



BOUNDARY COUNTY PLANNING AND ZONING

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PLANNING & ZONING COMMISSION

MINUTES OF NOVEMBER 20, 2025, PUBLIC MEETING

Boundary County Annex at 6566 Main St., Bonners Ferry, ID 83805

ATTENDANCE:

Chair Caleb Davis: Present, Excused, Absent

Rob Woywod: Present, Excused, Absent

John Cranor: Present, Excused, Absent

Bill Benage: Present, Excused, Absent

Co-Chair Wade Purdom: Present, Excused, Absent

Scott Fuller Present, Excused, Absent

Adam Isaac: Present, Excused, Absent

ROLL CALL: Chair Davis called the meeting to order at 5:34 p.m. Roll call: Commission members' attendance is noted above. Also in attendance: Road & Bridge Assistant Superintendent Adam Ryals, Contract Planner Tess Vogel, Acting Planning & Zoning Administrator Clare Marley, and members of the public.

CONSENT AGENDA:

Commissioner Cranor moved to approve the October 23, 2025 minutes, and Commissioner Isaac seconded the motion. The Chair declared the motion approved on a unanimous voice vote.

Co-Chair Purdom moved to approve the 2026 Planning & Zoning Commission meeting calendar, and Commissioner Woywod seconded the motion. The Chair declared the motion approved on a unanimous voice vote.

PUBLIC HEARING: FILE #26-0002, CONDITIONAL USE PERMIT, RITZ FAMILY TRUST is requesting a conditional use permit for a multi-structure residential use to allow for a second primary single-family dwelling on a 60-acre parcel, where one primary single-family dwelling currently exists. The parcel is zoned Agriculture/Forestry, which requires a conditional use permit for a multi-structure residential use per Section 15.9.5.3. of the Boundary County Land Use Code. The parcel is located at 612 Pywell Road and is identified as Assessor's Parcel RP64N01E202410A in Section 20, Township 64 North, Range 1 East, B.M.

Disclosures/Conflicts of Interest: None.

Staff Presentation: Ms. Vogel explained the hearing procedures and provided an overview of the proposal. Mr. Ryals clarified his written comments regarding the property's approaches and access and noted that conditions #8 and #10 are sufficient for Road & Bridge Department conditions.

Applicant Presentation: Applicant representatives Alysa and Roy Ritz stated they wish to have a second home on site for their family. Mr. Ritz stated the area was chosen to have the least impact on the agricultural uses on site and to have it located near the original homestead.

Public Testimony: None.

Applicant Rebuttal: Mr. Ritz stated he and his family have been actively living on site in a RV for three years so there would be no new impact or an increase in the residential use impacts in the area. Mr. Ritz also stated that they will work with the Road & Bridge Department to remove and update the property's approaches.

DELIBERATION/DISCUSSION: The Chair closed the public hearing, and the Commission began deliberations.

Motion: Commissioner Cranor moved, and Commissioner Purdom seconded the motion, to approve the conditional use permit for a multi-structure residential use to allow for an additional primary single-family dwelling, File #26-0002, finding that the proposal IS in accord with the standards of Idaho Code and Section 7 of the Boundary County Zoning & Subdivision Ordinance, based upon the findings and conditions as amended to amend findings #6 to include Hall Mountain Fire District and to include condition #10 as written and based upon the reasons as read into the record. This action does not result in a taking of private property.

The Chair declared the motion approved on a unanimous voice vote.

APPROVAL OF P&Z BYLAWS: Commissioner Woywod moved to approve the Boundary County Planning & Zoning Commission bylaws, and Co-Chair Purdom seconded the motion. The Chair declared the motion approved on a unanimous voice vote.

RECOMMENDATION FOR PLANNING & ZONING COMMISSION APPOINTMENTS: Ms. Vogel advised that Planning & Zoning Commission members Caleb Davis and Rob Woywod have terms expiring January 1, 2026, and that due to Commission members David Hollabaugh and Ron Self resigning there are two vacancies as well. Both Chair Davis and Commissioner Woywod are interested in being reappointed. Boundary County placed a display ad in the Bonners Ferry Herald and three members of the public, Sheleah "Mercy" Bushnell, Mike Wojack, and Seth Kinkade submitted letters of interest. Prior to the November 20, 2025, meeting, Kyle Watts contacted the Planning & Zoning Department regarding his interest as well. Ms. Bushnell rescinded her interest letter and Mr. Watts was unable to attend the November 20, 2025, meeting for interviews. The Planning & Zoning Commission is required by the local land use code to forward their recommendations for appointments to the Board of County Commissioners.

Acting Planning & Zoning Administrator Clare Marley entered the meeting at 6:46 p.m.

Motion to Enter Executive Session: Co-Chair Purdom moved, and Commissioner Isaac seconded the motion, to enter into executive session pursuant to Idaho Code §74-206(a), To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. The Chair declared the motion approved on a roll call vote – Chair Davis (aye), Commissioner Isaac (aye), Commissioner Benage (aye), Commissioner Woywod (aye), Co-Chair Purdom (aye), Commissioner Cranor (aye).

The recorder was paused, and members of the public left the room at 6:48 p.m. when the Commission entered into executive session.

The recorder was re-started at 7:22 p.m. when the Commission voted to leave executive session. Members of the public re-entered the room.

Motion to Close Executive Session: Co-Chair Purdom moved, and Commissioner Woywod seconded the motion, to close the executive session. The Chair declared the motion approved on a roll call vote – Chair Davis (aye), Commissioner Isaac (aye), Commissioner Benage (aye), Commissioner Woywod (aye), Co-Chair Purdom (aye), Commissioner Cranor (aye).

Motion to Recommend Re-Appointment of Caleb Davis: Commissioner Isaac moved, and Co-Chair Purdom seconded the motion, to recommend to the Board of County Commissioners the re-appointment of Caleb Davis to the Planning & Zoning Commission. The Chair declared the motion approved on a roll call vote – Chair Davis (aye), Commissioner

Isaac (aye), Commissioner Benage (aye), Commissioner Woywod (aye), Co-Chair Purdom (aye), Commissioner Cranor (aye).

Motion to Recommend Re-Appointment of Rob Woywod: Co-Chair Purdom moved, and Commissioner Cranor seconded the motion, to recommend to the Board of County Commissioners the re-appointment of Rob Woywod to the Planning & Zoning Commission. The Chair declared the motion approved on a roll call vote – Chair Davis (aye), Commissioner Isaac (aye), Commissioner Benage (aye), Commissioner Woywod (aye), Co-Chair Purdom (aye), Commissioner Cranor (aye).

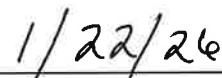
Motion to Table Recommendations for Vacancies: Co-Chair Purdom moved, and Commissioner Cranor seconded the motion, to table the appointment recommendations for the two Planning & Zoning Commission vacancies to the January 22, 2026, public meeting at the Boundary County Annex Building at 5:30 p.m. The Chair declared the motion approved on a roll call vote – Chair Davis (aye), Commissioner Isaac (aye), Commissioner Benage (aye), Commissioner Woywod (aye), Co-Chair Purdom (aye), Commissioner Cranor (aye).

UPDATES & ANNOUNCEMENTS: Ms. Vogel advised Commission members that the Board of County Commissioners desire to have the joint meeting during the January 22, 2026, meeting and noted that interviews for the two vacancies will be held at the same meeting.

ADJOURNMENT: Chair Davis declared the meeting adjourned at 7:29 p.m.



Caleb Davis, Chair
Boundary County Planning & Zoning Commission



Date: