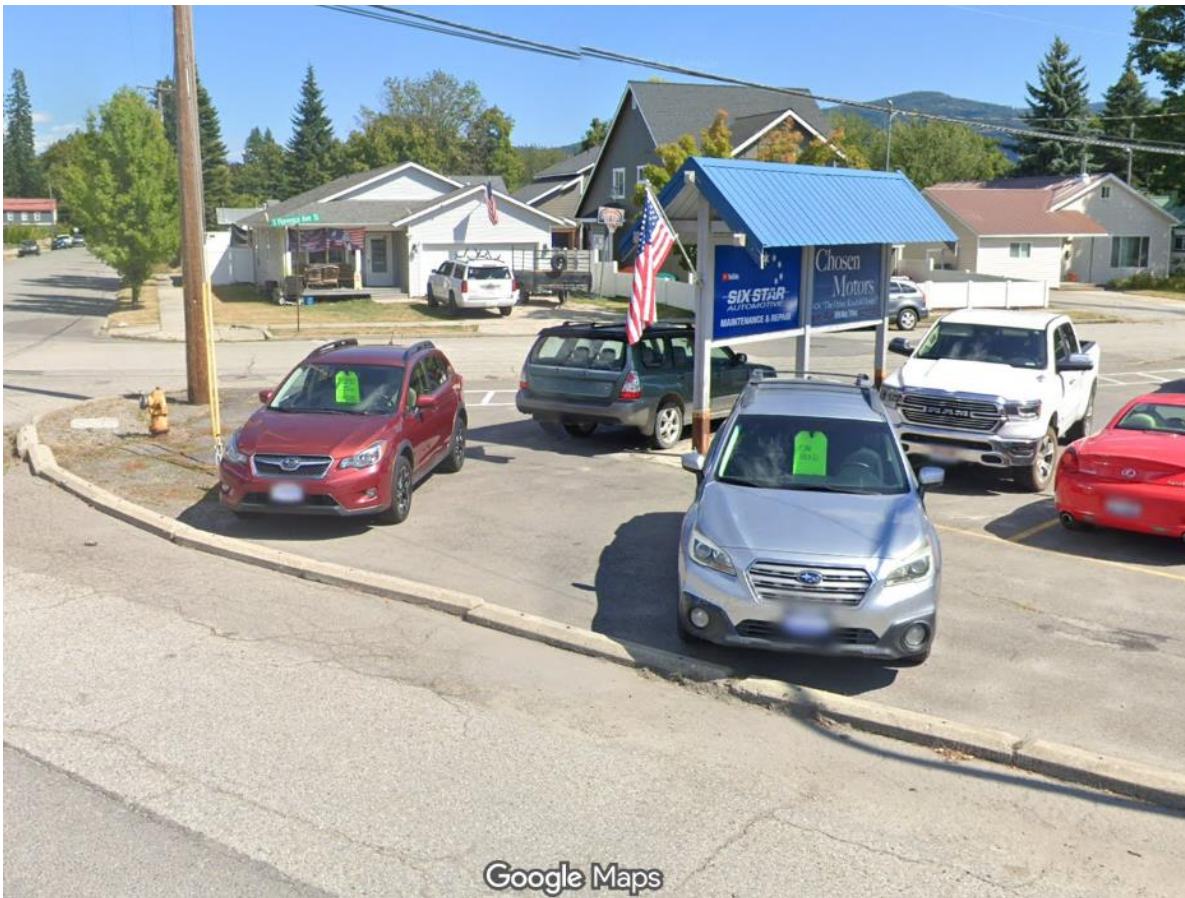


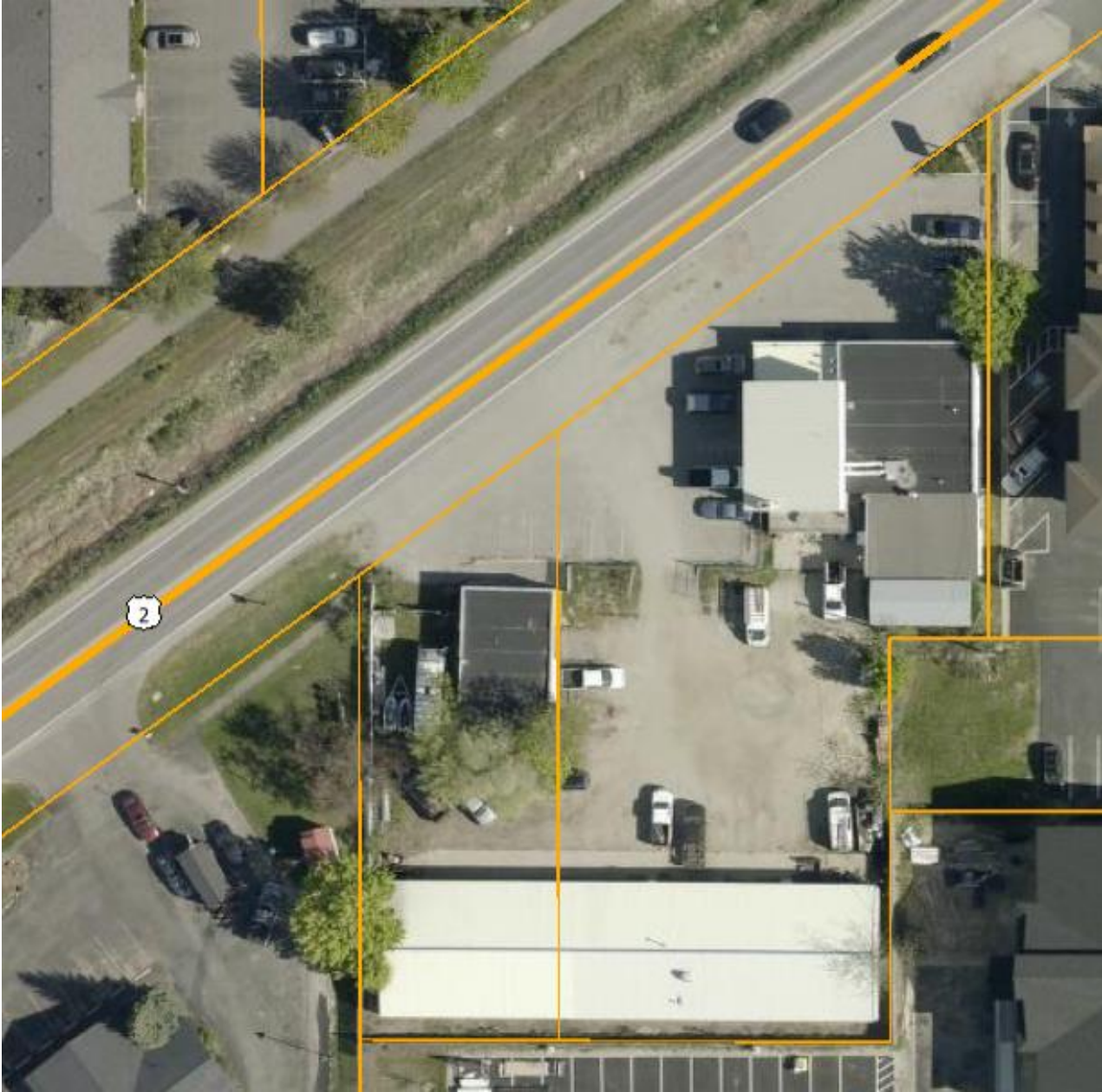
Figure 1 Vicinity & Zoning Map

II. Request

The conditional use permit application is a request for a passenger vehicle sales-lot of less than 12 vehicles with a small sales office. According to the application they typically have less than 7 vehicles of inventory. This is a proposed relocation of an existing Sandpoint business which has been operating at the intersection of Highway 2 and S. Florence Ave. There are no new construction or changes to the site including buildings, vehicle circulation patterns, or otherwise. The proposal includes four parking spaces which exist in front of the office building. Inventory will be displayed outside along the west side of the structure which is an existing gravel surface. Taken together, the site can accommodate both customers and vehicle display area.



Prior Business Location



Site GIS Aerial



Vehicle Circulation

III. Application Timeline and Notification

9/04/2025	Pre-application Meeting
09/12/2025	Application Received
09/23/2025	Application Complete
10/23/2025	Hearing Notice Published and Notice of Application sent to Agencies and Property owners within 300 Feet
11/10/2025	Hearing Notice Sign Posted
11/18/2025	Planning and Zoning Commission Public Hearing

REVIEWING DEPARTMENTS & AGENCIES:				
City of Sandpoint	Local Agencies & Districts	State & Federal	Bonner County	Other
<input checked="" type="checkbox"/> Building <input checked="" type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> City Engineer <input checked="" type="checkbox"/> Operations	<input checked="" type="checkbox"/> Independent Highway District <input checked="" type="checkbox"/> Pend Oreille School District <input checked="" type="checkbox"/> Panhandle Health District <input checked="" type="checkbox"/> City of Dover <input checked="" type="checkbox"/> City of Ponderay	<input checked="" type="checkbox"/> ID Dept. Lands <input checked="" type="checkbox"/> Environmental Quality <input checked="" type="checkbox"/> ID Transportation Dept. (ITD) <input checked="" type="checkbox"/> USACE <input checked="" type="checkbox"/> ID Water Resources <input checked="" type="checkbox"/> ID F&G	<input checked="" type="checkbox"/> Surveyor <input checked="" type="checkbox"/> Sandpoint Airport <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> BC EMS <input checked="" type="checkbox"/> Commission	<input checked="" type="checkbox"/> Avista Utilities <input checked="" type="checkbox"/> Northern Lights <input checked="" type="checkbox"/> Various Utility/Service Providers <input checked="" type="checkbox"/> BNSF Railroad
X = Request for review/comments sent to department or agency.				

Consideration of written comments. At the time of this report, the city has received two (3) agency responses, see attachments. All comments received before the hearing will be forwarded to the Commission and added to the application website. The following agencies have provided comments for Commission and inclusion in the conditions of approval as necessary:

- Idaho Transportation Department (ITD) – Symone Legg – Project Coordinator states that the approach is permitted (no. 1-99-040) and they have no objection due to limited change in use.
- Independent Highway District (IHD) – Ryan Luttmann, P.E. Stated that the CUP does not appear to access a city street and has no comments on behalf of the district. However, he noted that the Site Plan does not have a scale or property line and that the parking spaces appear to be 10’ deep. The site plan was revised to show compliant parking places, property line, and a scale. (Note condition 3).
- Idaho Department of Environmental Quality(DEQ) – Has no environmental impact comments on the proposed project.

IV. Applicable Law & Findings of Fact

This application is subject to review and compliance/consistency with the following. Staff analysis is provided in bold.

A. City Code, Title 9, Chapter 9 - Zoning Administration

Notice of the request and public hearing date was provided as detailed above.

§9-9-6 provides specific procedures and requirements associated with a CUP, including a requirement that a CUP shall not be granted or denied unless the Planning and Zoning Commission makes specific findings of fact based directly on the particular evidence presented

to it as to whether the standards and conditions identified in the code have been met by the applicant. Section 9-9-6-A.3 requires the affirmative finding of the following nine (9) criteria prior to the granting of a CUP.

It is noted that §9-9-6-7 states: *“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.”* **It is the applicant’s stated intent to begin operations upon approval with minimal changes to the site.**

The applicant’s narrative has been provided with the application materials and staff's analysis of the nine criteria are **bolded** below.

- 1) Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
Finding: The application establishes motor vehicle sales of less than 12 pursuant to SCC 9-2-1-3.
- 2) Will be harmonious with and in accordance with the general objectives, or with any specific objective of the comprehensive plan and/or applicable sections of the Sandpoint Code.
Finding: According to the Applicants project narrative the only changes will be to remove the vinyl fence slats and paint the fence black which would improve the aesthetics of the Highway 2 west gateway to the city pursuant to Community Design goals in the Comprehensive Plan. See code compliance review below. (Condition 4)
- 3) Will be designed, constructed, operated, and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
Finding: The 2024 Comp Plan future land use designation is Mixed Use Corridor and the proposal is consistent. The Commercial C zoning district is supportive of an auto oriented development pattern.
- 4) Will not be hazardous or disturbing to existing neighboring uses.
Finding: The intended use as will not be hazardous or disturbing to existing neighboring uses because neighboring uses include a mix of commercial retail, office, contractor yard and residential. Proposed use is similar in scale and intensity to existing uses occurring on the property.
- 5) Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
The property is situated within the City of Sandpoint, and public utilities and services are available and they have adequate capacity to serve the proposed development.
- 6) Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
Finding: The applicant’s proposal will not create additional public burden because it is relocation of an extent use along Highway 2 and is consistent with prior uses of

the property.

- 7) Will not involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
Finding: As a low intensity business, this proposal is not likely to have any environmental impacts detrimental to surrounding properties.
- 8) Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
Finding: As proposed the proposed land use will not change the existing approaches or current motor car circulation patterns.
- 9) Will not result in the destruction, loss, or damage of a natural, scenic or historic feature of major importance. **The project is proposed to be developed is consistent with the intended land uses of the Commercial C district zoning standards pertaining to such developments. Nothing in the public record indicates the destruction or loss or damage of notable features of the property.**

B. City Code, Title 9, Chapter 2 – Commercial C

As previously noted, a motor vehicle sales lot of twelve(12) or less is considered a conditional use in the CC zoning district.

Table 2 below provides a preliminary review of Title 9, Chapters 2 and 5, with those items noted as TBD that will receive closer evaluation at the building permit phase. From the materials submitted, it appears that the development will be able to meet all requirements.

§9-4-2 Residential Multifamily Zoning Standards			
Code Section	Code Requirement	Code Compliant	Staff Comment - Findings
9-2-1-3	Establishes the allowed land uses in the CC zone	Yes	Vehicle Sales with 12 or less units are allowed through the Conditional Use process. (Notes 2 and 8)
§9-5 Off-street Parking			
9-2-2-11-C.	Off Street Parking to Side or Rear	No	There are no changes proposed to the current site structures and vehicular circulation. While not compliant the proposed use will not increase the existing non-conformity.
9-5-2	Parking spaces for commercial uses must be located not more than one thousand feet (1,000') from the principal use.	Yes	Parking is on site.
9-5-4	Access and Maneuvering Area	Yes	Site plan complies, details to be verified with the building permit.
9-5-5	Setbacks - minimum 5 feet	No	Site plan complies adds an additional space to the west. This is not compliant See Condition 2
9-5-6	Hard Surfacing	Yes	Site plan complies, details to be verified with the building

			permit.
9-5-8	Lighting	TBD	Not shown See Condition 5
9-5-10	Signs	TBD	Existing parking and circulation. No changes proposed.
9-5-11	Striping	No	Less than 10 spaces provided. See Condition 3.
9-5-12	Landscaping- 10% minimum	TBD	No landscaping proposed. See Condition 6
9-5-13	Accessible parking	TBD	Considered if there is a building permit.
9-5-14	Design & Dimensional Standards	Yes	Site plan conforms.

Table 1 Code Requirement Evaluation

C. City Code, Title 9-5-15 - Minimum and Maximum Surface Parking Space Requirements

Finding: 266 sf of office space is proposed which requires 1 parking space. Three are existing and a new one is proposed, however as proposed it does not meet property line setbacks for parking. (See Condition 2).

D. City Code, Title 11 - Development Regulations

Per SCC§11-3-2 Applicability

Finding: Stormwater Management Ordinance does not apply as there is no development of the site being proposed and it will be utilized as is.

E. City of Sandpoint Comprehensive Plan

The future land use map designation for the property is Mixed Use Corridor (MUC). The MUC designation is intended to “provide a mix of office, retail, and multifamily residential uses along the main arterials and collectors.”

In addition to the future land use map, the comprehensive plan has other goals and objectives relevant to the proposed development, most particularly in Chapter 9, Goal 1 Economic Health discusses supporting a diverse, year round economy, and supporting existing businesses as providers of jobs with living wages and benefits. The proposal is broadly consistent with vision of the plan and does not conflict with the relevant goals and objectives of these sections.

Mixed Use Corridor (MUC)

Mixed-Use Corridors (MUC) provide a mix of office, retail and multifamily residential uses along the main arterials and collectors. Mixed use buildings are encouraged in this land use category, but single use multi-story buildings are allowed. A range of building sizes, setbacks, and styles is allowed as long as multi-modal access is addressed through design. The future land use map identifies MUC along Highway 2, N. Boyer Avenue and Division Avenue, as well as south of Downtown and along N. Division and Baldy Mountain Road.

- Approximate Density Range: Variable
- Formerly identified as Context Area 4 and Context Area 5
- Dominant Street Pattern: Grid or Modified Grid

V. Draft Conditions of Approval

Per City Code §9-9-6, the Planning and Zoning Commission may impose conditions including those that address, but are not limited to, the following:

1. Minimizing adverse impact on other development.
2. Controlling the sequence and timing of development.
3. Controlling the duration of development.

4. Assuring that development is maintained properly.
5. Designating the exact location and nature of development.
6. Requiring the provision for on-site or off-site public facilities or services.
7. Requiring more restrictive standards than those generally required in an ordinance.

The following conditions are recommended by staff to ensure compliance with the nine (9) CUP criteria and to address issues as noted in the staff report:

1. Pursuant to §9-9-6-7 of Sandpoint City Code, once a CUP is approved, work shall commence within one (1) year following the date of approval and shall be diligently pursued or said approval and permit shall be rendered null, void and of no right or recourse.
2. Prior to commencing the land use, applicant shall submit to the City a revised site plan demonstrating the removal of the westernmost parking space.
3. Prior to commencing the land use, applicant shall restripe parking spaces to city standard per site plan less the westernmost space as addressed in condition 2.
4. Prior to commencing the land use, Applicant shall remove privacy slats and paint chain link black per application, prior to display of inventory.
5. Any future parking lot lighting and/or building lighting shall comply with SCC§9-5-8 and SCC§8-4 or as amended.
6. Prior to commencing the land use, applicant shall submit to the City an amended site plan showing at least 18 square feet of planting, landscaping, flower bed, raised bed or similar; to the satisfaction of the Community Planning and Development Director.

VI. Action

Following public testimony and subsequent deliberations, the Planning & Zoning Commission shall make findings and take one of the following actions in accordance with Sandpoint City Code:

1. Approve the application with conditions.
2. Postpone action on the application to a date certain, with specific direction on additional information needed, or
3. Deny the application.

Following action by the Planning and Zoning Commission, staff will return to the Commission with a written decision reflecting its decision. The effective date of any action is the date such written decision is acted upon.

VII. Attachments

The public record on this matter includes all of the following documents that can be viewed at [Chosen Motors - Conditional Use Permit | Sandpoint, ID](#)

1. Application materials as submitted by the applicant including:
 - a. CUP application form
 - b. Narrative
 - c. Revised Site Plan
 - d. Samuelson civil preliminary design narrative
 - e. Trip generation statement
 - f. Property deed & owner authorization form
2. Public hearing notices & postings
3. Agency & public comments received