



PLANNING AND ZONING COMMISSION MEETING MINUTES

September 1, 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

Vice Chairman Wayne Benner called the regular meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, September 1, 2026, 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

ABSENT

Commissioner Mose Dunkel, Chair
Commissioner Ivan Rimar
Commissioner William Mitchell

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 it was approved as presented by a unanimous vote of the Commissioners present.

Motion made by Commissioner Weber, Seconded by Commissioner Simmons.

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

- 1. Approval of the Minutes from the Commission's August 18, 2026, Meeting**
- 2. Approval of the Written Decision Appeal 56 Bridge St PAPL26-0001**

Matters from the Public - General 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 Hearing

Old/Unfinished Business

New Business

- 3. Discussion: Draft Zoning Administration**

Deputy Community Planning & Development Director Bill Dean presented the draft Zoning Administration chapter, which is intended to establish a clear and consistent framework for administering the City's zoning regulations, including application procedures, permit administration, approval authority, appeals, required findings, and the roles of staff, the Planning & Zoning Commission, and City Council. The Commission and staff discussed various provisions of the draft, including Conditional Use Permits, Site Plan Review Permits, variances, zoning compliance, home occupations, enforcement, development agreements, legislative actions, overlay districts, and effective dates. Discussion also focused on creating more objective and consistent standards while allowing appropriate flexibility when warranted.

The Commission discussed how the Zoning Administration chapter will work with the broader zoning code update and the importance of clear, consistent information for applicants. Dean noted that additional revisions and cleanup would occur before the anticipated October 20, 2026, public hearing on the zoning code update. The Commission also discussed the October 6, 2026, open house at Community Hall as part of the City's zoning code outreach efforts. No action was taken.

4. Discussion: Zoning Code Update Outreach Letter

Deputy Community Planning & Development Director Bill Dean presented the proposed outreach letter for the City's zoning code update, noting that approximately 1,200 letters would be mailed to property owners affected by proposed zoning changes across approximately 17 areas. The Commission discussed the purpose of the letter, including notifying property owners of proposed changes to zoning district names and development standards, providing clear information, and encouraging community participation. Discussion also included the planned October 6, 2026, open house at Community Hall, where property owners and community members can ask questions and speak with City staff, as well as the anticipated October 20, 2026, public hearing on the zoning code update and opportunities for additional public participation before the matter is considered by City Council.

The Commission discussed the importance of making the outreach materials understandable and accessible to property owners, particularly those who may be unfamiliar with zoning regulations or their current zoning designation. Staff explained that the outreach is intended to provide information, answer questions, and encourage participation throughout the update process. The Commission also discussed the connection between the zoning code update and the City's adopted Comprehensive Plan. No action was taken.

Matters from City Staff

Matters from the Commission / Commissioners Roundtable

There were no topics for discussion during the Commissioners Roundtable.

Adjourn

With no further business before the Commission, the meeting was adjourned at 7:20 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.

Wayne Benner, Vice Chair

Attest: Mandy Brown, Board Clerk