



## **PLANNING AND ZONING COMMISSION MEETING MINUTES**

**March 04, 2025 at 5:30 PM**

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

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### **Call to Order, Roll Call and Pledge of Allegiance**

Chair Mose Dunkel called the meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, March 4, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

#### **PRESENT**

Commissioner Mose Dunkel, Chair  
Commissioner Wayne Benner, Vice Chair  
Commissioner Ivan Rimar  
Commissioner Scott Torpie  
Commissioner Reid Weber  
Commissioner William Mitchell

#### **ABSENT**

Commissioner Grant Simmons

Under the City's adopted Code of Ethics and Civility, as the presiding officer, Chairman Dunkel identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Chief Corey Coon.

Chairman Dunkel led all present in the Pledge of Allegiance.

### **Announcements**

Chairman Dunkel announced that, when those attending remotely registered to attend by Zoom, they were notified, as part of the registration process, that, except by prior arrangement and approval, testimony during a land use or other quasi-judicial public hearing is not taken remotely and that those who wish to testify on these types of matters need to attend the meeting in person. He further noted that there was both a quasi-judicial public hearing and a legislative public hearing on the agenda, that the first hearing, regarding the preliminary development plan for the Ridley Village Court Planned Unit Development, was a quasi-judicial hearing, and that those who wished to testify on that matter would need to be physically present in the room. The second hearing, regarding City-initiated proposed amendments to Sandpoint City Code 10-2-3-D and 7-3-10-H, related to the timing of infrastructure requirements for short plats, would be a legislative hearing, and those attending remotely would have an opportunity to testify on that matter if they wished.

### **Meeting Minutes Approval**

1. The minutes from the Commission's February 4, 2025, meeting were approved as presented.

Motion made by Commissioner Benner, Seconded by Commissioner Weber.

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

### **Matters from the Public - General Comments**

Chairman Dunkel recited the rules and procedure for public comment during the meeting, followed by an opportunity for general comments from the public regarding topics not on the agenda relevant to the business of the City of Sandpoint. Information only; no Commission action.

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## Public Hearings

### 2. Public Hearing/Recommendation Decision: Ridley Village Court Planned Unit Development - Approval of Preliminary Development Plan

Chairman Dunkel announced that the next item on the agenda was a public hearing and a decision on a recommendation to City Council regarding the preliminary development plan for the Ridley Village Court Planned Unit Development and recited the order and procedure for the public hearing. He then stated for the record that any written comments received were included in the meeting packet, or City staff had otherwise forwarded written comments to the Commission, if received in time to do so.

Commissioners Reid and Mitchell recused themselves, each citing a conflict of interest. All other Commissioners present confirmed no ex parte contact and no conflict of interest as pertained to this matter.

Sandpoint City Planner Bill Dean provided a staff presentation and, along with City Engineer Brandon Staglund, fielded questions from the Commissioners.

Aaron Qualls, Senior Project Manager with SCJ Alliance Consulting Services, representing applicant Affinity Real Estate Management, Inc., provided a presentation in support of his client's application and fielded questions from the Commissioners, with applicant Kirk Rector additionally providing some brief information regarding his project.

Following the applicant's presentation and Commissioner questions, Chairman Dunkel 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, for a total of up to six (6) minutes for a speaker who received gifted time.

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

Mary Jensen, Executive Director of Forrest Bird Charter School, testified in support of the application.

City of Sandpoint resident Barbara Little, as well as Donna Griffin, Executive Director of the Selkirks-Pend Oreille Transit Authority (SPOT Bus), testified as neutral to the application.

The following Sandpoint residents spoke in opposition: Tom Carroll (gifted additional time by Sandpoint resident Rod Crawford), Karen Hefley, Barbara Buchanan (gifted additional time by Sandpoint resident Rick Dalessio), Phil Dommies, Leona Christensen, and Curt Hagan.

Following public testimony, Mr. Qualls offered rebuttal testimony, with no additional questions from the Commission.

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

Following closure of the public hearing, the Commissioners deliberated toward a decision, with City staff, including City Attorney Fonda Jovick, fielding questions regarding the application and the process.

Commissioner Torpie made a motion that the Sandpoint Planning and Zoning Commission recommend City Council **approve** the request by Affinity Real Estate Management, Inc., for a Planned Unit Development Preliminary Development Plan for Ridley Village Court, located on a 5-acre parcel between Ridley Village Road and S. Madison Avenue, south of the Forrest M. Bird Charter School, based on conditions of approval. (*See Conditions of Approval, below.*)

This motion is based on findings provided through the submittal materials, staff report and testimony that, as presented, the application establishes that, pursuant to Idaho Code 10-3-10-E:

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- a. The plan is consistent with the intent and purpose of Title 10 Chapter 3; and
- b. The proposed development advances the general welfare of the community and neighborhood; and
- c. The benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations.

This motion is further based on the general standards applicable to Conditional Use Permits required by the PUD ordinance, City Code 10-3-10-F, as established in City Code 9-9-6:

1. Will, in fact, constitute a conditional use, as established on the official schedule of regulations for the zoning district involved.
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.
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.
4. Will not be hazardous or disturbing to existing neighboring uses.
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.
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.
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.
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.
9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

And further, that staff has followed the notice procedures applicable to planned unit developments.

#### **Conditions of Approval:**

1. Revise development plan to show extension of both River Rock Road and Autumn Lane between Madison Avenue and Ridley Village Road, including water and sewer main extensions within the entire public right of way.
2. Revise the development plan to show all water and sewer main extensions either within a public right of way, or within an adequately sized public utility easement (20 feet for single pipe, 30 feet for two pipes in parallel), and all water and sewer mains located at least 10 feet from any proposed building.
3. Driveway for the townhouse units at the southeast corner of River Rock and Ridley Village, as shown on the submitted improvement plans, shall be located at least 35 feet from the proposed curb line along Ridley Village Road, pursuant to Sandpoint City Code 10-1-6-F.
4. Streetlights shall be installed at two intersections: Ridley Village / Autumn Lane, Ridley Village / River Rock Road.
5. Increase the setback along the properties abutting Cattail Ct. to be similar to the setbacks that are on the properties from Cattail Ct. to the common property line, and, further, that those buildings along Cattail Ct. are to be single story buildings. ***(Note for the record: This condition, as stated by Commissioner Torpie during his motion, was not ultimately approved. It was replaced with Condition #5 as recommended in the staff report. See amendment to motion, below.)***

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Commissioner Torpie's motion to recommend approval with conditions was seconded by Commissioner Benner.

Following discussion, Commissioner Benner moved to amend Commissioner Torpie's motion, replacing Commissioner Torpie's Condition #5 with the Condition #5 that was recommended in the staff report, along with two additional conditions:

5. The open space should be relocated to the eastern property to enable the 25-foot setback to remain and to create a buffer between the proposed development and Maplewood neighborhood (including along Madison Avenue and Cattail Court).
6. Require the installation of an adequate fence along Autumn Lane on the north boundary of the Forrest Bird Charter School property.
7. Require the applicant to coordinate with City staff to implement traffic calming measures for traffic flow through adjacent neighborhoods.

Commissioner Benner's motion to amend was seconded by Commissioner Rimar, with the resulting vote as follows:

Motion made by Commissioner Benner, Seconded by Commissioner Rimar.

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

Recused and Abstaining: Commissioner Weber, Commissioner Mitchell

Following the vote on the motion to amend, approved unanimously by Commissioners present and voting, the result of the main motion to recommend approval of the application with conditions was as follows:

Motion made by Commissioner Torpie, Seconded by Commissioner Benner.

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

Recused and Abstaining: Commissioner Weber, Commissioner Mitchell

The Commissioners present and voting unanimously voted to recommend that City Council **approve** the request by Affinity Real Estate Management, Inc., for a Planned Unit Development Preliminary Development Plan for Ridley Village Court, located on a 5-acre parcel between Ridley Village Road and S. Madison Avenue, south of the Forrest M. Bird Charter School, with the conditions as stated above.

Following conclusion of Agenda Item 2, Chairman Dunkel called for a brief recess at 8:24 p.m., with the meeting reconvening at 8:31 p.m., and Commissioners Reid and Mitchell rejoining the meeting and taking their seats on the dais.

3. Public Hearing/Recommendation Decision: Amendments to City Code 10-2-3-D and 7-3-10-H, related to Timing of Infrastructure Requirements for Short Plats

Chairman Dunkel announced that, for the second and final public hearing on the agenda, the Commission was asked to make a recommendation to City Council regarding City-initiated proposed amendments to Sandpoint City Code 10-2-3-D and 7-3-10-H, related to the timing of Infrastructure requirements for short plats, followed by a staff presentation from Mr. Staglund, who fielded questions from the Commissioners.

Following the staff presentation, Chairman Dunkel provided some brief instructions and then **opened the public hearing**. City resident Dan Rueckert was the sole testimony received regarding this matter, and, with confirmation that all who wished to speak had an opportunity to do so, Chairman Dunkel then **closed the public hearing**.

There was no deliberation and no additional questions from the Commissioners.

A recommendation to City Council that these **amendments should be adopted** passed by a unanimous vote of the Commissioners present, as shown below.

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Motion made by Commissioner Rimar, Seconded by Commissioner Benner.  
Voting Yea: Commissioner Dunkel, Commissioner Benner, Commissioner Rimar,  
Commissioner Torpie, Commissioner Weber, Commissioner Mitchell

**Old/Unfinished Business** - none

**New Business** - none

**Matters from City Staff**

There were no general matters from staff for the Commission.

**Commissioner Roundtable**

Chair Dunkel requested that any general roundtable type items from the Commissioners be saved for the Commissioner Roundtable at the next meeting.

**Adjourn**

With no further business before the Commission, the meeting was adjourned at 8:47 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk and Deputy City Clerk, were approved by the Sandpoint Planning and Zoning Commission during their meeting on \_\_\_\_\_, 2025.

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Mose Dunkel, Chair

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Attest: Hayley Keys, Deputy City Clerk

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