



PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

July 10, 2025 at 11:30 AM

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

Call to Order

Chair Cate Huisman called the meeting of the Sandpoint Pedestrian and Bicycle Advisory Committee to order at 11:30 a.m. on Thursday, July 10, 2025, in Council Chambers at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

Roll Call

PRESENT

Cate Huisman, Chair

Molly O'Reilly, Vice Chair

Erin Billings

Jennifer Heller (arrived 11:52 a.m.)

Julie Perchynski

Reid Weber (arrived at 11:32 a.m.)

Katie Stepleton

ABSENT

Radley Peterson

Also present were staff liaison Brandon Staglund and Deputy City Clerk Hayley Keys, serving as board clerk. Council liaison Deb Ruehle arrived at 12:01 p.m.

Meeting Minutes Approval

1. It was discovered that the minutes from the June 12, 2025, meeting were incomplete and will be presented for approval at the Committee's next meeting.

Old/Unfinished Business

2. Subcommittee Reports

No update from the Events Subcommittee. The Multimodal Transportation Master Plan (MTMP) Subcommittee present during agenda item #4, below. The Intersections Subcommittee presented during agenda item #6, below. The Development Subcommittee presented during agenda item #7, below.

3. Staff Update: Protocol on Direct Communication with Applicants

Mr. Staglund notified the Committee that there should be no direct contact with applicants at any point in their application process from any committee member.

4. Discuss and Vote on a Recommendation to Include the Complete Streets Policy in the Multimodal Transportation Master Plan

After a brief discussion with Mr. Staglund, the Committee decided to introduce a master list of projects and recommendations at such time as the MTMP is amended.

5. Discussion on the Downtown Bike Parking Survey

Committee member Jennifer Heller provided an update on the plans for surveying the Commercial A district bike racks. Ms. Heller provided packets for all Committee members to take around different areas in the Commercial A district and collect information to bring back to the Committee during their next regularly scheduled meeting.

6. Vote on Recommendations for the Fourth Avenue Sidewalk Project

After a brief recap of the June 12 meeting, the Committee voted to implement the projects in the order they were presented, with priority on the first three items. The conditions are as follows:

1. Begin work at the north end of S. Fourth Avenue.
2. Add a second ramped and striped crossing at Pine, on the east side.
3. Rebuild the intersection with Superior, including curb ramps in both directions. Add a new curb ramp on the west side of S. Fourth Avenue.
4. Improve lighting at Superior intersection.
5. Bring alley crossings up to standard for sidewalk continuity.
6. Repair/replace sidewalk in 'poor' condition, starting at the north end of S. Fourth Avenue.
7. Build a half block of sidewalk on the south side on Pacific to provide access to the Third Avenue pier.

The Committee moved to accept the recommendations to staff as follows:

Motion made by O'Reilly, Seconded by Heller.

Voting Yea: Huisman, Billings, O'Reilly, Heller, Weber, Perchynski, Stepelton

7. Discuss and Vote on Recommendations for the Milbrath Multifamily Project

Committee member Reid Weber recused himself from this discussion and vote, citing a professional conflict.

Following a brief presentation from Mr. Staglund, the Committee voted to move forward by recommending the current conditions set forth for the project. The current conditions set for the project that the committee voted to recommend are as follows:

1. Ensure robust buffer to bike path from shared driveway, with a paved walk/bike entry to/from the bike path from each unit and the driveway.
2. The trash area located adjacent to the multi-use path should be moved or well-buffered.
3. Show doorway connections to frontage street sidewalks – each unity in Building 3 only has driveway and pathway access. Make the latter robust and direct.
4. Sidewalk at south end of Florence connects directly to curb and looks to be a snow storage issue. Redesign recommended.
5. Minimize driveway width on Florence for traffic calming.
6. Add amber LED lights at intersections for better visibility, reduced glare, and Dark Sky compliance.

The Committee moved to accept the recommendations to staff as follows:

Motion made by Heller, Seconded by Billings.

Voting Yea: Huisman, Billings, O'Reilly, Heller, Perchynski, Stepelton

Following the Committee vote, Mr. Weber rejoined the meeting.

New Business

- 8. Recommendation of Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program

Mr. Staglund provided a presentation and information for the Committee as to why this program is being brought to the attention of the Committee, which was a request by the Sandpoint Planning and Zoning Commission for the Committee's review and recommendation to the Commission in order to inform the Commission's ultimate recommendation to City Council. Following the presentation, the Committee decided to revisit this matter during their next regularly scheduled meeting.

- 9. Division Avenue Corridor Improvements, Phase 2 Presentation

The Committee agreed to bring this agenda item to their next regularly scheduled meeting due to time constraints.

General Announcements/Comments

No general announcements or comments.

Adjourn

With no further business before the Committee, the meeting adjourned at 1:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Committee during their meeting on 8/14, 2025.

Cate Huisman
Cate Huisman, Board Chair

Hayley Keys
Attest: Hayley Keys, Deputy City Clerk