



SUSTAINABILITY COMMITTEE MEETING AGENDA

September 23, 2025 at 2:30 PM

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

Call to Order

Roll Call

General Announcements/Comments

- [1.](#) Idaho Open Meeting Law / Agenda Amendment Procedure

Meeting Minutes Approval

- [2.](#) Approval of the Minutes from the Committee's August 26, 2025, Meeting - **action item**

Committee Business

- [3.](#) Downtown Revitalization Phase 3 Citizen Advisory Committee - **action item**
- [4.](#) Reschedule November 2025 meeting from Tuesday, November 25, to Thursday, November 13, at 2:30pm - **action item**
- [5.](#) Reschedule December 2025 meeting from Tuesday, December 23, to Tuesday, December 9, at 2:30pm - **action item**
- [6.](#) Communication Sharing - **action item**
- [7.](#) Discussion - Sustainability Plan
- [8.](#) Comparable City Sustainability Plans Report by Mary Wilkosz
- [9.](#) Regional University Sustainability Programs for Partnership Report by Deborah Dickerson
- [10.](#) City Sustainability Personnel Report by Christine Moon

Committee Roundtable

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.

TITLE 74
TRANSPARENT AND ETHICAL GOVERNMENT

CHAPTER 2
OPEN MEETINGS LAW

74-204. NOTICE OF MEETINGS - AGENDAS. (1) Regular meetings. No less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice shall be given unless otherwise provided by statute. Provided however, that any public agency that holds meetings at regular intervals of at least once per calendar month scheduled in advance over the course of the year may satisfy this meeting notice by giving meeting notices at least once each year of its regular meeting schedule. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the principal office of the public agency or, if no such office exists, at the building where the meeting is to be held. The notice for meetings and agendas shall also be posted electronically if the entity maintains an online presence through a website or a social media platform.

(2) Special meetings. No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting. The notice required under this section shall include at a minimum the meeting date, time, place and name of the public agency calling for the meeting. The secretary or other designee of each public agency shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

(3) Executive sessions. If only an executive session will be held, a twenty-four (24) hour meeting and agenda notice shall be given according to the notice provisions stated in subsection (2) of this section and shall state the reason and the specific provision of law authorizing the executive session.

(4) An agenda shall be required for each meeting. The agenda shall be posted in the same manner as the notice of the meeting. An agenda may be amended, provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion. An agenda item that requires a vote shall be identified on the agenda as an "action item" to provide notice that action may be taken on that item. Multiple agenda items may be grouped together and voted upon as a single action item known as a consent agenda, provided the agenda items are not ordinances, fee resolutions, or items requiring more than a simple majority of the members present. During the meeting, if any member of the governing body requests an item or items be removed from the consent agenda, such item or items shall, prior to the vote on the consent agenda, be removed from the consent agenda and considered as a separate action for discussion and vote. Identifying an item as an action item on the agenda does not require a vote to be taken on that item.

(a) If an amendment to an agenda is made after an agenda has been posted but forty-eight (48) hours or more prior to the start of a regular meeting, or twenty-four (24) hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

(b) If an amendment to an agenda is proposed after an agenda has been posted and less than forty-eight (48) hours prior to a regular meeting or less than twenty-four (24) hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the governing body votes to amend the agenda.

(c) An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.

History:

[74-204, added 2015, ch. 140, sec. 5, p. 370; am. 2018, ch. 223, sec. 1, p. 502; am. 2025, ch. 19, sec. 1, p. 52.]



SUSTAINABILITY COMMITTEE MEETING MINUTES

August 26, 2025 at 2:30 PM

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

Call to Order

Board Clerk Mandy Brown called the meeting of the Sandpoint Sustainability Committee to order at 2:30pm on Tuesday, August 26, 2025, in Council Chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Call to Order and Roll Call

PRESENT

Deborah Dickerson
Christine Moon
Mary Wilkosz

ABSENT

Diana Duke
Makayla Sundquist

Also present were City Council liaison Pam Duquette, staff liaison Katie Keeney, City Planner Bill Dean, and Community Planning and Development Department Administrative Assistant Mandy Brown, serving as board clerk.

Board Officer Elections

3. Election of Board Chair

Christine Moon volunteered to serve as Chair.

Motion made by Moon, Seconded by Wilkosz

Voting Yea: Wilkosz, Dickerson, and Moon

With a unanimous vote of the Committee members present, Christine Moon was elected Board Chair and will serve until the next election cycle in October 2026.

4. Election of Board Vice Chair

Deborah Dickerson was nominated as Vice Chair and accepted the nomination.

Motion made by Wilkosz, Seconded by Moon

Voting Yea: Wilkosz, Dickerson, and Moon

With a unanimous vote of the Committee members present, Deborah Dickerson was elected Board Vice Chair and will serve until the next election cycle in October 2026.

Meeting Minutes Approval

5. The minutes from the Committee's June 24, 2025, meeting were approved as presented.

Motion made by Wilkosz, Seconded by Dickerson

Voting Yea: Wilkosz, Dickerson, and Moon

New Business

Motion to amend the agenda to add board member presentations under New Business.

Motion made by Wilkosz, Seconded by Moon

Voting Yea: Wilkosz, Dickerson, and Moon

Added Item: Chair Moon distributed a document reflecting her suggestion of four goals for the Committee to work on over the coming year. Discussion on this new item was put on hold in order to proceed with item #6.

- 6. Discussion guided by Mr. Dean on planned unit developments and density increases. Discussion only; no Committee action.

Old/Unfinished Business

- 7. Committee members postponed their discussion on the Comprehensive Plan Chapters until the next meeting in anticipation of more members in attendance.

General Announcements/Comments

The Committee returned to the new item added to the agenda, with Chair Moon listing her suggested goals for the coming year: 1) the creation of a sustainability plan to be submitted by June, 2) advocating for the creation of a city sustainability position, 3) engaging one or more university programs to partner with the City, and 4) completion of one or more “low hanging fruit” projects. The Chair reported that she had consulted with Mayor Grimm, and he was not opposed to the goals she was proposing. The Committee then discussed these goals and agreed that this item should be included on the next meeting agenda. Information only; no Committee action.

Adjourn

With no further business on the agenda, the meeting was adjourned at 3:57 p.m.

The foregoing minutes, prepared by the Board Clerk, were approved by the Committee during their meeting on _____, 2025.

Christine Moon, Board Chair

Attest: Mandy Brown, Board Clerk

From: [Erik Bush](#)
To: [Hayley Keys](#); [Mandy Brown](#); [Kami Omodt](#); [Melissa Ward](#)
Cc: [Holly Ellis](#)
Subject: Committee/Commission
Date: Friday, August 29, 2025 11:14:17 AM
Attachments: [image001.png](#)

All,

As a part of the Downtown Revitalization Phase 3 project that will soon be in the design phase we intend to form an advisory group to provide and disseminate information about the project. We're hoping to have a member from each citizen advisory commission/committee.

To select a member of each group, **we need an agenda action item at each of their next upcoming September meetings** in which the respective commission/committee will recommend and vote on a member to be a part of the advisory group. Once the members are selected by action-item vote, Mayor Grimm will ultimately appoint these individuals to the DT PH 3 advisory group.

Below is the schedule of each meeting in September based on our website, please let me know if these dates are incorrect.

I plan to attend each meeting and can give a few minute explanation on the intention of the advisory group, and then members can vote on their representative to be a member of the group.

ACHP: September 9
Parks and Rec: September 10
Ped/Bike: September 11
Sustainability: September 23
Urban Forestry: TBD this meeting will be rescheduled

Please let me know if you have any questions.

Erik

Erik R. Bush
Landscape Architect
Project Manager, City Forester
City of Sandpoint | 1123 Lake Street, Sandpoint, ID 83864
O: (208)-946-2062 | ebush@sandpointidaho.gov

Small Towns (<25,000) with Approved Sustainability / Climate / Energy Plans

Towns with formally adopted plans

Ketchum, ID: Ketchum Sustainability Action Plan. Adopted 2020. Population ≈ 3,555.

Moscow, ID: Moscow Climate Action Plan. Adopted Oct 3, 2022. Population ≈ 25k threshold (under 25k).

Whitefish, MT: Whitefish Climate Action Plan. Adopted Apr 16, 2018. Population ≈ 7,750.

Moab, UT: Moab Sustainability Action Plan. Approved Dec 12, 2023. Population ≈ 5,366.

Park City, UT: Sustainable Tourism / sustainability resolutions. Adopted Oct 2022. Population ≈ 8,365.

Sisters, OR: Environmental Sustainability Plan. Adopted Sep 27, 2023. Population ≈ 3,700.

Ellensburg, WA: Sustainability & Energy Plan. Approved Jan 16, 2024 (Resolution 2024-02). Population ≈ 18,666.

Snoqualmie, WA: Snoqualmie Sustainability Strategy. Adopted with supporting resolution. Population ≈ 14,121.

Additional Idaho towns (status)

Hailey: Partial / resolutions adopted. Clean Energy Resolution (Nov 2020) and other actions, but no standalone Sustainability Action Plan adopted.

Driggs: No standalone adopted plan. Sustainability policies included in Uniquely Driggs Comprehensive Plan (adopted Nov 2020).

McCall: In progress (not adopted). Developing 'Rooted in Resilience' Climate Action Plan, currently in public outreach/draft stage.

Key Notes

This list includes only towns under 25,000 population with evidence of formal adoption (city council resolution, motion, or ordinance). Idaho: Moscow and Ketchum both have formally adopted plans. Hailey, Driggs, and McCall have related resolutions, comp-plan policies, or plans in progress, but no standalone adopted sustainability plan at this time.

Sustainability Peer Towns – Comparison Matrix

Town	Population (approx.)	Key Features
Sandpoint, ID	~10,400 (2024 est.)	Lake Pend Oreille; Schweitzer Mountain Resort; diverse economy (tourism, light manufacturing, forest products).
Nelson, BC	~11,700	On Kootenay Lake; Whitewater Ski Resort; vibrant arts culture, tourism & second homes.
Whitefish, MT	~8,400	Whitefish Mountain Resort; gateway to Glacier NP; lake + resort town.
Sun Valley / Blaine Co., ID	~16k (valley); ~25k county	Sun Valley ski area; upscale tourism; strong non-resident base.
Truckee, CA	~17k	Near Donner Lake & Truckee River; Tahoe ski resorts; large seasonal visitor base.

Sandpoint Takeaways

- 1. Regional collaboration is valuable, but target the right partners.** Bonner County is unlikely to participate given current politics, so focus on partnerships with Ponderay, Dover, and Kootenai — towns that share Sandpoint’s challenges and can pool resources.
- 2. Start with a clear, phased plan.** Nelson & Whitefish show strong CAP structures that Sandpoint can adapt at a city or multi-city scale.
- 3. Include housing in sustainability.** Workforce housing is essential for community resilience and environmental goals.
- 4. Match ambition to local capacity.** Truckee and Blaine County have big budgets and staff; Sandpoint should scale goals to fit available resources and seek grants/partners.
- 5. Prioritize visitor management and infrastructure.** Peer towns integrate tourism, conservation, and transportation planning to protect community character and natural resources.

Sustainability Work	Similarities to Sandpoint	Differences
Starting sustainability journey.	–	–
Nelson Next Climate Plan • Path to 2040 Sustainability Strategy	Similar scale; lake + ski area; tourism & non-primary homes.	Operates under BC policies, more mature planning framework.
Whitefish Climate Action Plan • Sustainable Tourism Plan	Close size; ski/lake tourism; second-home pressure.	Gateway to NP increases visitors; CAP since 2018.
5B CAN / Blaine Co. Climate Action Plan	Tourism-driven; housing/service strain; Idaho context.	Larger budget & philanthropic support; formal regional collab.
Truckee Climate Action Plan • Truckee 2040 General Plan	Tourism + second homes; lake/river recreation.	Bigger town; closer to metros; larger budgets.

Challenges & Strengths

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Strengths: Integrated planning; active-transport focus. **Challenges:** Funding capacity for implementation.

Strengths: Practical CAP, tourism mgmt. **Challenges:** Funding actions; housing affordability.

Strengths: Regional model; shared goals. **Challenges:** Some solutions resource-heavy.

Strengths: CAP integrated w/ general plan; clear targets. **Challenges:** Ambitious funding & staff needs.