



CITY COUNCIL SPECIAL MEETING AMENDED AGENDA

July 30, 2025 at 5:30 PM

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

Call to Order, Roll Call, Pledge of Allegiance

Meeting Minutes Approval

1. Approval of the Minutes from Council's July 16, 2025, Meeting - ***action item***

Workshop

2. Organization Overview / Roles and Responsibilities

City Fees

3. Review Changes to City Fees, Schedule a Public Hearing to Consider Adoption of New Fees and Fees Proposed to Increase more than 5%, and Consider Approval of Decreased Fees and Fees Proposed to Increase 5% or Less - ***action item***

Budget

4. Tentative Approval of Proposed FY2026 Revenues and Expenditures, Declare Intent to Use Forgone Levying Authority, and Schedule Budget Public Hearing - ***action item***

Executive Session

5. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1 of Title 74, Idaho Code - ***action item***
6. Executive Session will be held pursuant to Idaho Code §§ 74-206(1)(b) and (d), as noted above.

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.



CITY COUNCIL SPECIAL MEETING MINUTES

July 16, 2025 at 5:30 PM

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

Call to Order, Roll Call, and Pledge of Allegiance

Mayor Grimm called the special meeting of the Sandpoint City Council to order at 5:32 p.m. on Wednesday, July 16, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle
 Councilor Joel Aispuro
 Councilor Justin Dick
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Rick Howarth

As required by the City's adopted Code of Ethics and Civility, Mayor Grimm identified Police Chief Corey Coon as law enforcement personnel serving as sergeant-at-arms for the meeting, then led all present in the Pledge of Allegiance.

The Mayor announced that this meeting had originally been called for the purpose of holding a public hearing to consider adoption of the 2025 Capital Improvement Plan and Development Impact Fee Study. With Council's postponement of a decision on tentative approval of the proposed Fiscal Year 2026 revenues and expenditures, intent to use forgone levying authority, and the scheduling of the annual budget public hearing, the budget workshop that had been proposed for August 6th had also been added to the agenda.

The Mayor reported that the agenda had been amended the day before with the addition of an executive session and, because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until Council voted to accept it.

Motion to accept the amendment and proceed with the amended agenda.

Motion made by Councilor Dick, Seconded by Councilor Duquette.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Meeting Minutes Approval

1. The minutes from Council's July 9, 2025, meeting were approved as presented.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Public Hearing

2. Public Hearing and Adoption of the 2025 Capital Improvement Plan and Development Impact Fee Study

Community Planning and Development Director Jason Welker introduced this item and, along with Nicholas Huff with TischlerBise, the City's consultant, and Mayor Grimm, fielded questions from the Council members.

Mayor Grimm read the rules and procedure for public testimony and opened the public hearing. No one testified, and the Mayor closed the public hearing.

Council deliberated, with additional questions fielded by staff, City legal counsel Zachary Jones, Mr. Huff, and Mayor Grimm.

Motion to adopt the final 2025 Capital Improvement Plan and Development Impact Fee Study as presented, implementing the maximum supportable impact fees proposed.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber.
Voting Yea: Councilor Ruehle, Councilor Schreiber, Councilor Duquette, Mayor Grimm (breaking the tie)
Voting Nay: Councilor Aispuro, Councilor Dick, Councilor Howarth
With Mayor Grimm breaking the tie vote of Council, the motion passed.

Budget Workshop

Finance Director Sarah Lynds provided some introductory information regarding the annual budget timeline and process.

- 3. Department Budgets - Police Department, Public Works (PW) Department - PW Administration, Engineering Division, and Utilities (Water, Wastewater, Sanitation/Garbage, Fiber, and Stormwater), and Community Planning & Development (CPD) Department - CPD Administration and Parks & Recreation Division

Police Chief Corey Coon, Mr. Welker, and Public Works Director Holly Ellis all provided information on the FY2026 budgets proposed for their respective departments or portions thereof and, along with Ms. Lynds and Mayor Grimm, fielded questions from the Council members. Information only; no Council action.

- 4. Citywide Revenue Sources
Ms. Lynds provided information on the City's revenue sources and, along with Mayor Grimm, fielded questions from the Council members. Information only; no Council action.

Executive Session

- 5. Vote to Convene in Executive Session
Motion to convene in executive session pursuant to Idaho Code §§ 74-206(1)(b) and (d) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth
- 6. An executive session was held pursuant to Idaho Code §§ 74-206(1)(b) and (d), as noted above.

Reconvene and Adjourn

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 10:25 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



Fonda L. Jovick | Managing Partner
Zachary W. Jones | Partner
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zjones@lclattorneys.com

To: Mayor and City Council
From: Fonda L. Jovick and Zachary W. Jones, City Attorneys
Date: July 17, 2025
Re: Legal Analysis re: Roles of Elected Officials in City Government

ISSUES PRESENTED

Overview of the roles of elected municipal officials and analysis of mayor's superintending role over city officers, directors and staff in relation to their interaction with city council.

LEGAL ANALYSIS

Municipal governments in Idaho recognize the same separation of powers as state and federal governments in the United States by establishing a division of responsibility between legislative, executive and judicial branches of government. This separation of powers ensures that necessary checks and balances are in place to prevent the concentration of power in any one branch or official.

The principle of separation of powers in municipal government serves multiple critical functions: it ensures accountability through mutual oversight, prevents the arbitrary exercise of power by any single official, promotes transparency in decision-making, and creates a system where different branches can check potential overreach by others. This framework is particularly important in municipal settings where the same staff members must serve multiple branches of government simultaneously.

Mayoral Role in Local Government

Mayors in Idaho derive their authority from specific statutory provisions, which define and limit their powers.¹

¹ Mayoral powers and responsibilities extend beyond what is specifically detailed herein.

Idaho Code § 50-602 designates the mayor as the chief administrative official of the city and grants superintending control over all officers and affairs of the city, as well as the responsibility to ensure compliance with city ordinances, subject to the rules and regulations prescribed by the city council. This role gives the mayor authority over the implementation and oversight of laws and policies adopted by the city council as well as the management of city operations, officers, directors and staff. Additionally, the mayor is authorized to break tie votes of the city council. *See also* Sandpoint City Code (SCC) § 1-5-2.

However, the scope of the mayors' superintending control is not absolute and has been limited by Idaho courts. In *Moore v. Hupp*, 17 Idaho 232 (1909), where the mayor hired private police officers without the approval of city council, the Idaho Supreme Court cautioned that allowing unchecked executive authority would "substitute the will and caprice of a mayor for the legislative body of the city" and would "nullify, abrogate and ignore any and all provisions of the ordinances of the city enacted by the city council." The Court emphasized that mayoral powers must be exercised "in accordance with the provisions of the statute" and cannot circumvent the collaborative framework established by law.

To that end, Idaho Code § 50-607 provides that the mayor shall perform such duties as may be prescribed by law or city council. This includes the authority to administer oaths, and sign contracts and conveyances in the name of and on behalf of the city. This statutory language creates a limitation on mayoral authority and establishes the city council's supervisory role over mayoral powers. The requirement that mayoral powers be "expressly granted" reflects the principle of strict construction that Idaho courts apply to municipal authority under Dillon's Rule. *See Ceaser v. State*, 101 Idaho 158 (1980).

Idaho code § 50-611 grants the mayor veto power over ordinances passed by city council, provided that an ordinance vetoed by the mayor may still be passed by a vote of one-half plus one of the members of city council. *See also* SCC § 1-5-2.

This veto power represents another example of checks and balances in municipal government. The mayor can reject council legislation that may be impractical to implement or inconsistent with efficient administration, while the council retains the ultimate authority to override such vetoes with full majority support. This mechanism, along with the mayor's authority to break a tie vote, ensures that neither branch can unilaterally control the legislative process and requires both branches to consider the other's perspective.

City Council Role in Local Government

City councils in Idaho have legislative authority, oversee the appointments of key administrative officers, are responsible for passing ordinances and policies, working with officers, directors and staff in issuing key decisions on zoning, permitting, code violations or variances, and overseeing the funding of government operations².

² Again, City council powers and responsibilities extend beyond what is detailed herein.

Idaho Code § 50-204 provides that the mayor, with the consent of the city council, appoints officers such as the city clerk, city treasurer, and city attorney, as well as other officers deemed necessary for efficient city operations. These appointments are subject to council approval, and the council may also determine the duties and responsibilities of these officers (see I.C. §§ 50-207, 50-208 & 50-208A).

The requirement of council consent for key appointments represents an important example of shared authority that creates mutual checks on power. While the mayor has the initiative in proposing appointments and direct oversight of daily operations, the council's consent requirement ensures that key positions are filled through a collaborative process. This prevents either branch from unilaterally controlling the city's administration while respecting the mayor's operational responsibilities.

Additionally, city councils have the authority to establish boards, commissions, and committees to assist in carrying out their responsibilities. The council, in collaboration with the mayor, defines the duties and authority of these entities through ordinances (see Idaho Code § 50-210).

City council's authority further extends to such financial matters as preparing the city's annual budget pursuant to I.C. § 50-1002, approving claims against the city and maintaining internal accounting controls, as outlined in Idaho Code § 50-1017. Essentially, council must work together with the city treasurer and other necessary staff when preparing the city's annual budget.

The council's budgetary authority represents a significant legislative check on executive implementation, while the mayor's operational oversight provides practical input on budgetary feasibility. As the Idaho Supreme Court noted in *Mountain States Telephone & Telegraph Company v. City of Boise*, 95 Idaho 264 (1973), municipal councils have broad authority to make policy decisions about future municipal operations and resource allocation. However, this financial oversight must be balanced with the mayor's responsibility for implementing policies within allocated resources and providing operational expertise to inform budget decisions.

Mayoral and City Council Roles Relating to City Staff

Case law further clarifies mayoral and council authority. For example, in *Tate v. Johnson*, 32 Idaho 251 (1919), the Idaho Supreme Court held that a city council cannot ratify the action of the mayor that was beyond its statutory authority. The Court emphasized that city councils can prescribe the powers and duties of officers and employees by resolution but cannot extend their authority beyond statutory limits. Similarly, in *Caesar v. State*, 101 Idaho 158 (1980), the court reaffirmed that municipal corporations, including city councils and mayors, operate under powers expressly or impliedly granted by the state legislature, adhering to Dillon's Rule³. Therefore, authority cannot extend beyond what is granted by the constitution or by statute.

³ *Dillon's Rule* states that local governments have three types of powers: those granted expressly, those necessarily or fairly implied in or incident to powers expressly granted, and those essential to the declared objects and purposes of the corporation, not simply convenient, but indispensable. Further, if reasonable

Unlike state or federal governments, cities in Idaho operate by and through officers, directors and staff members who simultaneously support both the legislative and executive branches of municipal government (i.e. the city council and mayor) requiring direct communication with members of each individual branch for various purposes. For example, planning and zoning requires directors and staff to work with both the mayor and city council to analyze, report, and assist council with issuing decisions on applications brought pursuant to Sandpoint City Code; the city treasurer must work directly with city council in the preparation of the city’s annual budget, the city clerk provides staff support to both the mayor and city council by preparing meeting packets with information related to each agenda item, ensuring accurate minutes are taken at meetings, preparing meeting notices and agendas, etc.

This dual-service structure creates unique challenges for maintaining appropriate balance of powers in municipal government. Staff members must be able to provide information and support to both branches while avoiding conflicts that could undermine their effectiveness. The system depends on clear communication channels and mutual respect for each branch's distinct functions. The mayor's superintending control and council's legislative oversight needs must be balanced. This ensures that both branches can effectively perform their statutory duties without interfering with the other's essential functions. While city staff and department heads may communicate with individual council members to provide information and answer questions, it is important to note that the city council can only provide official direction to staff through majority vote as a collective body. This distinction ensures that individual council members cannot unilaterally direct city operations while still allowing the free flow of information necessary for informed legislative decision-making. This framework protects both the mayor's administrative authority and the council's legislative oversight function.

CONCLUSION

As previously outlined, Idaho Code § 50-607 directs that the mayor’s powers be limited to those conferred upon him by the laws of the State of Idaho or by city council, reinforcing the principal that the mayor cannot unilaterally impose restrictions unless expressly authorized by law or council action. Therefore, the superintending power granted by I.C. § 50-602 does not explicitly give the mayor absolute power over the officers, directors and staff members who function as support for both legislative and executive branches of municipal government. The statute also emphasizes that the mayor’s powers are subject to the rules prescribed by council, suggesting that city council retains significant authority over procedural matters.

The balance of powers analysis reveals that Idaho's municipal government structure intentionally creates a system of mutual checks and collaborative decision-making. The statutory framework and supporting case law establish clear boundaries that prevent any branch from controlling all aspects of municipal operations. This system depends on maintaining open communication

doubt exists regarding whether a power has been conferred on a local government, then the power has not been conferred. See https://www.law.cornell.edu/wex/dillon%27s_rule.

channels between branches and ensuring that staff can effectively serve both the legislative and executive functions of city government.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 17, 2025

MEETING DATE: July 30, 2025

TO: Mayor and City Council

FROM: Finance Director Sarah Lynds and City Staff

SUBJECT: Annual Review of City Fees

DESCRIPTION/BACKGROUND: On an annual basis, the City Council reviews all City Fees, not just the fees where changes are proposed. You will find included in this packet a list of all Sandpoint City Fees. The blue highlights are all changes being proposed and underline / ~~strikethrough~~ are changes to current wording.

At this time, proposed fee changes of greater than 5% and all NEW fees are:

Proposed NEW Fees:

James E. Russell Sports Center – After six months of operations and administration of a fee system that included both monthly membership fees and daily play fees, we are pivoting to flat monthly or annual memberships while eliminating the daily play fee. The proposed membership fee structure for JER going forward includes annual memberships (billed monthly) priced at \$79 per month for a general membership, \$49 for Bonner and Boundary County residents, and \$39 for City of Sandpoint residents. Monthly memberships (not requiring a full-year commitment) are proposed at \$99, \$69, and \$59 respectively. No changes are proposed to the community room rental rate (\$50 or \$25 per hour), while private court rentals by racquet or pickleball groups are being proposed at \$20 per hour and \$40 per hour for non-paddle or racquet sport users, with the higher fee justified due to the expectation that other sports groups will require staff time and effort to set-up courts for multi-sport use, and additional cleaning after courts are used, as well as the likelihood that non-racquet or paddle sport use is likely to involve more users, thus have greater impact on facility infrastructure.

Field Use Fees (War Memorial Field and the Sports Complex) – Field use fees will continue to be charged on an hourly rate for team practices, with the narrowing of the different user groups from five categories to just three: Group 1 - City-run programs, Group 2 - LPOSD and local non-profit leagues and teams, and Group 3 - for-profit groups or non-profit groups from outside of Bonner County.

New fees at Memorial Field include “Game” field use fees, which will replace the “out of area team fee” to account for the fact that all games played at the field involve a “home team” and a “guest team.” To simplify things, the “Game” field use fee is 2x the “Practice” hourly rate for all groups. For example, a local football team that practices for two hours will pay the “practice” rate of \$25 per hour for field space. The same team, when playing a game against

another team (whether it is an out-of- area visiting team or another local team) will pay \$50 per hour. The cost of game reservations can be spread across the two teams playing in a game, while practice reservations will typically be for a single team.

Another change proposed to War Memorial Field fees is the addition of flat fees for ticketed events based on the number of projected attendees. In the past the City would ask organizers of ticketed events (such as HS football games) to self-report attendance at the end of each season and remit payment based on their estimated attendance levels. Going forward we propose having organizers estimate attendance when reserving field space for ticketed events and pay in advance based on a tiered fee schedule that accounts for anywhere from 0-100 (flat fee of \$200) to 1,501 - 2,500+ tickets sold (flat fee of \$4,000). Average per-ticket fee remains at \$2 across all tiers, but by charging at the time of field reservations we expect organizers to more accurately estimate the number of attendees than the system that allowed post facto reporting.

Outdoor Sports Courts – Outdoor courts at Travers, Lakeview, and City Beach parks (tennis, pickleball, volleyball, and basketball) remain free for the general public. Private groups that wish to reserve these courts for recreation programs, camps, clinics, or other uses, will now pay between \$10 and \$15 per hour, depending on whether the request comes from a local non-profit or school group (Group 2) or a local for-profit or out of area non-profit group (Group 3). Attaching a price to our outdoor courts will provide some incentive for groups to opt for the indoor courts at JER, which charge use fees. Fees were previously charged for private use of outdoor courts but were not based on user group. Moving forward we will treat outdoor courts similar to outdoor fields when it comes to private reservations.

Shooting range – The shooting range has long charged \$7 per visit and \$50 for a season pass, although these fees have not previously been adopted in the City’s fee schedule. Going forward shooting range fees will be included in the schedule. They are also increasing to \$10 and \$75, respectively (\$25 season pass for members of the Bonner County Sportsman Association, which provides volunteers to help operate the range). The moderate increase in fees has allowed the City to increase our one paid rangemaster’s hourly wage to a market rate commensurate with what rangemasters at other public facilities make.

Planning – New fees in the planning department include a fee for *additional* pre-application meetings following the first meeting which is provided pro-bono. Additional meetings will now cost developers \$475.50. This will be invoiced prior to a second sit-down with the Development team before an application has been filed.

Notification fees have been broken out to distinguish between permits that require multiple rounds of public noticing. Previously, all applications that require noticing were charged a flat \$274 fee to cover the costs of postage and handling, newspaper notice fees, and labor involved to prepare and address in some cases scores of envelopes stuffed with written notices. We now propose charging applicants whose projects only require a single round of noticing a flat rate of \$300, while those requiring two or more rounds will be charged a multiple of that. For example, PUDs, which require four rounds of noticing will be charged \$1,200 (\$300 x 4).

Parking Pass and Boat Launch fees:

Following council's adoption of the Downtown Parking Management Plan in June 2025, fees were added to the schedule reflecting various parking passes that will be available to City residents, Bonner County residents, downtown business employees, downtown residents, and marina slip occupants. The plan also included boat launch fees and annual boat launch passes for Idaho licensed vessels and out-of-state vessels. Parking passes range in price from \$15 per year for a City resident parking pass allowing for between 3 and 6 hours of parking at public lots, to \$80 per month for a downtown resident pass allowing for all-day parking in public on and off-street parking stalls. Boat launch fees range from \$10-\$15 per launch and \$50-\$100 for an annual pass.

Special Event Permitting - The City requires permitting for certain special events, generally hosted by private organizations, businesses or citizens who wish to close and utilize public streets or reserve and use space in our public parks. The current fee structure for the intake and processing of a permit application is based solely on the size of the event, with no application fee charged for small events (those reported by the applicant as no more than 50 participants). As it has been observed that the time and effort to process an application for a small event frequently requires the same comprehensive review by multiple departments and similar coordination as a medium event (51-499 participants), in order to seek to reflect application cost equity across all event size categories and attempt to recoup some of the costs of processing small-event permit applications, City staff propose instituting a small event application fee of \$40.

Occasionally, an event host will request changes to their application after processing is already underway or even sometimes after the permit has been issued. Changes such as date/time of the event, the event location and other such substantive changes requiring a fresh review by departmental staff take additional time and effort beyond initial application processing. In order to attempt to recover some of these labor costs, City staff propose instituting fees for application changes, where changes that need to be made midstream during the application review process would elicit a fee equal to 25% of the application fee, minimum \$30, and changes requested after the application has been fully approved or the permit has been issued would result in a fee equal to 50% of the app fee, minimum \$60.

The current schedule reflects replacement fees for "street sign replacement", where, if traffic cones or candlesticks, A-frame signs, or barricades owned by the City are damaged or lost during the course of their event, the permittee will owe a fee to replace those items. In addition to this equipment, the City also loans "No Parking" signs to permittees, which are not currently included on the list; therefore, City staff propose adding a new fee of \$5 each to replace lost/damaged signs, which would cover the cost of the sign + a portion of shipping costs and City staff time to order replacement signs.

A refresh of the City's Special Event Permitting Policy, adopted in 2018, is currently underway. When the new proposed policy is presented to City Council, it may be accompanied by a proposal for a new special event permitting fee structure. However, at this time, for the remainder of the special event permitting fees not discussed above, staff proposes a modest increase (less than 5%) to account for this year's CPI increase.

Proposed Fee Increases Greater Than 5%:

Development Impact Fees – The Development Impact Fee study results was presented to Council at the June 25, 2025, Council meeting. A public hearing was held on July 16, 2025, and the study was adopted, with the maximum fees suggested from the study, which are included in the proposed 2025-2026 fee schedule. The updated fees are based on the City’s 10-year capital improvement plans and reflect the proportional cost of growth-related infrastructure needed to maintain current service levels. The study introduces refined methodologies, including assessment of residential fees by dwelling square footage and nonresidential fees by floor area. Key growth-related costs to be funded by impact fees include \$7.4M for Parks & Recreation, \$1.4M for Pathways, \$5M for Roads, \$551K for Police, and \$908K for Fire.

The maximum supportable fees determined through the study represent a nearly across the board increase in impact fees for all types of development, including residential, retail, office, industrial, manufacturing, and warehousing. Examples of the proposed increases include a hike from \$5,441 to \$9,521 in total fees for a 1,400 square foot house, representing an increase of 75%. Notably, the new fees for residential development shift from a # of bedroom basis to a square footage basis, more closely correlating the fee paid to the size of a residential development and eliminating loopholes in the previous fee structure such as developers classifying bedrooms as “bonus rooms” or “studies” to avoid paying fees.

On the nonresidential front fees are increasing by 32% for retail development, 153% for office space, and 90% for industrial development.

To soften the impact on developers of a sudden increase in impact fees, council has proposed phasing the new fees in over three years, increasing them to 75% the maximum in FY26, 90% in 2027, and 100% in 2028.

Planning – Subdivisions or short plat applications that result in lots larger than 1 acre will see the fee increase from \$2,412 to \$3,500, a 45.11% increase, reflecting the significant amount of staff work that goes into such applications. A subdivision final plat will increase by 12% to \$1,500 from \$1,337. Until now a Planned Unit Development application has been charged \$2,412 for what is probably the most staff-time intensive service the City provides, requiring up to four public hearings at PZ and CC meetings. Going forward this fee is proposed to be increased to \$3,500 (45% increase) and be charged for both the preliminary development plan and the final development plan, increasing the potential fee for a full PUD process from \$2,412 to \$7,000.

The fee for a conditional use permit is being separated into two types of CUPs: a “minor application,” which in this case applies to food trucks, which will go from \$274 to \$300 (a 9.5% increase) and other CUPs, which require significant more staff time than food truck applications. The general CUP fee will increase from \$1,644 to \$4,000, a 143.31% increase.

Additional planning fees seeing a greater than 5% increase include the processing of a development agreement, which is increasing from \$2,412 to \$4,000 (66%), a rezone or comprehensive plan amendment, which will increase by 200% to \$4,000, a ROW vacation and Variance application, which increase by 12% to \$1,500.

Field Use Fees - Field use fees at both Memorial Field and the Sports Complex are increasing by between 2% and 15% across the board to account for the increasing costs of field maintenance and the need to set aside ample reserves at Memorial Field for the planned 15-year replacement of the artificial turf, which is expected to cost between \$1m and \$2m at the time of replacement in 2035. Other field-related fees increasing more than 5% include the fee for having city staff on site, the trash removal fee, the grandstands and field cleaning fee, the change fee for changes to field reservations, and the setup fee for bleachers (outside of normal setup) which is being increased to recover the actual costs of the labor associated with this work.

Community Hall Fees – Community Hall rental fees are being simplified to include just two categories: “non-commercial, not-for-profit use” which will be charged \$30 per hour for the entire facility, and “commercial or for-profit use” which will be charged \$60 per hour. Maximum daily charges for both groups will be \$210 and \$420, respectively. The new fee structure requires rental of the whole facility, rather than either the main room or the scout room, with the entire facility fee increasing only slightly from \$29.50 to \$30 per hour for the typical user.

Moorage – Moorage for City and Bonner County residents is increasing by the standard inflation-adjustment of <3%. Visitor moorage, meanwhile, is increasing across the board from between \$29.25 per day for a 20’ slip to \$39 per day for a 35’ slip to \$45 - \$65, representing increases of between 54% and 67%. The increases are justified to bring the cost of short-term visitor moorage more in line with market rates.

Water and User Monthly Rates - Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting on February 15, 2023. This is the fourth equity change/increase from the rate study, effective September 16, 2025 (November 2025 Utility Billing to customers).

Wastewater User Monthly Rates - Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting March 1, 2023. This is the fourth equity change/increase from the rate study, effective September 16, 2025 (November 2025 Utility Billing to customers).

STAFF RECOMMENDATION: Schedule a public hearing to consider proposed new fees and fee increases greater than 5%. Fees that are proposed to decrease or increase 5% or less can be approved at this time, should Council wish to do so; no public hearing needed.

ACTION: Motion to schedule a public hearing for August 20, 2025, to consider adoption of new fees and fee changes greater than 5%. [Additional motion, if Council wishes: Motion to approve the fees that have decreased or increased 5% or less, along with accompanying description changes and notes reflected in the Fee Schedule.]

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS:

- 1) City Fee Schedule reflecting changes to existing fees and proposed new fees
- 2) Draft Notice of Public Hearing reflecting new fees and fee increases greater than 5%

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
<i>General City Administration</i>							
Candidate Filing Fee	\$ 40.00			Idaho Code § 50-406			
Foreign Funds Processing Fee	\$ 20.00					10/1/2023	Res 23-63
Returned Check Fee	\$ 20.00					10/1/2017	Res 17-53
Development Impact Fees—Outside Downtown-URA							
Total Impact Fee Residential (per housing unit by square feet)							
Multi-family/other all-sizes	\$ 5,444.55			per housing unit	IMMEDIATELY		
Single-Family 0-3 bedrooms	\$ 5,293.69			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 4+ bedrooms	\$ 7,676.20			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW \$ 5,328.00	5,328.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW \$ 7,125.00	7,125.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW \$ 9,521.00	9,521.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW \$ 11,246.00	11,246.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW \$ 12,571.00	12,571.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW \$ 13,643.00	13,643.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW \$ 14,136.00	14,136.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW \$ 15,887.00	15,887.00	100.00%	per housing unit	IMMEDIATELY		
Total Impact Fee Non-Residential (per 1,000 sf)							
Commercial/Shopping Center-AverageRetail	\$ 5.056	\$ 6,446.00	27.49%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 1.821	\$ 4,926.00	170.51%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Institutional	NEW \$	\$ 4,860.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Light Industrial	\$ 1.155	\$ 2,227.00	92.81%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.625	\$ 2,209.00	253.44%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.584	\$ 759.000	29.97%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.421	\$ 643.000	52.73%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Lodging (per room)	NEW \$	\$ 7,703.00	100.00%	per room	IMMEDIATELY		
Parks & Recreation Residential (per housing unit by square feet)							
Multi-family/other all-sizes	\$ 2,662.48			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 0-3 bedrooms	\$ 2,465.41			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 4+ bedrooms	\$ 3,692.67			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW \$ 2,216.00	2,216.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW \$ 3,080.00	3,080.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW \$ 4,232.00	4,232.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW \$ 5,074.00	5,074.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW \$ 5,717.00	5,717.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW \$ 6,227.00	6,227.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW \$ 6,471.00	6,471.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW \$ 7,313.00	7,313.00	100.00%	per housing unit	IMMEDIATELY		
Parks & Recreation Non-Residential (per 1,000 sf)							
Retail	NEW \$	\$ 219.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Office	NEW \$	\$ 336.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Institutional	NEW \$	\$ 295.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Light Industrial	NEW \$	\$ 162.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Manufacturing	NEW \$	\$ 195.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Warehousing	NEW \$	\$ 35.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Mini-Warehouse	NEW \$	\$ 30.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY		
Lodging (per room)	NEW \$	\$ 4,210.00	100.00%	per room	IMMEDIATELY		
Police Residential (per housing unit by square feet)							
Multi-family/other all-sizes	\$ 290.85			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 0-3 bedrooms	\$ 269.10			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 4+ bedrooms	\$ 403.65			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW \$ 109.00	109.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW \$ 151.00	151.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW \$ 207.00	207.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW \$ 249.00	249.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW \$ 280.00	280.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW \$ 305.00	305.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW \$ 317.00	317.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW \$ 358.00	358.00	100.00%	per housing unit	IMMEDIATELY		
Police Non-Residential (per 1,000 sf)							
Commercial/Shopping Center-AverageRetail	\$ 0.177	\$ 436.00	146.33%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.054	\$ 228.00	322.22%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Institutional	NEW \$	\$ 227.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.041	\$ 103.00	151.22%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.014	\$ 100.00	614.29%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.014	\$ 36.00	157.14%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.014	\$ 31.00	121.43%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Lodging (per room)	NEW \$	\$ 206.00	100.00%	per room	IMMEDIATELY		
Fire Residential (per housing unit by square feet)							
Multi-family/other all-sizes	\$ 498.79			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 0-3 bedrooms	\$ 462.09			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 4+ bedrooms	\$ 691.78			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW \$ 216.00	216.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW \$ 300.00	300.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW \$ 412.00	412.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW \$ 494.00	494.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW \$ 556.00	556.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW \$ 606.00	606.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW \$ 630.00	630.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW \$ 712.00	712.00	100.00%	per housing unit	IMMEDIATELY		
Fire Non-Residential (per 1,000 sf)							
Commercial/Shopping Center-AverageRetail	\$ 0.856	\$ 882.000	3.04%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.285	\$ 461.000	61.75%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Institutional	NEW \$	\$ 458.000	100.00%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.177	\$ 207.000	16.95%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.095	\$ 203.000	113.68%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.095	\$ 73.000	-23.16%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
Mini-Warehouse	\$ 0.068	\$ 62.000	-8.82%	per 1,000 square foot of floor area	IMMEDIATELY		
Lodging (per room)	NEW	\$ 410.000	100.00%	per room	IMMEDIATELY		
Transportation Streets Residential (per housing unit by square feet)							
Multi-family/other all sizes	\$ 1,505.88			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 1,645.87			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 2,212.61			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW	\$ 2,181.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW	\$ 2,812.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW	\$ 3,654.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW	\$ 4,248.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW	\$ 4,709.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW	\$ 5,090.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW	\$ 5,257.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW	\$ 5,872.00	100.00%	per housing unit	IMMEDIATELY		
Transportation Streets Non-Residential (per 1,000 sf)							
Commercial/Shopping Center-Average Retail	\$ 3.738	\$ 3,841.00	2.76%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 1.386	\$ 3,053.00	120.27%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Institutional	NEW	\$ 3,036.00	100.00%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.870	\$ 1,373.00	57.82%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.476	\$ 1,339.00	181.30%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.449	\$ 481.00	7.13%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.313	\$ 407.00	30.03%	per 1,000 square foot of floor area	IMMEDIATELY		
Lodging (per room)	NEW	\$ 2,251.00	100.00%	per room	IMMEDIATELY		
Transportation Pathways Residential (per housing unit by square feet)							
Multi-family/other all sizes	\$ 486.56			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 451.22			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 675.47			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Under 600	NEW	\$ 606.00	100.00%	per housing unit	IMMEDIATELY		
600 to 1,000 - Avg MF	NEW	\$ 782.00	100.00%	per housing unit	IMMEDIATELY		
1,000 to 1,400	NEW	\$ 1,016.00	100.00%	per housing unit	IMMEDIATELY		
1,400 to 1,800 - Avg SF	NEW	\$ 1,181.00	100.00%	per housing unit	IMMEDIATELY		
1,800 to 2,200	NEW	\$ 1,309.00	100.00%	per housing unit	IMMEDIATELY		
2,200 to 2,600	NEW	\$ 1,415.00	100.00%	per housing unit	IMMEDIATELY		
2,600 to 3,000	NEW	\$ 1,461.00	100.00%	per housing unit	IMMEDIATELY		
3,000 or more	NEW	\$ 1,632.00	100.00%	per housing unit	IMMEDIATELY		
Transportation Pathways Non-Residential (per 1,000 sf)							
Commercial/Shopping Center-Average Retail	\$ 0.285	\$ 1,068.000	274.74%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.095	\$ 848.000	792.63%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Institutional	NEW	\$ 844.000	100.00%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.068	\$ 382.000	461.76%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.041	\$ 372.000	807.32%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.027	\$ 134.000	396.30%	per 1,000 square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.027	\$ 113.000	318.52%	per 1,000 square foot of floor area	IMMEDIATELY		
Lodging (per room)	NEW	\$ 626.000	100.00%	per room	IMMEDIATELY		
Impact Fees - Downtown URA							
Total Impact Fee Residential							
Multi-family/other all sizes	\$ 4,850.63			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 4,644.04			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 6,803.65			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Total Impact Fee Non-Residential							
Commercial/Shopping Center-Average	\$ 3.588			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 1.278			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.299			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.408			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.435			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.815			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Parks & Recreation Residential							
Multi-family/other all sizes	\$ 2,662.48			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 2,465.41			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 3,692.67			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Police Residential							
Multi-family/other all sizes	\$ 290.85			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 269.10			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 403.65			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Police Non-Residential							
Commercial/Shopping Center-Average	\$ 0.177			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.054			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.014			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.014			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.014			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.041			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Fire Residential							
Multi-family/other all sizes	\$ 498.79			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 462.09			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 691.78			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Fire Non-Residential							
Commercial/Shopping Center-Average	\$ 0.856			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.285			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.068			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.095			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.095			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Light Industrial	\$ 0.177			per square foot of floor area	IMMEDIATELY	8/21/2024	Res 24-061
Transportation Streets Residential							
Multi-family/other all sizes	\$ 911.96			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 0-3 bedrooms	\$ 996.22			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Single Family 4+ bedrooms	\$ 1,340.07			per housing unit	IMMEDIATELY	8/21/2024	Res 24-061
Transportation Streets Non-Residential							

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
Commercial/Shopping Center-Average	\$ 2.270			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.843			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.190			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.272			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.285			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Light-Industrial	\$ 0.530			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Transportation Pathways-Residential					IMMEDIATELY		
Multi-family/other-all-sizes	\$ 486.56			per-housing-unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 0-3 bedrooms	\$ 451.22			per-housing-unit	IMMEDIATELY	8/21/2024	Res 24-061
Single-Family 4+ bedrooms	\$ 675.47			per-housing-unit	IMMEDIATELY	8/21/2024	Res 24-061
Transportation Pathways Non-Residential					IMMEDIATELY		
Commercial/Shopping Center-Average	\$ 0.285			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Office	\$ 0.095			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Mini-Warehouse	\$ 0.027			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Warehousing	\$ 0.027			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Manufacturing	\$ 0.041			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Light-Industrial	\$ 0.068			per-square-foot-of-floor-area	IMMEDIATELY	8/21/2024	Res 24-061
Parking In Lieu of requirement	\$ 10,000.00	\$ 25,000.00	150.00%	per space	10/1/2025	5/1/2007	Res 07-28
Public Records Request							
Hourly rate (charged only when the response totals more than 100 pages OR response time takes more than 2 hrs. OR redacting is necessary)		varies		Idaho Code § 74-102(10)(e) "the per hour pay rate of the lowest paid administrative staff employee or public official of the public agency who is necessary and qualified to process the request"		5/18/2011	Res 11-21
Photocopy "regular" size (only when more than 100 pages)	\$ 0.10			per page after the first 100 pages (charged only when more than 100 pgs.)		5/18/2011	Res 11-21
Photocopy 17x24+ (only when more than 100 pages)	\$ 1.00			per page after the first 100 pages (charged only when more than 100 pgs.)		5/18/2011	Res 11-21
Occupancy/lodging tax	14%			collected from hotels, motels, and other short term rentals		1/1/2023	Ord 1399
Local Option Sales Tax							
Licenses and Permits							
Aircraft Transport Permit	\$ 59.50				10/1/2025	10/1/2024	Res 24-061
Alcohol licenses & permits							
Alcohol catering permit	\$ 20.00	\$ 20.00		Per Day - up to 5 days - Idaho Code § 23-934A		12/16/1999	Ord 1035
Late application processing fee - Alcohol catering permit	\$ 20.00	\$ 20.00		Applications submitted less than 13 days prior to event		10/1/2023	Res 23-63
Liquor by the drink license	\$ 562.50	\$ 562.50		Idaho Code § 23-916 - transfer \$56.25 (10%)		12/21/1987	Res 87-41
Beer off premises license	\$ 50.00	\$ 50.00		Idaho Code § 23-1016 - transfer \$5.00 (10%)		12/21/1987	Res 87-41
Beer on premises license	\$ 200.00	\$ 200.00		Idaho Code § 23-1016 - transfer \$20.00 (10%)		12/21/1987	Res 87-41
Wine license	\$ 200.00	\$ 200.00		Idaho Code § 23-1016 - transfer \$20.00 (10%)		12/21/1987	Res 87-41
Burn permit	\$ 12.00	\$ 12.50	4.17%	valid for 10 days	10/1/2025	10/1/2024	Res 24-061
Business License							
Business License	\$ 59.75	\$ 61.50	2.93%	became effective with Ord. 1277, per City Code 3-11-6	10/1/2025	10/1/2024	Res 24-061
Business License Renewal	\$ 29.75	\$ 31.00	4.20%	became effective with Ord. 1277, per City Code 3-11-10	10/1/2025	10/1/2024	Res 24-061
Temporary Business License	\$ 24.00	\$ 24.60	2.50%	40% of general Business License fee	10/1/2025	10/1/2024	Res 24-061
Business License change/update	\$ 30.00	\$ 30.75	2.50%		10/1/2025	10/1/2024	Res 24-061
Business License late fee	\$ 50.00			per City Code 3-11-6		10/1/2023	Res 23-063
Business Use Permit	\$ 29.75	\$ 31.00	4.20%		10/1/2025	10/1/2024	Res 24-061
Oversized Truck or Load Permit							
Traffic Control Plan Review - cost per permit	NEW \$	290.00	100.00%	per City Code 6-1-12-5	10/1/2025		
Vehicle Enforcement Escort Fees - cost per hour per officer	NEW \$	66.33	100.00%	per hour (2 hours minimum)	10/1/2025		
Dog License—Neutered							
One-year	\$ 18.00				10/1/2025	10/1/2024	Res 24-061
Two-year	\$ 20.75				10/1/2025	10/1/2024	Res 24-061
Three-year	\$ 24.00				10/1/2025	10/1/2024	Res 24-061
Dog License—Un-Neutered							
One-year	\$ 41.75				10/1/2025	10/1/2024	Res 24-061
Two-year	\$ 77.50				10/1/2025	10/1/2024	Res 24-061
Three-year	\$ 113.00				10/1/2025	10/1/2024	Res 24-061
Dog Tag Replacement	\$ 6.00				10/1/2025	10/1/2024	Res 24-061
Special Event Permit							
Small Event - Fewer than 51 participants	NEW \$	40.00	100.00%		10/1/2025	11/20/2018	Res 18-53
Medium Event - 51 to 499 participants	\$ 113.75	\$ 117.00	2.86%		10/1/2025	10/1/2024	Res 24-061
Large Scale Event - 500 or more participants	\$ 341.25	\$ 351.00	2.86%		10/1/2025	10/1/2024	Res 24-061
OR Three (3) or more factors apply: * Includes a route that will close or alter traffic on a street arterial or connector (parade, race, bike ride) * Police officers or private security required to protect public safety * Alcohol will be served or sold * Structural or electrical permits required							
City electrical usage	\$ 28.50	\$ 29.50	3.51%	per day (unless otherwise specified in permit/agreement)	10/1/2025	10/1/2024	Res 24-061
Street Sign/Equipment Replacement Fees							
Cones	\$ 57.00	\$ 58.75	3.07%	each	10/1/2025	10/1/2024	Res 24-061
Candle Sticks and Base	\$ 57.00	\$ 58.75	3.07%	each	10/1/2025	10/1/2024	Res 24-061
A-frames	\$ 73.75	\$ 76.00	3.05%	each	10/1/2025	10/1/2024	Res 24-061
Barricades (sign and stand)	\$ 340.50	\$ 350.25	2.86%	each	10/1/2025	10/1/2024	Res 24-061
"No Parking" signs	NEW \$	5.00	100.00%	each	10/1/2025		
Event Changes (e.g., date, location or other substantive changes requiring additional review) during application review process	NEW	calculated		25% of Application Fee, minimum \$30	10/1/2025		
after application fully approved or permit issued	NEW	calculated		50% of Application Fee, minimum \$60	10/1/2025		
Late application - received 14-20 days prior to Event	calculated			50% of Application Fee, minimum \$50		12/8/2019	Res 19-69
Late application - received 7-13 days prior to Event	calculated			100% of Application Fee, minimum \$100		12/8/2019	Res 19-69
Park Special Events/Commercial Events Permit	\$ 62.50	\$ 64.50	3.20%	per hour	10/1/2025	10/1/2024	Res 24-061
Park Special Events/Commercial Events Permit	\$ 375.00	\$ 385.00	2.67%	per 8 hour event	10/1/2025	10/1/2024	Res 24-061
City Parking Permits							
Daily	\$ 11.50				10/1/2025	10/1/2024	Res 24-061
Weekly	\$ 22.75				10/1/2025	10/1/2024	Res 24-061
Monthly	\$ 34.25				10/1/2025	10/1/2024	Res 24-061
Annual	\$ 340.50				10/1/2025	10/1/2024	Res 24-061
Replacement Pass	\$ 5.70				10/1/2025	10/1/2024	Res 24-061
Downtown Residential	\$			First Annual Permit	10/1/2025	10/1/2018	Res 18-46

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance		
<u>Annual City Resident pass</u>	NEW \$	15.00		<u>Provides 3-6 hours of free parking at downtown and City Beach lots</u>	10/1/2025				
<u>Annual Bonner County resident pass</u>	NEW \$	30.00		<u>Provides 2-4 hours of free parking at downtown and City Beach lots</u>	10/1/2025				
<u>Monthly downtown business employee pass</u>	NEW \$	40.00		<u>All-day parking in all lots and in 3 and 4-hour street parking zones</u>	10/1/2025				
<u>Monthly downtown resident pass</u>	NEW \$	80.00		<u>Unlimited parking in all lots, all-day parking in 3 and 4-hour street parking zones</u>	10/1/2025				
<u>Marina Slip Occupant pass</u>	NEW \$	150.00		<u>Unlimited parking at Dock Street and City Beach lots</u>	10/1/2025				
Boat Launch fees									
<u>Idaho state registered boat launch fee</u>	NEW \$	10.00		<u>per launch at City Beach and War Memorial Field</u>	10/1/2025				
<u>Out-of-state registered boat launch fee</u>	NEW \$	15.00		<u>per launch at City Beach and War Memorial Field</u>	10/1/2025				
<u>Boat launch season pass - Idaho state registered boat</u>	NEW \$	50.00		<u>unlimited launches at City Beach and War Memorial Field</u>	10/1/2025				
<u>Boat launch season pass - Out-of-state registered boat</u>	NEW \$	100.00		<u>unlimited launches at City Beach and War Memorial Field</u>	10/1/2025				
Pawn License Fee for establishment (each pawnbroker also needs background check - See Public Safety Services)	\$	119.50	\$	123.00	2.93%	per establishment for initial and annual license, per City Code 3-5-2	10/1/2025	10/1/2024	Res 24-061
Peddlers registration									
Bonner County residents	\$	89.50	\$	92.00	2.79%	per City Code 3-4-6	10/1/2025	10/1/2024	Res 24-061
Idaho residents	\$	150.00	\$	154.50	3.00%	per City Code 3-4-6	10/1/2025	10/1/2024	Res 24-061
Out-of-State	\$	268.50	\$	276.25	2.89%	per City Code 3-4-6	10/1/2025	10/1/2024	Res 24-061
Surety Bond	\$	1,000.00				per City Code 3-4-6	10/1/2025	10/1/2012	Res 12-40
Taxicab License for vehicle (drivers also need annual background check - See Public Safety Services)	\$	95.25	\$	98.00	2.89%	per cab, per City Code 3-4-5	10/1/2025	10/1/2024	Res 24-061
Short Term Rental									
Non-Owner Occupied	\$	228.00	\$	235.00	3.07%	Initial Permit	10/1/2025	10/1/2024	Res 24-061
	\$	170.50	\$	175.50	2.93%	Annual Renewal	10/1/2025	10/1/2024	Res 24-061
<u>Waitlist Fee for placement on non-owner occupied STR waitlist. (The Permit Fee is paid when applicant has been removed from the waitlist.)</u>	NEW \$	25.00		100.00%			10/1/2025		
Owner Occupied & Non-Owner Occupied outside residential zones	\$	170.50	\$	175.50	2.93%	Initial Permit	10/1/2025	10/1/2024	Res 24-061
	\$	114.00	\$	117.50	3.07%	Annual Renewal	10/1/2025	10/1/2024	Res 24-061
Short-Term Rental Violation Penalty	\$	110.00	\$	113.25	2.95%	per day, in accordance with Code 3-12-5-6	10/1/2025	10/1/2024	Res 24-061
Rents and Royalties									
Bald Mountain/Other Transmitter Site Lease									
Application Fee	\$	265.20	\$	270.50	2.00%		10/1/2025	10/1/2024	Res 24-061
Rent up to 2500 sq feet of Land Area									
Gov't Entities and 501(c)(3) Charities	\$	1,433.14	\$	1,461.80	2.00%		10/1/2025	10/1/2024	Res 24-061
All Other Entities	\$	3,805.09	\$	3,881.19	2.00%		10/1/2025	10/1/2024	Res 23-63
Additional Area Rent over 2500 square feet									
Gov't Entities and 501(c)(3) Charities	\$	0.511	\$	0.521	2.00%		10/1/2025	10/1/2024	Res 24-061
All Other Entities	\$	0.880	\$	0.898	2.00%		10/1/2025	10/1/2024	Res 24-061
Rent per Radio Unit									
Gov't Entities and 501(c)(3) Charities	\$	359.61	\$	366.80	2.00%		10/1/2025	10/1/2024	Res 24-061
All Other Entities	\$	986.54	\$	1,006.27	2.00%		10/1/2025	10/1/2024	Res 24-061
"Receive Only" Rent								1/6/2021	Res 21-02
"Diversity Receivers" Rent								1/6/2021	Res 21-02
"Transmit Only" Rent								1/6/2021	Res 21-02
Cellular and Wireless Broadband Communications									
annual base rent	\$	23,160.45	\$	23,623.66	2.00%		10/1/2025	10/1/2024	Res 24-061
annual fee per unit	\$	530.40	\$	541.01	2.00%		10/1/2025	10/1/2024	Res 24-061
Road Use Fee (Bald Mountain Site only)	\$	525.00					10/1/2025	10/1/2024	Res 24-061
Community Hall Rental									
<u>Non-commercial, not-for-profit use</u>								10/1/2025	
Main room	\$	45.50				per hour	10/1/2025	10/1/2024	Res 24-061
Scout room	\$	34.25				per hour	10/1/2025	10/1/2024	Res 24-061
Entire facility	\$	73.75	\$	30.00	-59.32%	per hour	10/1/2025	10/1/2024	Res 24-061
Maximum charge	\$	363.50	\$	210.00	-42.23%	per day	10/1/2025	10/1/2024	Res 24-061
<u>Commercial or for-profit use use</u>								10/1/2025	
Entire facility	NEW \$	60.00		100.00%	per hour		10/1/2025		Res 24-061
Maximum charge	NEW \$	420.00		100.00%	per day		10/1/2025		Res 24-061
<u>Private or public events or programs organized by non-profit groups or not-for-profit community organizations, which may or may not charge tuition or fees, at which no sales or commercial activity may take place.</u>								10/1/2025	
<u>Private or public events organized by community groups that may or may not charge tuition or fees or any event intended to raise money, receive payments, solicit customers or donations. This category includes commercial events organized by non-profits (auctions, bazaars, craft fairs, markets) and all activities organized by businesses (company luncheon, employee appreciation party, etc).</u>								10/1/2025	
Dances	\$	68.25	\$	81.90	20.00%	flat fee	10/1/2025	10/1/2024	Res 24-061
<u>Non-profits - Non-commercial, free event, open to public</u>								10/1/2025	
Main room	\$	18.25	\$	18.75	2.74%	per hour	10/1/2025	10/1/2024	Res 24-061
Scout room	\$	13.50	\$	14.00	3.70%	per hour	10/1/2025	10/1/2024	Res 24-061
Entire facility	\$	29.50	\$	30.25	2.54%	per hour	10/1/2025	10/1/2024	Res 24-061
Maximum charge	\$	144.75	\$	149.00	2.94%	per day	10/1/2025	10/1/2024	Res 24-061
Commercial use and non-profits - all three rooms	\$	110.75	\$	114.00	2.93%	per hour	10/1/2025	10/1/2024	Res 24-061
	\$	546.00	\$	562.00	2.93%	per day	10/1/2025	10/1/2024	Res 24-061
Deposit for beer/wine served	\$	228.00	\$	234.50	2.85%	non-refundable	10/1/2025	10/1/2024	Res 24-061
Community Garden Plot									
7'x7' Plot	\$	34.25	\$	35.25	2.92%	per season	10/1/2025	10/1/2024	Res 24-061
4'x8' Plot	\$	28.25	\$	29.00	2.65%	per season	10/1/2025	10/1/2024	Res 24-061
Fiber Optic Network Lease Fees									
Indefeasible Right of Use (IRU) Lease Lump Sum One-Time Fee per zone (Downtown and Airport)									
6-strand minimum	\$	4,235.00	\$	4,358.00	2.90%	per strand	10/1/2025	10/1/2024	Res 24-061
13 - 24 strands	\$	2,823.00	\$	2,905.00	2.90%	per strand	10/1/2025	10/1/2024	Res 24-061
25+ strands	\$	1,412.00	\$	1,453.00	2.90%	per strand	10/1/2025	10/1/2024	Res 24-061
IRU Lease Annual Maintenance Fee per zone (Downtown and Airport)									

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
up to 24 strands	\$ 398.00	\$ 410.00	3.02%	per strand	10/1/2025	10/1/2024	Res 24-061
25+ strands	\$ 199.00	\$ 205.00	3.02%	per strand	10/1/2025	10/1/2024	Res 24-061
Dark Fiber Monthly Lease Fee per zone (Downtown and Airport)	\$ 179.00	\$ 185.00	3.35%	per strand	10/1/2025	10/1/2024	Res 24-061
Dark Fiber Lease Application Fee	\$ 299.00	\$ 308.00	3.01%	one-time fee	10/1/2025	10/1/2024	Res 24-061
Splicing Fee	cost + 15%					2/15/2017	Res 17-12
Empty Conduit Sleeve Lease	\$ 0.598	\$ 0.615	2.90%	per foot per year	10/1/2025	10/1/2024	Res 24-061
Bridge Crossing Conduit Sleeve Lease	\$ 1,195.00	\$ 1,230.00	2.93%	per sleeve per year	10/1/2025	10/1/2024	Res 24-061
Conduit Lease Application Fee	\$ 299.00	\$ 308.00	3.01%	one-time fee	10/1/2025	10/1/2024	Res 24-061
Parks Field Usage							
Change Fee - field use - within 7 days of event (all City fields, all groups)	\$ 16.30	\$ 20.00	22.70%	All Groups	10/1/2025	10/1/2024	Res 24-061
Grass Field/Diamond							
Field Use Rate - Per Hour (Practice)	\$ 9.80	\$ 10.00	2.04%	Group 1 and 3	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Practice)	\$ 13.10	\$ 15.00	14.50%	Group 2	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Practice)	\$ 27.25	\$ 30.00	10.09%	Group 4	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Game)	NEW	\$ 20.00	100.00%	Group 1	10/1/2025		
Field Use Rate - Per Hour (Game)	NEW	\$ 30.00	100.00%	Group 2	10/1/2025		
Field Use Rate - Per Hour (Game)	NEW	\$ 60.00	100.00%	Group 3	10/1/2025		
Field Use Rate - Per Hour	\$ 54.25			Group 5	10/1/2025		
Out-of-Area Team Fee - Per Day	\$ 32.60			Groups 1, 2 and 3	10/1/2025	10/1/2024	Res 24-061
Out-of-Area Team Fee - Per Day	\$ 32.60			Groups 4 and 5	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change	\$ 5.45			Group 2 and 3	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change	\$ 16.30			Group 4	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change	\$ 27.25			Group 5	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - Per Facility - Add Hrly Field Use	\$ 190.00			Group 1, 2 and 3	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - Per Facility - Add Hrly Field Use	\$ 217.25	\$ 250.00	15.07%	Group 4 All groups	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - Per Facility - Add Hrly Field Use	\$ 325.75			Group 5	10/1/2025	10/1/2024	Res 24-061
Memorial Field Artificial Turf/Diamonds							
Field Use Rate - Per Hour (Practice)	\$ 17.40	\$ 20.00	14.94%	Group 1 and 3	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Practice)	\$ 21.75	\$ 25.00	14.94%	Group 2	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Practice)	\$ 54.30	\$ 60.00	10.50%	Group 4	10/1/2025	10/1/2024	Res 24-061
Field Use Rate - Per Hour (Game)	NEW	\$ 40.00	100.00%	Group 1	10/1/2025		
Field Use Rate - Per Hour (Game)	NEW	\$ 50.00	100.00%	Group 2	10/1/2025		
Field Use Rate - Per Hour (Game)	NEW	\$ 120.00	100.00%	Group 3	10/1/2025		
Field Use Rate - Per Hour	\$ 81.50			Group 5	10/1/2025	10/1/2024	Res 24-061
Secondary Partial Field Use Rate - Per Hour	\$ 8.70			Group 1 and 3	10/1/2025	10/1/2024	Res 24-061
Secondary Partial Field Use Rate - Per Hour	\$ 10.90			Group 2	10/1/2025	10/1/2024	Res 24-061
Secondary Partial Field Use Rate - Per Hour	\$ 27.25			Group 4	10/1/2025	10/1/2024	Res 24-061
Secondary Partial Field Use Rate - Per Hour	\$ 40.70			Group 5	10/1/2025	10/1/2024	Res 24-061
Out-of-Area Team Fee - Per Day	\$ 48.90			Groups 1, 2 and 3	10/1/2025	10/1/2024	Res 24-061
Out-of-Area Team Fee - Per Day	\$ 48.90			Groups 4 and 5	10/1/2025	10/1/2024	Res 24-061
* Bleachers - outside of normal setup	\$ 43.50	\$ 300.00	589.66%	All Groups	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Field Use	\$ 190.00			Group 1, 2 and 3	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Field Use	\$ 217.25	\$ 250.00	15.07%	Group 4 All groups	10/1/2025	10/1/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Field Use	\$ 325.75			Group 5	10/1/2025	10/1/2024	Res 24-061
* City Staff on Site - Per Hour - per request/required	\$ 44.75	\$ 55.00	22.91%	Group 2, 3, 4 and 5 All Groups	10/1/2025	10/1/2024	Res 24-061
* Trash Removal - Per Day	\$ 32.75	\$ 40.00	22.14%	Group 2, 3, 4 and 5 All Groups	10/1/2025	10/1/2024	Res 24-061
* Grandstands/Field Cleaning - 1 Game	\$ 434.25	\$ 500.00	15.14%	Group 2, 3, 4 and 5 All Groups	10/1/2025	10/1/2024	Res 24-061
* Grandstands/Field Cleaning - Multi game/tournament/per day	\$ 542.75	\$ 650.00	19.76%	Group 2, 3, 4 and 5 All Groups	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change	\$ 5.45			Group 2 and 3	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change (see revised "change fee" above)	\$ 16.30			Group 4	10/1/2025	10/1/2024	Res 24-061
Change Fee - Per schedule change	\$ 27.25			Group 5	10/1/2025	10/1/2024	Res 24-061
Annual Home Field Replacement Rate	\$ 10,340.00	\$ 12,000.00	16.05%	Lake Pend Oreille School District (LPOSD) Contribution	10/1/2025	10/1/2024	Res 24-061
Max Charge per tournament - per facility (e.g., 2x if Sports Complex and War Memorial Field are used)	\$ 3,258.00	\$ 4,000.00	22.77%	All Groups	10/1/2025	10/1/2024	Res 24-061
If Hourly Field Use, Tournament Fee Daily Rate and Out of Area Team Fees exceed the tournament max then the tournament max applies.							
*Charges above/below applicable in addition to Tournament Max Fee							
<i>Explanation of Parks Field/Sport Center Usage Groups listed above/below:</i>					10/1/2025		
Group 1 - City-sponsored or co-sponsored events. This includes all Department programs and/or leagues.					10/1/2025		
Group 2 - Events or activities sponsored by Lake Pend Oreille School district (priority scheduling)					10/1/2025		
Group 3 - Local Non-profit groups - Youth will be prioritized over Adult programs.					10/1/2025		
Group 4 - Local For-profit and Out-of-Area Non-profit groups - Youth will be prioritized over Adult programs.					10/1/2025		
Group 5 - Out-of-Area For-profit (Out-of-Area is defined as outside of Bonner County)					10/1/2025		
Group 1 - City-hosted events, leagues or programs					10/1/2025		
Group 2 - Local nonprofit groups and LPOSD					10/1/2025		
Group 3 - For-profit groups or non-profit groups based outside Bonner County					10/1/2025		
Memorial Field Ticketed Events							
Ticketed Event Revenue flat fees charged based on projected attendance							
0-100 attendees	NEW	\$ 200.00		NEW Effective rate: \$2 per attendee	10/1/2025		
101 - 250 attendees	NEW	\$ 400.00		NEW Effective rate: \$1.60-\$3.96 per attendee	10/1/2025		
251 - 500 attendees	NEW	\$ 750.00		NEW Effective rate: \$1.50 - \$2.99 per attendee	10/1/2025		
501 - 1,500 attendees	NEW	\$ 2,000.00		NEW Effective rate: \$1.33 - \$4.00 per attendee	10/1/2025		
1,501 - 2,500 attendees	NEW	\$ 4,000.00		NEW Effective rate: \$1.60 - \$2.67 per attendee	10/1/2025		
Per ticket entry Festival at Sandpoint (including Comp & Season Pass holders)	\$ 2.10	\$ 2.15	2.33%	per ticket	10/1/2025		
Organizer is responsible for selecting the appropriate attendance tier when submitting the field reservation request. No refunds will be issued for actual attendance below the selected tier.					10/1/2025		
James E. Russell Sports Center							
Annual Memberships (billed monthly)					IMMEDIATELY		
Sandpoint Resident 19+ and all Seniors 65+	\$ 400.00			Annual	IMMEDIATELY	8/21/2024	Res 24-061
Sandpoint Non-Resident	\$ 450.00			Annual	IMMEDIATELY	8/21/2024	Res 24-061
General	NEW	\$ 79.00	100.00%	Annual, billed monthly	IMMEDIATELY		
Bonner and Boundary County residents	NEW	\$ 49.00	100.00%	Annual, billed monthly	IMMEDIATELY		
Sandpoint residents and employees of City of Sandpoint, Bonner County, and LPOSD	NEW	\$ 39.00	100.00%	Annual, billed monthly	IMMEDIATELY		
Youth (0-18)	\$ -			Annual	IMMEDIATELY	8/21/2024	Res 24-061
Annual memberships require 12-months of payment. If an annual membership is cancelled, payment for unused months will be billed at time of cancellation.					IMMEDIATELY		

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
Monthly Memberships							
Sandpoint Resident 19+ and all Seniors 65+	\$ 40.00			Monthly	IMMEDIATELY	8/21/2024	Res 24-061
Sandpoint Non-Resident	\$ 45.00			Monthly	IMMEDIATELY	8/21/2024	Res 24-061
General	NEW \$	99.00	100.00%	Monthly	IMMEDIATELY		
Bonner and Boundary County residents	NEW \$	69.00	100.00%	Monthly	IMMEDIATELY		
Sandpoint residents and employees of City of Sandpoint, Bonner County, and LPOSD	NEW \$	59.00	100.00%	Monthly	IMMEDIATELY		
Youth (0-18)	NEW \$	-		Monthly	IMMEDIATELY		
<i>Annual and monthly membership includes unlimited daily access to facility at no additional charge.</i>							
Member Drop-in play - Tennis 90-minute session. Court space not guaranteed							
October - April	\$ 5.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
May - September	\$ 3.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
Court Reservations - Tennis 90-minute session. Paid in addition to the member drop-in rate.							
October - April	\$ 10.00			per court	IMMEDIATELY	8/21/2024	Res 24-061
May - September	\$ 6.00			per court	IMMEDIATELY	8/21/2024	Res 24-061
Member Drop-in play - Pickleball 2-hour priority session or 90-minute private session. Court space not guaranteed.							
October - April	\$ 3.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
May - September	\$ 2.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
Non-Member drop-in play - 90-minute session, may not reserve court							
October - April all sports, year-round	\$ 16.00	\$ 15.00	-6.25%	per person (court space not guaranteed)	IMMEDIATELY	8/21/2024	Res 24-061
May - September	\$ 8.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
Court Reservations - Pickleball 90-minute session. Paid in addition to the member drop-in rate.							
October - April	\$ 8.00			per court	IMMEDIATELY	8/21/2024	Res 24-061
May - September	\$ 4.00			per court	IMMEDIATELY	8/21/2024	Res 24-061
Community Court Time, all sports for Pickleball or Tennis (first come first serve, 90-minute sessions rotating across the week, some mornings, some mid-day, some afternoons)							
Sandpoint City Resident	Free			per person	IMMEDIATELY	8/21/2024	Res 24-061
Bonner County Non-City Resident	\$ 5.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
Non-Bonner County Resident	\$ 10.00			per person	IMMEDIATELY	8/21/2024	Res 24-061
Community Room (max capacity of 50)							
Standard rate	\$ 50.00			per hour		8/21/2024	Res 24-061
Non-profit rate	\$ 25.00			per hour		8/21/2024	Res 24-061
Group JER Sport Center Usage/Rental ^See Group descriptions under Parks Field Usage above ^							
Four Courts Use Rate - Per Hour	\$ 30.00			Group 1	IMMEDIATELY	8/21/2024	Res 24-061
Four Courts Use Rate - Per Hour	\$ 40.00			Group 2	IMMEDIATELY	8/21/2024	Res 24-061
Four Courts Use Rate - Per Hour	\$ 80.00			Group 3	IMMEDIATELY	8/21/2024	Res 24-061
Four Courts Use Rate - Per Hour	\$ 120.00			Group 4	IMMEDIATELY	8/21/2024	Res 24-061
Four Courts Use Rate - Per Hour	\$ 160.00			Group 5	IMMEDIATELY	8/21/2024	Res 24-061
Per Court Use Rate - Per Hour	\$ 7.50			Group 1	IMMEDIATELY	8/21/2024	Res 24-061
Per Court Use Rate - Per Hour	\$ 10.00			Group 2	IMMEDIATELY	8/21/2024	Res 24-061
Per Court Use Rate - Per Hour	\$ 20.00			Group 3	IMMEDIATELY	8/21/2024	Res 24-061
Per Court Use Rate - Per Hour	\$ 30.00			Group 4	IMMEDIATELY	8/21/2024	Res 24-061
Per Court Use Rate - Per Hour	\$ 40.00			Group 5	IMMEDIATELY	8/21/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Court Use	\$ 135.00			Group 1	IMMEDIATELY	8/21/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Court Use	\$ 180.00			Group 2 and 3	IMMEDIATELY	8/21/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Court Use	\$ 270.00			Group 4	IMMEDIATELY	8/21/2024	Res 24-061
Tournament Fee - Per Day - In addition to Hrly Court Use	\$ 360.00			Group 5	IMMEDIATELY	8/21/2024	Res 24-061
Private court rental							
LPOSD Tennis and local paddle/racquet sports groups	NEW \$	20.00		per hour, per court	IMMEDIATELY		
Local sporting group (non-paddle/racquet sports)	NEW \$	40.00		per hour, per court	IMMEDIATELY		
<i>Non-sporting event rates negotiated based on organizer's needs, number of participants, and court set-up/modifications needed</i>							
Jeff Jones Town Square							
Commercial	\$ 28.50	\$ 29.30	2.81%	per hour; \$200/day maximum (\$50.00 refundable deposit)	10/1/2025	10/1/2024	Res 24-061
Non-commercial	\$ 56.75	\$ 58.40	2.91%	per event (\$50.00 refundable deposit)	10/1/2025	10/1/2024	Res 24-061
Memorial Field (SEE ABOVE)	\$ 2.10			per person/per event	10/1/2025	10/1/2024	Res 24-061
Moorage - Tour Boat	\$ 4,035.00	\$ 4,152.00	2.90%	per season	10/1/2025	10/1/2024	Res 24-061
Moorage - Visitor							
Moorage 20'	\$ 29.25	\$ 45.00	53.85%	per day	10/1/2025	10/1/2024	Res 24-061
Moorage 30'	\$ 34.10	\$ 55.00	61.29%	per day	10/1/2025	10/1/2024	Res 24-061
Moorage 35'	\$ 39.00	\$ 65.00	66.67%	per day	10/1/2025	10/1/2024	Res 24-061
Moorage - City Residents							
Moorage 24' Windbag 100 dock	\$ 32.10	\$ 33.05	2.96%	per dock ft. (fixed dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 20' Windbag 200 dock/City Beach	\$ 37.95	\$ 39.05	2.90%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks	\$ 38.45	\$ 39.55	2.86%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 30' Windbag 600 dock/City Beach	\$ 40.10	\$ 41.25	2.87%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 35' City Beach	\$ 40.85	\$ 42.05	2.94%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Laser Deck	\$ 214.50	\$ 220.70	2.89%	Windbag Laser & Sunfish	10/1/2025	10/1/2024	Res 24-061
Hobie Deck	\$ 428.50	\$ 440.95	2.91%	Windbag hobie / thistle, etc.	10/1/2025	10/1/2024	Res 24-061
Moorage - Bonner County Residents							
Moorage 24' Windbag 100 dock	\$ 40.15	\$ 41.30	2.86%	per dock ft. (fixed dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 20' Windbag 200 dock/City Beach	\$ 47.45	\$ 48.85	2.95%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks	\$ 48.05	\$ 49.45	2.91%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 30' Windbag 600 dock/City Beach	\$ 50.15	\$ 51.60	2.89%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 35' City Beach	\$ 51.05	\$ 52.55	2.94%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Laser Deck 5' Beam	\$ 268.00	\$ 275.80	2.91%	Windbag laser & sunfish	10/1/2025	10/1/2024	Res 24-061
Hobie Deck 10' Beam	\$ 535.75	\$ 551.30	2.90%	Windbag hobie / thistle, etc.	10/1/2025	10/1/2024	Res 24-061
Moorage - Outside Bonner County Residents							
Moorage 24' Windbag 100 dock	\$ 50.20	\$ 51.65	2.89%	per dock ft. (fixed dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 20' Windbag 200 dock/City Beach	\$ 59.25	\$ 60.95	2.87%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks	\$ 60.00	\$ 61.75	2.92%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 30' Windbag 600 dock/City Beach	\$ 62.65	\$ 64.45	2.87%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Moorage 35' City Beach	\$ 63.80	\$ 65.65	2.90%	per dock ft. (floating dock)	10/1/2025	10/1/2024	Res 24-061
Laser Deck 5' Beam	\$ 335.00	\$ 344.70	2.90%	Windbag laser & sunfish	10/1/2025	10/1/2024	Res 24-061
Hobie Deck 10' Beam	\$ 670.00	\$ 689.45	2.90%	Windbag hobie / thistle, etc.	10/1/2025	10/1/2024	Res 24-061
Moorage Local Invasive Species Fee							
Transient	\$ 7.20	\$ 7.40	2.78%	per day	10/1/2025	10/1/2024	Res 24-061
Moored	\$ 25.10	\$ 25.85	2.99%	annual with moorage	10/1/2025	10/1/2024	Res 24-061

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
RV Park Rate							
May - October							
Low - 40' site	\$ 50.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
High - 55' site	\$ 65.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
Event Weekend Low - 40' site	\$ 80.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
Event Weekend High - 55' site	\$ 105.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
November - April							
Low - 40' site	\$ 40.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
High - 55' site	\$ 50.00			per night + applicable lodging taxes	10/1/2025	5/1/2021	Res 21-17
Parks & Recreation Equipment Fee							
Youth Sports Jersey	\$ 15.55				10/1/2025	10/1/2024	Res 24-061
Youth Sports Mouth-guard	\$ 1.14				10/1/2025	10/1/2024	Res 24-061
Picnic shelters							
City resident	\$ 62.75	\$ 64.55	2.87%	per day	10/1/2025	10/1/2024	Res 24-061
Non-City resident	\$ 73.75	\$ 75.90	2.92%	per day	10/1/2025	10/1/2024	Res 24-061
Sand Volleyball Courts							
per court charge - 4 courts available	\$ 6.80	\$ 7.00	2.94%	per hour	10/1/2025	10/1/2024	Res 24-061
maximum charge for all 4 courts combined	\$ 163.75	\$ 168.50	2.90%	per day	10/1/2025	10/1/2024	Res 24-061
Tennis and Basketball Courts							
Resident/League Rate—Per Hour	\$ 3.25			Per-Court	10/1/2025	10/1/2024	Res 24-061
Professional/Non-resident—Per Hour	\$ 6.55			Per-Court	10/1/2025	10/1/2024	Res 24-061
Travers, Lakeview, or City Beach Tennis Courts or City Beach basketball court, per hour.					10/1/2025		
Outdoor court rental, per hour	NEW \$	5.00	100.00%	Per court, Group 1	10/1/2025		
Outdoor court rental, per hour	NEW \$	10.00	100.00%	Group 2	10/1/2025		
Outdoor court rental, per hour	NEW \$	15.00	100.00%	Group 3	10/1/2025		
Court reservations required for private groups, leagues, clubs, or team practices. Drop-in play by community members is first come first served with no charge.					10/1/2025		
Please see "Explanation of Parks Field/Sport Center Usage Groups" above, under Parks "Field Usage".					10/1/2025		
Shooting Range							
Day Pass	NEW \$	10.00	100.00%		10/1/2025		
Season Pass (general public)	NEW \$	75.00	100.00%		10/1/2025		
Season Pass (Bonner County Sportsman Association member)	NEW \$	25.00	100.00%		10/1/2025		
Youth-League sports							
City resident	\$ 37.50			Single-Participant Fee	10/1/2025	10/1/2024	Res 24-061
Non-City resident	\$ 43.50			Single-Participant Fee	10/1/2025	10/1/2024	Res 24-061
Fines							
Parking Citations							
First offense - parking over allowed time	\$ 50.00					10/1/2022	Res 22-51
Second offense parking over allowed time - 12-mo period	\$ 100.00					10/1/2022	Res 22-51
Third or more offense parking over allowed time - 12-mo period	\$ 150.00					10/1/2022	Res 22-51
Parked facing the wrong direction	\$ 25.00					10/1/2023	Res 23-63
Handicapped parking violation	\$ 150.00					1/1/2015	Res 14-60
Parking in violation of signage	\$ 100.00					10/1/2021	Res 21-45
All other parking offenses	\$ 50.00			Including but not limited to: Parking in loading zones and other prohibited areas, Blocking a pedestrian passage/alley or driveway, Hydrant parking - within 15 feet		10/1/2021	Res 21-45
Late fee after 14 days	\$ 25.00					6/20/2007	Res 07-44
Negligent Vehicle Impound Fees	\$ 150.00					10/1/2022	Res 22-51
Parking Ticket Scofflaw Program Administration Fee	\$ 25.00					8/17/2016	Res 16-66
Boat Citations							
Boat Parking Violation	\$ 110.00					10/1/2024	Res 24-061
Dog Citations							
First offense - running at large, barking dog, etc.	\$ 50.00					10/1/2022	Res 22-51
Second offense - running at large, barking dog, etc.	\$ 100.00					10/1/2022	Res 22-51
Third offense - running at large, barking dog, etc.	\$ 150.00					10/1/2022	Res 22-51
Animal Impound Fee	\$ 100.00			Per Animal		8/21/2024	Res 24-061
Public Safety Services							
Background checks	\$ 78.85	\$ 81.20	2.98%		10/1/2025	10/1/2024	Res 24-061
Background check for taxicab drivers	\$ 78.85	\$ 81.20	2.98%	per driver for initial or annual background check, per City Code 3-4-5	10/1/2025	10/1/2024	Res 24-061
Background check for pawnbrokers	\$ 78.85	\$ 81.20	2.98%	per pawnbroker for initial or annual background check	10/1/2025	10/1/2024	Res 24-061
Driver Safety Education	\$ 78.85	\$ 81.20	2.98%		10/1/2025	10/1/2024	Res 24-061
Fingerprints	\$ 39.30	\$ 40.45	2.93%		10/1/2025	10/1/2024	Res 24-061
Polygraph	\$ 263.00	\$ 270.65	2.91%		10/1/2025	10/1/2024	Res 24-061
Abandoned vehicle							
Before notice in paper	\$ 131.75	\$ 135.60	2.92%		10/1/2025	10/1/2024	Res 24-061
After notice in paper	\$ 197.25	\$ 202.95	2.89%		10/1/2025	10/1/2024	Res 24-061
Fire System Review							
Fire Inspection				based on cost of service only		1/1/2015	Res 14-60
Follow-up review	\$ 29.60	\$ 30.45	2.87%	per hour	10/1/2025	10/1/2024	Res 24-061
Site visits (multiple visits)	\$ 29.60	\$ 30.45	2.87%	per hour	10/1/2025	10/1/2024	Res 24-061
Research (complex/comprehensive)	\$ 29.60	\$ 30.45	2.87%	per hour	10/1/2025	10/1/2024	Res 24-061
Fire Watch							
Fire Watch for buildings that do not have the ability to provide one	NEW \$	80.00	100.00%	per hour (4 hour minimum)	10/1/2025		
Dedicated standby for events that require fire services	\$ 225.00	\$ 268.00	19.11%	per hour (4 hour minimum)	10/1/2025	8/21/2024	Res 24-061
False Alarm (police and fire)						10/1/2009	Res 09-58
1st & 2nd in one year	\$ -						
3rd in one year	\$ 187.50	\$ 192.95	2.91%		10/1/2025	10/1/2024	Res 24-061
4th thru 6th in one year	\$ 375.00	\$ 385.90	2.91%	each	10/1/2025	10/1/2024	Res 24-061
7th thru 9th in one year	\$ 626.00	\$ 644.15	2.90%	each	10/1/2025	10/1/2024	Res 24-061
10th and over in one year	\$ 1,255.00	\$ 1,291.40	2.90%	each	10/1/2025	10/1/2024	Res 24-061
Police Clearance Letter	\$ 10.35	\$ 10.65	2.90%		10/1/2025	10/1/2024	Res 24-061
Copies w/ color photos (Police Dept.)	\$ 1.14	\$ 1.17	2.63%	per photo, per page	10/1/2025	10/1/2024	Res 24-061
Community Development and Public Works Services							
Expedited Processing Fee (Planning and Building)	\$ 59.50	\$ 61.25	2.94%		10/1/2025	10/1/2024	Res 24-061
General (Planning, Building, Right of Way - Streets, Stormwater, Water, and Wastewater)							
City Hourly Labor Rate - Administration/Inspection	\$ 77.00	\$ 79.25	2.92%		10/1/2025	10/1/2024	Res 24-061

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
City Hourly Labor Rate - Streets, Water, Wastewater Crews	\$ 46.00	\$ 47.25	2.72%		10/1/2025	10/1/2024	Res 24-061
City Hourly Rate - Equipment	Varies			per the Rental Rate Blue Book for Construction Equipment; where no Blue Book rate exists, FEMA rates shall apply		10/1/2020	Res 20-39
City Supplied Materials	cost +15%			pass-through plus administrative percentage		10/1/2020	Res 20-39
External/Outsourced Professional Services (as required to determine code compliance)	cost +15%			pass-through actual cost, plus administrative percentage; applicable to any professional service fee, as required, due to increase volume of applications and/or staff vacancies		10/1/2020	Res 20-39
Planning & Engineering							
All application fees include up to two (2) completeness reviews							
Additional Reviews, required in excess of standard	cost +15%					10/1/2020	Res 20-39
See 'Building Plan Check Fee' Category below for Zoning Review						10/1/2020	Res 20-39
Amendment of approved application				50% of current application fee		10/18/2006	Res 06-76
First pre-application meeting	calculated			no cost for 1 meeting up to 1 hour thereafter, actual time, per City Administrative fee	10/1/2025	10/1/2020	Res 20-39
Additional pre-application meetings	NEW \$	475.50	100.00%	per 1 hour meeting, calculated based on city hourly labor rate x 6 staff expected to participate in pre-app meetings.	10/1/2025		
Notifications: Public Hearing and/or Adjacent Properties	\$ 274.00			flat fee; in addition to application fees		10/1/2024	Res 24-061
Short Plat, Site Plan Review or equivalent minor permit	NEW \$	300.00	100.00%	in addition to application fee, includes one round of noticing	10/1/2025		
CUP, Subdivision, Rezoning and Code or Comp Plan Amendments	NEW \$	600.00	100.00%	in addition to application fee, includes two rounds of noticing	10/1/2025		
Planned Unit Development	NEW \$	1,200.00	100.00%	in addition to application fee, includes four rounds of noticing	10/1/2025		
<i>Fee applies to new application or request to amend previously approved application.</i>					10/1/2025		
Record of Survey	\$ 306.75			flat fee + notification fee	10/1/2025	10/1/2024	Res 24-061
Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot (see amendments below)	\$ 800.00			flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Minor Application, food truck CUP (see below - Food truck CUP)	\$ 274.00			flat fee + notification fee	10/1/2025	10/1/2024	Res 24-061
Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Approval (see below under Development Permitting)	\$ 1,644.00			flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee	10/1/2025	10/1/2024	Res 24-061
Subdivision: Preliminary Plat/Development Agreement (see below - Sub or Short Plat where resulting lots > 1 acre and Development Agreement)	\$ 2,412.00			flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Final Planned Unit Development Plan (see below - PUD Final Development Plan)	\$ 2,412.00			flat fee + notification fee	10/1/2025	10/1/2024	Res 24-061
Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variances (see below - Subdivision Final Plat and Rezone / Comp Plan Change)	\$ 1,337.00			flat fee (appeals charge applies per appeal) + notification fee	10/1/2025		
Land Subdivisions					10/1/2025		
Subdivision: Short Plat/ or Replat where resulting lots < 1 acre/Lot Line Adjustment/Flagpole Lot	\$ 800.00	\$ 825.00	3.13%	flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot	\$ 800.00	\$ 825.00	3.13%	flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot	\$ 800.00	\$ 825.00	3.13%	flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Subdivision or Short Plat where resulting lots > 1 acre: Plat/Development Agreement	\$ 2,412.00	\$ 3,500.00	45.11%	flat fee + Preliminary Engineering fee + notification fee	10/1/2025	10/1/2024	
Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variances	\$ 1,337.00	\$ 1,500.00	12.19%	flat fee (appeals charge applies per appeal) + notification fee	10/1/2025	10/1/2024	
Planned Unit Development (PUD) Preliminary Development Plan	NEW \$	3,500.00	100.00%	flat fee + notification fee	10/1/2025		
Final Planned Unit Development (PUD) Final Development Plan	\$ 2,412.00	\$ 3,500.00	45.11%	flat fee + notification fee	10/1/2025	10/1/2024	
Development Permitting					10/1/2025		
Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Waiver, Site Plan Approval	\$ 1,644.00	\$ 1,700.00	3.41%	flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee	10/1/2025	10/1/2024	
Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Review Permit	\$ 1,644.00	\$ 1,700.00	3.41%	flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee	10/1/2025	10/1/2024	
Conditional Use Permit (CUP) or non-conforming use permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Approval	\$ 1,644.00	\$ 4,000.00	143.31%	flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee	10/1/2025	10/1/2024	
Minor Application, food truck CUP	\$ 274.00	\$ 300.00	9.49%	flat fee + notification fee	10/1/2025	10/1/2024	
Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variance	\$ 1,337.00	\$ 1,500.00	12.19%	flat fee (appeals charge applies per appeal) + notification fee	10/1/2025	10/1/2024	
Additional Fees							
Subdivision: Preliminary Plat/Development Agreement	\$ 2,412.00	\$ 4,000.00	65.84%	flat fee + Preliminary Engineering fee + notification fee + attorney costs	10/1/2025	10/1/2024	
Subdivision Final Plat, ROW Vacation, Rezone, Comprehensive Plan Change or Code Amendment/Variances	\$ 1,337.00	\$ 4,000.00	199.18%	flat fee (appeals charge applies per appeal) + notification fee	10/1/2025	10/1/2024	
Subdivision Final Plat, Right of Way (ROW) Vacation, Rezone/Comprehensive Plan Change, Variances	\$ 1,337.00	\$ 1,500.00	12.19%	flat fee (appeals charge applies per appeal) + notification fee	10/1/2025	10/1/2024	
<i>Fees apply to new applications or requests to amend previously approved permits. PUDs, Comp Plan Amendments, Rezones, or Preliminary plats larger than 30 lots that put extraordinary demands on staff time may, upon the mayor's determination, be required to enter into a cost-recovery agreement whereby staff time and/or consultant costs is tracked and billed to the applicant.</i>					10/1/2025		
Appeal or rehearing	\$ 548.00	\$ 564.00	2.92%	plus notification fee	10/1/2025	10/1/2024	Res 24-061
Public Infrastructure - Major (subdivisions, new/substantial public improvements, land use actions)							
Engineering Review - Preliminary Review	\$ 290.00	\$ 299.00	3.10%	no approvals; planning purposes only	10/1/2025	10/1/2024	Res 24-061
Engineering Review - Streets, Sidewalks, Frontage, Other	\$ 290.00	\$ 299.00	3.10%	includes (2) reviews	10/1/2025	10/1/2024	Res 24-061
Engineering Review - Traffic, TGDL	\$ 145.00	\$ 149.00	2.76%	per review	10/1/2025	8/21/2024	Res 24-061
Engineering Review - Traffic, TIA	\$ 362.50	\$ 373.00	2.90%	per review	10/1/2025	8/21/2024	Res 24-061
Engineering Review - Stormwater - one acre or less	\$ 290.00	\$ 299.00	3.10%	per review	10/1/2025	10/1/2024	Res 24-061
Engineering Review - Stormwater - Greater than one acre	\$ 435.00	\$ 448.00	2.99%	per review	10/1/2025	8/21/2024	Res 24-061
Engineering Inspection - Preconstruction	\$ 145.00	\$ 149.00	2.76%	per inspection	10/1/2025	10/1/2024	Res 24-061
Engineering Inspections - Punchlist and Final	\$ 290.00	\$ 299.00	3.10%	per inspection	10/1/2025	10/1/2024	Res 24-061
Engineering Inspections - Additional Inspections	\$ 145.00	\$ 149.00	2.76%	per inspection	10/1/2025	8/21/2024	Res 24-061
Sign Permits							
Sign Permit	calculated			same as building permit fee structure, minimum \$75.00		8/7/2002	Res 02-44
Sign Permit Special Banner	\$ 94.50	\$ 97.25	2.91%	per permit/per event	10/1/2025	10/1/2024	Res 24-061
Sign - Mural	\$ 290.00	\$ 299.00	3.10%		10/1/2025	10/1/2024	Res 24-061
Master Sign Program	\$ 180.75	\$ 186.00	2.90%		10/1/2025	10/1/2024	Res 24-061
Honorary Street Sign Application	\$ 180.75	\$ 186.00	2.90%	per application	10/1/2025	10/1/2024	Res 24-061
Honorary Street Sign	\$ 121.00	\$ 124.50	2.89%	each	10/1/2025	10/1/2024	Res 24-061
Watershed - Use Permit	\$ 580.25	\$ 597.00	2.89%	includes processing, review, inspections, and approval	10/1/2025	10/1/2024	Res 24-061
External/Outsourced Professional Services (as required to determine code compliance)	cost + 15%			pass-through administrative percentage		4/7/2021	Res 21-17
Mechanical/HVAC Permits							
Residential							
Base Permit	\$ 100.00					10/1/2021	Res 21-45
Plan Check or Technical Service Fee	\$ 65.00			per hour		10/1/2021	Res 21-45

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
Appliances - Furnace, air conditioner, heat pump, evaporative cooler, unit heater, space heater, boiler (not supplying potable water), pool heater, mini-split system, free-standing gas or solid-fuel stove, gas fireplace, HRV, ERV or any other permanent space conditioning appliance used for human comfort. This includes all associated ducts and flues attached thereto.	\$30 + \$15			\$30 for the first appliance + \$15 for each additional appliance		10/1/2021	Res 21-45
Exhaust duct or ventilation duct - Dyer duct, range hood duct, bath fan duct, crawl space exhaust duct, similar exhaust ducts or ventilation duct.	\$15 + \$5			\$15 for the first duct + \$5 for each additional duct		10/1/2021	Res 21-45
Fuel gas piping	\$ 5.00			per appliance outlet		10/1/2021	Res 21-45
Hydronic system (Does not include Boiler - see above)	\$ 5.00			per zone		10/1/2021	Res 21-45
Manual S, J, & D Review	\$ 25.00			Required when installing the primary heating and/or cooling system in a NEW single or multi-family dwelling.		10/1/2021	Res 21-45
Commercial/Industrial							
job value up to \$10,000	calculated			total cost of system x 0.02 + \$60		10/1/2020	Res 20-39
job value \$10,001-\$100,000	calculated			total cost of system - 10,000 x 0.01 + \$260		10/1/2020	Res 20-39
job value \$100,001 or more	calculated			total cost of system -100,000 x 0.005 + \$1,160		10/1/2020	Res 20-39
Building Plan Check Fee							
Standard Plan Check (up to two reviews)	calculated			65% of building permit fee		8/7/2002	Res 02-44
Zoning Review	calculated	calculated	5.00%	1015% of building permit fee, in addition to Building Plan Check	10/1/2025	10/1/2020	Res 20-39
Plan Check, New Single Family (7,999 SF or less, up to two reviews) if prepared/stamped by registered, licensed professional	calculated			25% of building permit fee		10/1/2020	Res 20-39
Plan Check, Reroof	\$ -			no plan check for reroof, unless submitted for review		10/1/2020	Res 20-39
Additional Plan Check, required in excess of standard	cost +15%					10/1/2020	Res 20-39
Expedited Review, if available (5 business days)	calculated			plan check fee x 2		10/1/2020	Res 20-39
Residential Repeat/Subsequent Lot Plan Check				standard plan check fee for first, then 25% of the building permit fee, per lot the same		10/1/2020	Res 20-39
Building Fee/Valuation							
Total Valuation is calculated by the Building Official, using as stated by the applicant or the latest valuation data published in the Building Safety Journal by ICC, whichever is greater.				includes standard/single inspections per phase			
0 - 2,000 dollars of value	\$ 64.76	\$ 66.64	2.90%	for the first \$1,300 plus \$3.68 per additional \$100	10/1/2025	10/1/2024	Res 24-061
2,001 - 25,000 dollars of value	\$ 90.52	\$ 93.17	2.90%	for the first \$2,000 plus \$16.84 per additional \$1,000	10/1/2025	10/1/2024	Res 24-061
25,001 - 50,000 dollars of value	\$ 477.84	\$ 491.76	2.90%	for the first \$25,000 plus \$12.04 per additional \$1,000	10/1/2025	10/1/2024	Res 24-061
50,001 - 100,000 dollars of value	\$ 778.84	\$ 801.51	2.90%	for the first \$50,000 plus \$8.43 per additional \$1,000	10/1/2025	10/1/2024	Res 24-061
100,001 - 500,000 dollars of value	\$ 1,200.34	\$ 1,235.01	2.90%	for the first \$100,000 plus \$6.74 per additional \$1,000	10/1/2025	10/1/2024	Res 24-061
500,001 - 1,000,000 dollars of value	\$ 3,896.34	\$ 4,011.01	2.90%	for the first \$500,000 plus \$5.71 per additional \$1,000	10/1/2025	10/1/2024	Res 24-061
1,000,001 and over dollars of value	\$ 6,751.34	\$ 6,951.01	2.90%	for the first \$1,000,000 plus \$4.39 per add'l \$1,000	10/1/2025	10/1/2024	Res 24-061
Minimum Building Permit Fee	\$ 180.54	\$ 185.78	2.90%	if result of valuation is less than \$180.54, this minimum applies instead and includes (1) inspection; see fees for additional inspections	10/1/2025	10/1/2024	Res 24-061
Permit Reinstatement Fee	calculated			50% Building Permit Fee			
Demolition Permit (complete structure remove only)	\$ 290.00	\$ 298.41	2.90%	flat fee in lieu of calculated value	10/1/2025	10/1/2024	Res 23-63
Residential Garages/Storage Buildings (except ADU)	see above			2.90% valuation \$23.02 per SF	10/1/2025	10/1/2024	Res 24-061
Misc. Residential Pole Buildings	see above			2.90% valuation \$20.71 per SF	10/1/2025	10/1/2024	Res 24-061
Residential Carports, Decks, Porches	see above			2.90% valuation \$17.27 per SF	10/1/2025	10/1/2024	Res 24-061
Fireplace Retrofit/Chimney Repair				Minimum Building Permit Fee		10/1/2020	Res 20-39
Sign - Foundation				Minimum Building Permit Fee		10/1/2020	Res 20-39
Canopy - Awning				Minimum Building Permit Fee		10/1/2020	Res 20-39
Foundation Repair/Replace				Minimum Building Permit Fee		10/1/2020	Res 20-39
Reroof				Minimum Building Permit Fee		10/1/2020	Res 20-39
Retaining Wall				Minimum Building Permit Fee		10/1/2020	Res 20-39
Stair Repair				Minimum Building Permit Fee		10/1/2020	Res 20-39
Window/Door				Minimum Building Permit Fee		10/1/2020	Res 20-39
Fire Alarm/Sprinkler Permit				Minimum Building Permit Fee + Inspections		10/1/2023	Res 23-63
Floodplain Development Permit/Review	cost +15%					10/1/2023	Res 23-63
Building/Fire - Structural Review	cost +15%					10/1/2023	Res 23-63
Building/Fire - Code Compliance Review	cost +15%					10/1/2023	Res 23-63
Post-issuance revisions	cost +15%					10/1/2020	Res 20-39
Amended Building Permit Inspections							
Additional inspection inside of normal business hours	cost +15%			per hourly Administration/Inspection labor rate		10/1/2020	Res 20-39
Inspection outside of normal business hours, as available	calculated			per hourly Administration/Inspection labor rate x 1.25 (minimum 2 hours)		10/1/2020	Res 20-39
Re-inspection	calculated			per hourly Administration/Inspection labor rate		10/1/2020	Res 20-39
Building - Other							
Temporary Certificate of Occupancy (all types)	\$ 298.00	\$ 307.00	3.02%	plus security for remaining items	10/1/2025	10/1/2024	Res 24-061
Structural/Life Safety Evaluation	\$ -			no fee		10/1/2020	Res 20-39
Building Code Appeal	cost + 15%			appealed at Department of Building Safety or State Fire Marshall		10/1/2020	Res 20-39
Building Code Violation - Unsafe, Restricted or Stop Work	\$ 108.75	\$ 112.00	2.99%	per day, as determined applicable by the Building Official	10/1/2025	10/1/2024	Res 24-061
Work Commencing Without Permit	calculated			standard building permit fee x 2		10/1/2020	Res 20-39
Public Right of Way							
Includes existing and future/proposed public right-of-way's and/or easements with City infrastructure							
Street Cut Damage Recovery Fee - Fee based on Pavement Condition Index (PCI) rating of street in accordance with most recent street condition survey.							
PCI							
81-100	\$ 952.75	\$ 980.50	2.91%		10/1/2025	10/1/2024	Res 24-061
61-80	\$ 713.75	\$ 734.50	2.91%		10/1/2025	10/1/2024	Res 24-061
41-60	\$ 477.75	\$ 492.00	2.98%		10/1/2025	10/1/2024	Res 24-061
21-40	\$ 238.75	\$ 246.00	3.04%		10/1/2025	10/1/2024	Res 24-061
0-20	\$ -					10/1/2021	Res 21-45
Encroachment - Temporary Access (TCP Review)	\$ 83.75	\$ 86.25	2.99%	processing, TCP review, and (1) inspection	10/1/2025	10/1/2024	Res 24-061
Encroachment - Long-Term Agreement	\$ 301.50	\$ 310.25	2.90%		10/1/2025	10/1/2024	Res 24-061
Encroachment/Easement - Franchise/Fiber	\$ 603.00	\$ 620.50	2.90%	includes TCP review, inspections, and agreement	10/1/2025	10/1/2024	Res 24-061
Public Infrastructure - Minor (sidewalk, curb, street cut, driveways)	\$ 217.25	\$ 223.50	2.88%	includes processing, plan review, site visit, and (2) inspections; in addition to Temporary Access, as applicable	10/1/2025	10/1/2024	Res 24-061
Unauthorized work within the right-of-way	\$ 301.50	\$ 310.25	2.90%	in addition to standard fee for street patch maintenance and/or other fee	10/1/2025	10/1/2024	Res 24-061
City provided services							
Maintenance of work area	Cost + 15%			per adopted Public Services General City Rates above		10/1/2018	Res 18-46
Maintenance/installation of traffic control	Cost + 15%			per adopted Public Services General City Rates above		10/1/2018	Res 18-46

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
Failure to obtain/call for inspection on encroachment permit						10/1/2021	Res 21-45
First offense	\$ 89.75	\$ 92.50	3.06%		10/1/2025	10/1/2024	Res 24-061
Second offense	\$ 150.75	\$ 155.00	2.82%		10/1/2025	10/1/2024	Res 24-061
Third offense	\$ 301.50	\$ 310.25	2.90%		10/1/2025	10/1/2024	Res 24-061
Sidewalk Fee in Lieu of Construction	\$ 60.00			Non-refundable fee in lieu of construction of sidewalk based on LF of frontage		5/1/2024	Res 24-26
Water Plan Reviews/Inspections							
Will-Serve Assessment/Letter	\$ 154.00	\$ 158.50	2.92%	as required for platting and/or QLPE	10/1/2025	10/1/2024	Res 24-061
Engineering Review - Water, with QLPE (as available)	\$ 725.00	\$ 746.00	2.90%	includes (2) reviews	10/1/2025	10/1/2024	Res 24-061
Water Mains Inspection	\$ 126.25	\$ 130.00	2.97%	each inspection	10/1/2025	10/1/2024	Res 24-061
Water Service Connection Inspection, includes tap and new hydrants/fire lines	\$ 60.00	\$ 61.75	2.92%	per tap/service connection, or additional reinspection	10/1/2025	10/1/2024	Res 24-061
Water Main Modeling/Assessment							
External/Outsourced Professional Services (as required to determine capacity and necessary improvements)	cost + 15%			pass-through administrative percentage		4/7/2021	Res 21-17
Water Install/Materials							
Subject to availability				per adopted IDS General City Rates above			
Main Tap, City Labor Only	\$ 534.25	\$ 549.75	2.90%	flat fee, per tap	10/1/2025	10/1/2024	Res 24-061
3/4 inch meter/transponder only (supply and install)	\$ 372.75	\$ 383.50	2.88%	Flat Fee	10/1/2025	10/1/2024	Res 24-061
1 inch (M55) meter/transponder only (supply and install)	\$ 586.50	\$ 603.50	2.90%	Flat Fee	10/1/2025	10/1/2024	Res 24-061
1 inch (M70) meter/transponder only (supply and install)	\$ 647.00	\$ 665.75	2.90%	Flat Fee	10/1/2025	10/1/2024	Res 24-061
1.5 inch meter/transponder (supply and install)	\$ 1,096.00	\$ 1,128.00	2.92%	Flat Fee	10/1/2025	10/1/2024	Res 24-061
2 inch meter/transponder (supply and install)	\$ 1,329.00	\$ 1,367.50	2.90%	Flat Fee	10/1/2025	8/21/2024	Res 24-061
> 2 inch meter/transponder (supply and install)	cost + 15%					10/1/2020	Res 20-39
Full assembly (supply & install)	cost + 15%			In addition to meter/transponder fees		10/1/2022	Res 22-51
Wastewater Discharge Permit	\$ 254.50			application fee, includes inspection and permit issuance		10/1/2023	Res 23-63
Industrial Pretreatment							
Wastewater treatment plant sampling fees							
Bacteriological							
Total coliform MPN/MTF	\$ 50.45	\$ 51.90	2.87%		10/1/2025	10/1/2024	Res 24-061
Fecal Coliform MPN/MTF	\$ 50.45	\$ 51.90	2.87%		10/1/2025	10/1/2024	Res 24-061
Fecal Coliform Bio-Solids A-1	\$ 76.00	\$ 78.20	2.89%		10/1/2025	10/1/2024	Res 24-061
E.coli. MPN/MTF	\$ 50.45	\$ 51.90	2.87%		10/1/2025	10/1/2024	Res 24-061
Total, Fecal, E.coli	\$ 100.80	\$ 103.70	2.88%		10/1/2025	10/1/2024	Res 24-061
Inorganic chemicals							
Nitrate	\$ 37.85	\$ 38.95	2.91%		10/1/2025	10/1/2024	Res 24-061
TKN	\$ 44.15	\$ 45.45	2.94%		10/1/2025	10/1/2024	Res 24-061
Ammonia	\$ 37.85	\$ 38.95	2.91%		10/1/2025	10/1/2024	Res 24-061
Alkalinity	\$ 25.25	\$ 26.00	2.97%		10/1/2025	10/1/2024	Res 24-061
Total Phosphorus	\$ 50.45	\$ 51.90	2.87%		10/1/2025	10/1/2024	Res 24-061
Ortho-Phosphorus	\$ 25.25	\$ 26.00	2.97%		10/1/2025	10/1/2024	Res 24-061
FOG	\$ 75.65	\$ 77.85	2.91%		10/1/2025	10/1/2024	Res 24-061
Ph Wastewater	\$ 12.65	\$ 13.00	2.77%		10/1/2025	10/1/2024	Res 24-061
PH Soil	\$ 19.00	\$ 19.55	2.89%		10/1/2025	10/1/2024	Res 24-061
BOD	\$ 56.75	\$ 58.40	2.91%		10/1/2025	10/1/2024	Res 24-061
TDS	\$ 19.00	\$ 19.55	2.89%		10/1/2025	10/1/2024	Res 24-061
TSS	\$ 25.25	\$ 26.00	2.97%		10/1/2025	10/1/2024	Res 24-061
Metals							
Total Metals 13 Bio-Solids	\$ 246.75	\$ 253.90	2.90%		10/1/2025	10/1/2024	Res 24-061
Total Metals 11	\$ 215.00	\$ 221.25	2.91%		10/1/2025	10/1/2024	Res 24-061
Mercury	\$ 37.85	\$ 38.95	2.91%		10/1/2025	10/1/2024	Res 24-061
Cyanide Wastewater	\$ 56.75	\$ 58.40	2.91%		10/1/2025	10/1/2024	Res 24-061
Silver	\$ 25.25	\$ 26.00	2.97%		10/1/2025	10/1/2024	Res 24-061
Lab Testing Fee	\$ 31.55	\$ 32.45	2.85%		10/1/2025	10/1/2024	Res 24-061
Wastewater Plan Reviews/Inspections							
Engineering Review - Wastewater, no QLPE	\$ 290.00	\$ 298.40	2.90%	includes (2) reviews	10/1/2025	10/1/2024	Res 24-061
Engineering Review - Wastewater, with QPLE (as available)	\$ 580.00	\$ 596.80	2.90%	includes (2) reviews	10/1/2025	10/1/2024	Res 24-061
Wastewater Main Inspection	\$ 126.75	\$ 130.45	2.92%	each inspection	10/1/2025	10/1/2024	Res 24-061
Wastewater Service Connection Inspection, includes tap on main	\$ 60.00	\$ 61.75	2.92%	per tap/service connection, or additional reinspection	10/1/2025	10/1/2024	Res 23-63
Wastewater Main Modeling/Assessment							
External/Outsourced Professional Services (as required to determine capacity and necessary improvements)	cost + 15%			pass-through administrative percentage		4/7/2021	Res 21-17
Wastewater Install/Materials/Inspections/Testing							
Subject to availability				per adopted IDS General City Rates above			
New User Facility Fees (NUFF)							
Water NUFF							
3/4 inch meter - meter size factor 1	\$ 7,875.00					8/17/2022	Res 22-51
1 inch meter - meter size factor 2.5	\$ 19,689.00					8/17/2022	Res 22-51
1.5 inch meter - meter size factor 5	\$ 39,377.00					8/17/2022	Res 22-51
2 inch meter - meter size factor 8	\$ 63,004.00					8/17/2022	Res 22-51
3 inch meter - meter size factor 25	\$ 196,887.00					8/17/2022	Res 22-51
4 inch meter - meter size factor 50	\$ 393,773.00					8/17/2022	Res 22-51
6 inch meter - meter size factor 80	\$ 630,037.00					8/17/2022	Res 22-51
8 inch meter - meter size factor 115	\$ 905,625.00					8/17/2022	Res 22-51
Wastewater NUFF	\$ 6,311.00			per Equivalent Resident (ER)		8/17/2022	Res 22-51
Hydrant Use/Fill Station							
Hydrant/Fill Station Permit	\$ 30.70	\$ 32.24	5.00%	Annual permit plus \$2,500 or \$500 deposit	9/16/2025	9/16/2024	Res 24-061
Volume Charge - per 1,000 gallons	\$ 4.51	\$ 4.64	2.90%		9/16/2025	9/16/2024	Res 24-061
Utility User Monthly Rates							
Garbage							
Residential	\$ 19.91	\$ 20.91	5.00%	96 gallon cart	9/16/2025	9/16/2024	Res 24-061
Residential	\$ 15.92	\$ 16.72	5.00%	64 gallon cart	9/16/2025	9/16/2024	Res 24-061
Residential	\$ 11.95	\$ 12.55	5.00%	35 gallon cart	9/16/2025	9/16/2024	Res 24-061
Senior Citizen Reduced Billing (SCRUB)	\$ 11.95	\$ 12.55	5.00%	96 gallon cart	9/16/2025	9/16/2024	Res 24-061
Senior Citizen Reduced Billing (SCRUB)	\$ 9.56	\$ 10.04	5.00%	64 gallon cart	9/16/2025	9/16/2024	Res 24-061
Senior Citizen Reduced Billing (SCRUB)	\$ 7.17	\$ 7.53	5.00%	35 gallon cart	9/16/2025	9/16/2024	Res 24-061
Extra cans	\$ 2.40	\$ 2.52	5.00%	each	9/16/2025	9/16/2024	Res 24-061
Roll-out cart over 15 feet	\$ 3.69	\$ 3.87	5.00%	special assistance	9/16/2025	9/16/2024	Res 24-061
Contamination Charge	\$ 34.97	\$ 36.72	5.00%	each occurrence	9/16/2025	9/16/2024	Res 24-061
Street Lights	\$ 3.09					10/1/2017	Res 17-53
Miscellaneous							

City of Sandpoint Fees

Description	Fee	Proposed Fees FY2026	% Change	Comments	Effective Date of Change	Effective Date	Resolution or Ordinance
New Account Fee	\$ 13.97	\$ 14.50	3.80%		9/16/2025	9/16/2024	Res 24-061
Late Charge	\$ 20.97	\$ 21.77	3.80%		9/16/2025	9/16/2024	Res 24-061
Door Hanger	\$ 20.97	\$ 21.77	3.80%		9/16/2025	9/16/2024	Res 24-061
Delinquent off/on	\$ 72.69	\$ 75.45	3.80%		9/16/2025	9/16/2024	Res 24-061
Meter Lock Removal	\$ 57.09	\$ 59.26	3.80%		9/16/2025	9/16/2024	Res 24-061
Emergency/Seasonal Off/On	\$ 27.96	\$ 29.02	3.80%	(Seasonal - Irrigation accounts only)	9/16/2025	9/16/2024	Res 24-061
After hours fee	\$ 50.32	\$ 52.23	3.80%		9/16/2025	9/16/2024	Res 24-061
Leak check - customer requested	\$ 36.33	\$ 37.71	3.80%		9/16/2025	9/16/2024	Res 24-061
Water							
Retail - Fixed Monthly Rates							
3/4" meter	\$ 21.25	\$ 22.06	3.81%		9/16/2025	9/16/2024	Res 24-061
1" meter	\$ 42.67	\$ 44.30	3.81%		9/16/2025	9/16/2024	Res 24-061
1-1/2" meter	\$ 75.15	\$ 78.01	3.81%		9/16/2025	9/16/2024	Res 24-061
2" meter	\$ 106.87	\$ 110.94	3.81%		9/16/2025	9/16/2024	Res 24-061
3" meter	\$ 384.37	\$ 399.01	3.81%		9/16/2025	9/16/2024	Res 24-061
4" meter	\$ 640.79	\$ 665.20	3.81%		9/16/2025	9/16/2024	Res 24-061
6" meter	\$ 1,281.71	\$ 1,330.54	3.81%		9/16/2025	9/16/2024	Res 24-061
Residential Volume Charge - per 1,000 gallons							
0 - 6,000 gallons	\$ 3.15	\$ 3.26	3.49%		9/16/2025	9/16/2024	Res 24-061
6,001 to 20,000 gallons	\$ 4.00	\$ 4.12	3.00%		9/16/2025	9/16/2024	Res 24-061
20,001 to 40,000 gallons	\$ 7.99	\$ 8.23	3.00%		9/16/2025	9/16/2024	Res 24-061
over 40,000 gallons	\$ 8.99	\$ 9.26	3.00%		9/16/2025	9/16/2024	Res 24-061
Multi-Family Volume Charge - per 1,000 gallons	\$ 4.20	\$ 4.23	0.71%		9/16/2025	9/16/2024	Res 24-061
Irrigation Volume Charge - per 1,000 gallons	\$ 6.91	\$ 7.49	8.39%		9/16/2025	9/16/2024	Res 24-061
Commercial Volume Charge - per 1,000 gallons	\$ 4.51	\$ 4.68	3.77%		9/16/2025	9/16/2024	Res 24-061
Flat Water Rate (no meter)	\$ 80.47	\$ 83.53	3.80%		9/16/2025	9/16/2024	Res 24-061
Wholesale - Syringa Heights Water District Fixed Monthly Rate	5,332.27	5,534.90	3.80%		9/16/2025	9/16/2024	Res 24-061
Wholesale - Northside Water Users Association Fixed Monthly Rate	3,968.22	4,119.01	3.80%		9/16/2025	9/16/2024	Res 24-061
Wholesale - Edelweiss Village Improvement Association Fixed Monthly Rate	633.53	657.60	3.80%		9/16/2025	9/16/2024	Res 24-061
Wholesale Volume Charge - per 1,000 gallons	3.08	3.19	3.57%		9/16/2025	9/16/2024	Res 24-061
Wastewater							
Wastewater - Residential							
Fixed Monthly Rate - Tier 1 - Legacy Rate (Based on less than 2k gal/mo. used in 2022)	\$ 81.65	\$ 85.73	5.00%		9/16/2025	9/16/2024	Res 24-061
Fixed Monthly Rate - Tier 2	\$ 99.62	\$ 98.59	-1.03%		9/16/2025	9/16/2024	Res 24-061
Wastewater - Multi-Family - Fixed Monthly Rate x # Multi-Family Units	\$ 55.81				9/16/2025	9/16/2024	Res 24-061
Wastewater - Commercial I (Non-grease Producer) - Fixed Monthly Rate	\$ 106.25	\$ 114.22	7.50%		9/16/2025	9/16/2024	Res 24-061
Volume Charge - per 1,000 gallons							
0 to 6,000 gallons	\$ 13.05	\$ 14.03	7.51%		9/16/2025	9/16/2024	Res 24-061
Over 6,000 gallons	\$ 15.01	\$ 16.13	7.46%		9/16/2025	9/16/2024	Res 24-061
Wastewater - Commercial II (Grease Producer) - Fixed Monthly Rate	\$ 118.30	\$ 127.76	8.00%		9/16/2025	9/16/2024	Res 24-061
Volume Charge - per 1,000 gallons	\$ 22.04	\$ 23.81	8.03%		9/16/2025	9/16/2024	Res 24-061

Refunds

Note: Once an application has been reviewed no refunds will be issued unless otherwise approved by the Mayor/designee or stated in policy.
Note: A \$10 refund processing fee is retained for administrative/credit card cost on various items above.

NOTICE OF PUBLIC HEARING

The Sandpoint City Council will hold a public hearing at its regular meeting on August 22, 2025, to take public testimony regarding establishing new fees and proposed existing fee increases of more than 5%. The meeting will begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho. The entire proposed fee schedule, including fees proposed to increase 5% or less, will be available for review in the meeting packet on the City's website at www.sandpointidaho.gov and at City Hall.

Proposed new fees and fees that are proposed to increase more than 5% are as follows:

Fee Description	Current	Proposed	Comments/ % change	Effective Date	
<i>General City Administration</i>					
Development Impact Fees					
Total Impact Fee Residential (per housing unit by square feet)					
Under 600	NEW	\$ 5,328.00	100.00%	IMMEDIATELY	
600 to 1,000 - Avg MF	NEW	\$ 7,125.00	100.00%	IMMEDIATELY	
1,000 to 1,400	NEW	\$ 9,521.00	100.00%	IMMEDIATELY	
1,400 to 1,800 - Avg SF	NEW	\$ 11,246.00	100.00%	IMMEDIATELY	
1,800 to 2,200	NEW	\$ 12,571.00	100.00%	IMMEDIATELY	
2,200 to 2,600	NEW	\$ 13,643.00	100.00%	IMMEDIATELY	
2,600 to 3,000	NEW	\$ 14,136.00	100.00%	IMMEDIATELY	
3,000 or more	NEW	\$ 15,887.00	100.00%	IMMEDIATELY	
Total Impact Fee Non-Residential (per 1,000 sf)					
Commercial/Shopping Center Average <u>Retail</u>	\$	5.056	\$ 6,446.00	27.49%	IMMEDIATELY
Office	\$	1.821	\$ 4,926.00	170.51%	IMMEDIATELY
Institutional		NEW	\$ 4,860.00	100.00%	IMMEDIATELY
Light Industrial	\$	1.155	\$ 2,227.00	92.81%	IMMEDIATELY
Manufacturing	\$	0.625	\$ 2,209.00	253.44%	IMMEDIATELY
Warehousing	\$	0.584	\$ 759.000	29.97%	IMMEDIATELY
Mini-Warehouse	\$	0.421	\$ 643.000	52.73%	IMMEDIATELY
Lodging (per room)		NEW	\$ 7,703.00	100.00%	IMMEDIATELY
Parks & Recreation Residential (per housing unit by square feet)					
Under 600	NEW	\$ 2,216.00	100.00%	IMMEDIATELY	
600 to 1,000 - Avg MF	NEW	\$ 3,080.00	100.00%	IMMEDIATELY	
1,000 to 1,400	NEW	\$ 4,232.00	100.00%	IMMEDIATELY	
1,400 to 1,800 - Avg SF	NEW	\$ 5,074.00	100.00%	IMMEDIATELY	
1,800 to 2,200	NEW	\$ 5,717.00	100.00%	IMMEDIATELY	
2,200 to 2,600	NEW	\$ 6,227.00	100.00%	IMMEDIATELY	
2,600 to 3,000	NEW	\$ 6,471.00	100.00%	IMMEDIATELY	
3,000 or more	NEW	\$ 7,313.00	100.00%	IMMEDIATELY	
Parks & Recreation Non-Residential (per 1,000 sf)					
Retail		NEW	\$ 219.00	100.00%	IMMEDIATELY
Office		NEW	\$ 336.00	100.00%	IMMEDIATELY
Institutional		NEW	\$ 295.00	100.00%	IMMEDIATELY
Light Industrial		NEW	\$ 162.00	100.00%	IMMEDIATELY
Manufacturing		NEW	\$ 195.00	100.00%	IMMEDIATELY
Warehousing		NEW	\$ 35.00	100.00%	IMMEDIATELY
Mini-Warehouse		NEW	\$ 30.00	100.00%	IMMEDIATELY
Lodging (per room)		NEW	\$ 4,210.00	100.00%	IMMEDIATELY
Police Residential (per housing unit by square feet)					
Under 600	NEW	\$ 109.00	100.00%	IMMEDIATELY	
600 to 1,000 - Avg MF	NEW	\$ 151.00	100.00%	IMMEDIATELY	
1,000 to 1,400	NEW	\$ 207.00	100.00%	IMMEDIATELY	
1,400 to 1,800 - Avg SF	NEW	\$ 249.00	100.00%	IMMEDIATELY	
1,800 to 2,200	NEW	\$ 280.00	100.00%	IMMEDIATELY	
2,200 to 2,600	NEW	\$ 305.00	100.00%	IMMEDIATELY	
2,600 to 3,000	NEW	\$ 317.00	100.00%	IMMEDIATELY	
3,000 or more	NEW	\$ 358.00	100.00%	IMMEDIATELY	
Police Non-Residential (per 1,000 sf)					
Commercial/Shopping Center Average <u>Retail</u>	\$	0.177	\$ 436.00	146.33%	IMMEDIATELY
Office	\$	0.054	\$ 228.00	322.22%	IMMEDIATELY
Institutional		NEW	\$ 227.00	100.00%	IMMEDIATELY
Light Industrial	\$	0.041	\$ 103.00	151.22%	IMMEDIATELY

Manufacturing	\$	0.014	\$	100.00	614.29%	IMMEDIATELY
Warehousing	\$	0.014	\$	36.00	157.14%	IMMEDIATELY
Mini-Warehouse	\$	0.014	\$	31.00	121.43%	IMMEDIATELY
Lodging (per room)		NEW	\$	206.00	100.00%	IMMEDIATELY
Fire Residential (per housing unit by square feet)						
Under 600		NEW	\$	216.00	100.00%	IMMEDIATELY
600 to 1,000 - Avg MF		NEW	\$	300.00	100.00%	IMMEDIATELY
1,000 to 1,400		NEW	\$	412.00	100.00%	IMMEDIATELY
1,400 to 1,800 - Avg SF		NEW	\$	494.00	100.00%	IMMEDIATELY
1,800 to 2,200		NEW	\$	556.00	100.00%	IMMEDIATELY
2,200 to 2,600		NEW	\$	606.00	100.00%	IMMEDIATELY
2,600 to 3,000		NEW	\$	630.00	100.00%	IMMEDIATELY
3,000 or more		NEW	\$	712.00	100.00%	IMMEDIATELY
Fire Non-Residential (per 1,000 sf)						
Office	\$	0.285	\$	461.000	61.75%	IMMEDIATELY
Institutional		NEW	\$	458.000	100.00%	IMMEDIATELY
Light Industrial	\$	0.177	\$	207.000	16.95%	IMMEDIATELY
Manufacturing	\$	0.095	\$	203.000	113.68%	IMMEDIATELY
Lodging (per room)		NEW	\$	410.000	100.00%	IMMEDIATELY
Transportation Streets Residential (per housing unit by square feet)						
Under 600		NEW	\$	2,181.00	100.00%	IMMEDIATELY
600 to 1,000 - Avg MF		NEW	\$	2,812.00	100.00%	IMMEDIATELY
1,000 to 1,400		NEW	\$	3,654.00	100.00%	IMMEDIATELY
1,400 to 1,800 - Avg SF		NEW	\$	4,248.00	100.00%	IMMEDIATELY
1,800 to 2,200		NEW	\$	4,709.00	100.00%	IMMEDIATELY
2,200 to 2,600		NEW	\$	5,090.00	100.00%	IMMEDIATELY
2,600 to 3,000		NEW	\$	5,257.00	100.00%	IMMEDIATELY
3,000 or more		NEW	\$	5,872.00	100.00%	IMMEDIATELY
Transportation Streets Non-Residential (per 1,000 sf)						
Office	\$	1.386	\$	3,053.00	120.27%	IMMEDIATELY
Institutional		NEW	\$	3,036.00	100.00%	IMMEDIATELY
Light Industrial	\$	0.870	\$	1,373.00	57.82%	IMMEDIATELY
Manufacturing	\$	0.476	\$	1,339.00	181.30%	IMMEDIATELY
Warehousing	\$	0.449	\$	481.00	7.13%	IMMEDIATELY
Mini-Warehouse	\$	0.313	\$	407.00	30.03%	IMMEDIATELY
Lodging (per room)		NEW	\$	2,251.00	100.00%	IMMEDIATELY
Transportation Pathways Residential (per housing unit by square feet)						
Under 600		NEW	\$	606.00	100.00%	IMMEDIATELY
600 to 1,000 - Avg MF		NEW	\$	782.00	100.00%	IMMEDIATELY
1,000 to 1,400		NEW	\$	1,016.00	100.00%	IMMEDIATELY
1,400 to 1,800 - Avg SF		NEW	\$	1,181.00	100.00%	IMMEDIATELY
1,800 to 2,200		NEW	\$	1,309.00	100.00%	IMMEDIATELY
2,200 to 2,600		NEW	\$	1,415.00	100.00%	IMMEDIATELY
2,600 to 3,000		NEW	\$	1,461.00	100.00%	IMMEDIATELY
3,000 or more		NEW	\$	1,632.00	100.00%	IMMEDIATELY
Transportation Pathways Non-Residential (per 1,000 sf)						
<u>Commercial/Shopping Center Average Retail</u>	\$	0.285	\$	1,068.000	274.74%	IMMEDIATELY
Office	\$	0.095	\$	848.000	792.63%	IMMEDIATELY
Institutional		NEW	\$	844.000	100.00%	IMMEDIATELY
Light Industrial	\$	0.068	\$	382.000	461.76%	IMMEDIATELY
Manufacturing	\$	0.041	\$	372.000	807.32%	IMMEDIATELY
Warehousing	\$	0.027	\$	134.000	396.30%	IMMEDIATELY
Mini-Warehouse	\$	0.027	\$	113.000	318.52%	IMMEDIATELY
Lodging (per room)		NEW	\$	626.000	100.00%	IMMEDIATELY
Parking In Lieu requirement	\$	10,000.00	\$	25,000.000	150.00%	10/1/2025

Licenses and Permits

Oversized Truck or Load Permit						
Traffic Control Plan Review - cost per permit		NEW	\$	290.00	100.00%	10/1/2025
Vehicle Enforcement Escort Fees - cost/hour per officer (2hr min)		NEW	\$	66.33	100.00%	10/1/2025
Special Event Permitting						
Small Event (fewer than 51 participants) Application Fee		NEW	\$	40.00	100.00%	10/1/2025

City-owned Sign/Equipment Replacement Fees (if lost or damaged)					
"No Parking" sign (loaned to event hosts for street closure)	NEW	\$	5.00	100.00%	10/1/2025
Event Changes (date, location, other substantive changes)					
during application review process - 25% of app fee, min \$30	NEW		calculated	100.00%	10/1/2025
after the permit is approved or issued - 50% of app fee, min \$60	NEW		calculated	100.00%	10/1/2025
City Parking Permits					
Annual City Resident Pass (3-6 hrs downtown & beach lots)	NEW	\$	15.00	100.00%	10/1/2025
Annual Bonner County Resident Pass (2-4 hrs downtown & beach lots)	NEW	\$	30.00	100.00%	10/1/2025
Monthly Downtown Business Employee Pass (all day lots & 3, 4 hr zones)	NEW	\$	40.00	100.00%	10/1/2025
Monthly Downtown Resident Pass (unlimited lots & all day 3, 4 hr zones)	NEW	\$	80.00	100.00%	10/1/2025
Marina Slip Occupant Pass (unlimited at Dock Street and beach lots)	NEW	\$	150.00	100.00%	10/1/2025
Boat Launch Fees					
Idaho registered boat (per launch at beach & Memorial Field)	NEW	\$	10.00	100.00%	10/1/2025
Out-of-State registered boat (per launch at beach & Memorial Field)	NEW	\$	15.00	100.00%	10/1/2025
Idaho registered boat Season Pass (unlimited at beach & Memorial Field)	NEW	\$	50.00	100.00%	10/1/2025
Out-of-State registered boat Season Pass (unlimited beach & Mem Field)	NEW	\$	100.00	100.00%	10/1/2025
Short Term Rental Permitting					
Non-Owner Occupied					
Waitlist Fee	NEW	\$	25.00	100.00%	10/1/2025
Rents and Royalties					
Community Hall Rental					
Commercial, for-profit use (entire facility per hour)	NEW	\$	60.00	100.00%	10/1/2025
Maximum Charge per day	NEW	\$	420.00	100.00%	10/1/2025
Dances (flat fee)	\$	68.25	\$	81.90	20.00%
Parks Field Usage					
Change Fee - field use - within 7 days of event (all City fields, all groups)	\$	16.30	\$	20.00	22.70%
Grass Field/Diamond					
Field Use Rate - Per Hour for Group 2 (Practice)	\$	13.10	\$	15.00	14.50%
Field Use Rate - Per Hour for Group 3 (Practice)	\$	27.25	\$	30.00	10.09%
Field Use Rate - Per Hour for Group 1 (Game)	NEW	\$	20.00	100.00%	10/1/2025
Field Use Rate - Per Hour for Group 2 (Game)	NEW	\$	30.00	100.00%	10/1/2025
Field Use Rate - Per Hour for Group 3 (Game)	NEW	\$	60.00	100.00%	10/1/2025
Tournament Fee - Per Day - Per Facility - Add Hourly Field Use	\$	217.25	\$	250.00	15.07%
Memorial Field Artificial Turf/Diamonds					
Field Use Rate - Per Hour for Group 1 (Practice)	\$	17.40	\$	20.00	14.94%
Field Use Rate - Per Hour for Group 2 (Practice)	\$	21.75	\$	25.00	14.94%
Field Use Rate - Per Hour for Group 3 (Practice)	\$	54.30	\$	60.00	10.50%
Field Use Rate - Per Hour for Group 1 (Game)	NEW	\$	40.00	100.00%	10/1/2025
Field Use Rate - Per Hour for Group 2 (Game)	NEW	\$	50.00	100.00%	10/1/2025
Field Use Rate - Per Hour for Group 3 (Game)	NEW	\$	120.00	100.00%	10/1/2025
Bleachers - outside of normal setup - all groups	\$	43.50	\$	300.00	589.66%
Tournament Fee per day - in addition to hourly field use - all groups	\$	217.25	\$	250.00	15.07%
City Staff on Site - per hour - per request/required - all groups	\$	44.75	\$	55.00	22.91%
Trash Removal - per day - all groups	\$	32.75	\$	40.00	22.14%
Grandstands/Field Cleaning - 1 game - all groups	\$	434.25	\$	500.00	15.14%
Grandstands/Field Cleaning - multi/tournament per day - all groups	\$	542.75	\$	650.00	19.76%
Annual Home Field Replacement Rate (School District contribution)	\$	10,340.00	\$	12,000.00	16.05%
Max Charge per tournament per facility (Mem Field, Sports Complex)	\$	3,258.00	\$	4,000.00	22.77%
War Memorial Field Ticketed Events					
Ticketed Event Revenue flat fee charged based on projected attendance					
0-100 attendees (effective rate: \$2 per attendee)	NEW	\$	200.00	100.00%	10/1/2025
101 - 250 attendees (effective rate: \$1.60-\$3.96 per attendee)	NEW	\$	400.00	100.00%	10/1/2025
251 - 500 attendees (effective rate: \$1.50 - \$2.99 per attendee)	NEW	\$	750.00	100.00%	10/1/2025
501 - 1,500 attendees (effective rate: \$1.33 - \$4.00 per attendee)	NEW	\$	2,000.00	100.00%	10/1/2025
1,501 - 2,500 attendees (effective rate: \$1.60 - \$2.67 per attendee)	NEW	\$	4,000.00	100.00%	10/1/2025
James E. Russell Sports Center					
Annual Membership (billed monthly)					
General	NEW	\$	79.00	100.00%	IMMEDIATELY
Bonner and Boundary County residents	NEW	\$	49.00	100.00%	IMMEDIATELY

Sandpoint residents + employees of City Spt, Bonner County, LPOSD	NEW	\$	39.00	100.00%	IMMEDIATELY			
Monthly Membership								
General	NEW	\$	99.00	100.00%	IMMEDIATELY			
Bonner and Boundary County residents	NEW	\$	69.00	100.00%	IMMEDIATELY			
Sandpoint residents + employees of City Spt, Bonner County, LPOSD	NEW	\$	59.00	100.00%	IMMEDIATELY			
Private Court Rental								
LPOSD tennis, local paddle/racquet sports groups (per hr per court)	NEW	\$	20.00	100.00%	IMMEDIATELY			
Local sporting group - non-paddle/racquet sports (per hr per court)	NEW	\$	40.00	100.00%	IMMEDIATELY			
Moorage - Visitor (per day)								
Moorage 20'		\$	29.25	\$	45.00	53.85%	10/1/2025	
Moorage 30'		\$	34.10	\$	55.00	61.29%	10/1/2025	
Moorage 35'		\$	39.00	\$	65.00	66.67%	10/1/2025	
Tennis and Basketball Courts								
Travers, Lakeview, City Beach - per hour								
Outdoor court rental, per hour, per court (Group 1)	NEW	\$	5.00	100.00%	10/1/2025			
Outdoor court rental, per hour, per court (Group 2)	NEW	\$	10.00	100.00%	10/1/2025			
Outdoor court rental, per hour, per court (Group 3)	NEW	\$	15.00	100.00%	10/1/2025			
Outdoor Shooting Range								
Day Pass	NEW	\$	10.00	100.00%	10/1/2025			
Season Pass (general public)	NEW	\$	75.00	100.00%	10/1/2025			
Season Pass (Bonner County Sportsman Association member)	NEW	\$	25.00	100.00%	10/1/2025			
Public Safety Services								
Fire Watch for bldgs that do not have ability to provide - per hr (4 hr min)	NEW	\$	80.00	100.00%	10/1/2025			
Fire Standby Services for events that require fire services - per hr (4 hr min)		\$	225.00	\$	268.00	19.11%	10/1/2025	
Community Development and Public Works Services								
Planning & Engineering								
Additional pre-application meetings (1hr calculated labor rate)	NEW	\$	475.50	100.00%	10/1/2025			
Notifications: Public Hearing and/or Adjacent Properties (in addition to application fee; includes one round of noticing)								
Short Plat, Site Plan Review or equivalent minor permit	NEW	\$	300.00	100.00%	10/1/2025			
CUP, Subdivision, Rezoning and Code or Comp Plan Amendments	NEW	\$	600.00	100.00%	10/1/2025			
Planned Unit Development (new or amended)	NEW	\$	1,200.00	100.00%	10/1/2025			
Land Subdivisions (flat fee + notification fee + prelim engineering fee, as applicable)								
Subdivision or Short Plat where resulting lots > 1 acre		\$	2,412.00	\$	3,500.00	45.11%	10/1/2025	
Subdivision Final Plat		\$	1,337.00	\$	1,500.00	12.19%	10/1/2025	
Planned Unit Development (PUD) Preliminary Development Plan				NEW	\$	3,500.00	100.00%	10/1/2025
Planned Unit Development (PUD) Final Development Plan		\$	2,412.00	\$	3,500.00	45.11%	10/1/2025	
Development Permitting (flat fee + notification fee)								
Conditional Use Permit (CUP) or non-conforming use permit		\$	1,644.00	\$	4,000.00	143.31%	10/1/2025	
Food truck CUP		\$	274.00	\$	300.00	9.49%	10/1/2025	
Variance		\$	1,337.00	\$	1,500.00	12.19%	10/1/2025	
Additional Fees (flat fee + notification fee)								
Development Agreement (attorney costs may be applicable)		\$	2,412.00	\$	4,000.00	65.84%	10/1/2025	
Rezone, Comprehensive Plan Change or Code Amendment		\$	1,337.00	\$	4,000.00	199.18%	10/1/2025	
Right of Way (ROW) Vacation		\$	1,337.00	\$	1,500.00	12.19%	10/1/2025	
Utility User Monthly Rates								
Irrigation Volume Charge - per 1,000 gallons		\$	6.91	\$	7.49	8.39%	9/16/2025	
Wastewater								
Commercial I (non-grease producer) fixed monthly rate		\$	106.25	\$	114.22	7.50%	9/16/2025	
Volume Charge - per 1,000 gallons								
0 to 6,000 gallons		\$	13.05	\$	14.03	7.51%	9/16/2025	
Over 6,000 gallons		\$	15.01	\$	16.13	7.46%	9/16/2025	
Commercial II (grease producer) fixed monthly rate		\$	118.30	\$	127.76	8.00%	9/16/2025	
Volume Charge - per 1,000 gallons		\$	22.04	\$	23.81	8.03%	9/16/2025	

To request special accommodation to participate in this hearing, contact the City at least 48 hours prior to the meeting at cityclerk@sandpointidaho.gov, 208-263-3310.

Publish in Bonner County Daily Bee Legals Section twice: August 5 and 12, 2025

Old/Unfinished Business - none

New Business

5. Review and Approve Preliminary FY2026 Budget and Schedule Public Hearing

Finance Director Sarah Lynds provided a presentation and, along with Mayor Grimm, City Clerk Melissa Ward, and City Attorney Fonda Jovick, fielded questions from the Council members, followed by discussion.

Councilor Schreiber moved to postpone a decision on Council's tentative approval of the proposed Fiscal Year 2026 revenues and expenditures, including intent to use forgone levying authority, and the scheduling of the annual budget public hearing until Council's next regular meeting on August 6, 2025. The motion was seconded by Councilor Dick. Prior to a vote on this motion, following further discussion, Councilor Schreiber amended his motion to, instead of August 6, postpone until Council's special meeting scheduled for July 30, 2025, with Councilor Dick and all members of Council amenable to this amendment. The motion passed by a majority vote of Council, with Councilors Aispuro and Howarth dissenting.

Motion made by Councilor Schreiber, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Dick, Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Aispuro, Councilor Howarth

There was also consensus to move the budget workshop that had been planned for August 6 to take place, instead, during Council's special meeting scheduled for July 16. The workshop will consist of Departmental budget review for the Police Department, Public Works Department Administration, Engineering, and Utilities, and Community Planning and Development Department Administration and Parks and Recreation Division, as well as a presentation and discussion on citywide revenue sources.

6. Budget Workshop: Capital Improvement Projects (CIP)

Public Works Director Holly Ellis, along with Project Manager Erik Bush, and Community Planning and Development Director Jason Welker provided presentations on the CIP projects planned for the upcoming fiscal year and, along with Mayor Grimm, fielded questions from the Council members. Information only; no Council action.

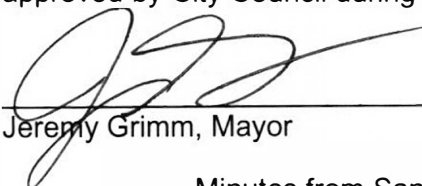
7. Budget Workshop: Department Budgets - Fire Department, Central Services Department (City Clerk's Office, Human Resources Division, Information Technology Division, Contracts/Grants Division and Central Services/General Government Projects), Finance Department, Streets Division of the Public Works Department, and the Planning and Building Divisions of the Community Planning and Development Department

Fire Chief Gavin Gilcrease, Central Services Director Cheryl Hughes, Ms. Lynds, Ms. Ellis, and Mr. Welker all provided information on the FY2026 budgets proposed for their respective departments or portions thereof and, along with Mayor Grimm, fielded questions from the Council members, with Ms. Jovick also providing guidance, suggesting an executive session should Council wish to discuss employee compensation, where the conversation may involve specific employees. Information only; no Council action.

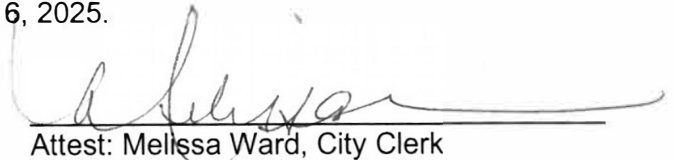
Adjourn

With no further business before the Council, the meeting was adjourned at 8:23 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held July 16, 2025.



Jeremy Grimm, Mayor



Attest: Melissa Ward, City Clerk

NOTICE OF PUBLIC HEARING
 PROPOSED BUDGET FOR FISCAL YEAR 2025-2026
 AND USE OF FORGONE LEVYING AUTHORITY
 CITY OF SANDPOINT, IDAHO

Pursuant to Idaho Code Section 50-1002, a public hearing will be held during the regular Sandpoint City Council meeting scheduled for Wednesday, August 20, 2025, at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony regarding the City's proposed budget for fiscal year 2025-2026 and intent to use forgone levying authority. All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted and/or why the City's forgone levying authority should or should not be used. The proposed budget, in detail, can be found by visiting the City website at www.sandpointidaho.gov or City Hall during regular office hours, 8:00 a.m.–5:00 p.m., Mon– Fri.

Proposed Expenditures	2023/2024	2024/2025	2025/2026
	Actual	Budget	Proposed
General Fund			
Administration	3,136,916	3,971,205	3,887,028
Public Safety	6,047,223	5,386,549	5,425,153
Streets	2,139,426	7,788,799	4,735,843
Planning	306,600	263,298	387,787
Culture & Recreation	1,032,705	992,271	1,017,576
Capital Projects	1,232,444	3,344,300	6,364,000
General Fund Totals	13,895,314	21,746,422	21,817,387
Special Revenue Funds			
Fiber Optic Network Fund	18,953	96,000	96,000
Capital Impact Fee Fund	882,525	1,455,500	1,650,000
Recreation Fund	213,645	647,777	441,550
Parks Capital Improvement Fund	6,261,196	2,109,822	1,837,787
Special Revenue Funds Total	7,376,319	4,309,099	4,025,337
Enterprise Funds			
Sanitation	707,263	645,000	655,000
Water	3,692,233	8,285,283	9,289,869
Wastewater	4,464,534	11,337,136	9,839,517
Enterprise Funds Total	8,864,030	20,267,419	19,784,386
Debt Service Fund	826,750	826,751	826,750
Agency Funds			
LID Funds (combined)	6,924	6,857	6,857
Agency Fund Totals	6,924	6,857	6,857
Intergovernmental Transfers	3,871,240	3,342,506	3,466,948
Total Expenditures - All Funds	34,840,577	50,499,054	49,927,665
Proposed Revenues	2023/2024	2024/2025	2025/2026
	Actual	Budget	Proposed
Property Tax Levy			
General Fund	4,473,452	4,774,471	5,055,025
Forgone Levying Authority-Public Safety	50,094	51,017	53,968
Recreation Fund	213,181	227,379	240,820
Property Tax Levy Total	4,736,727	5,052,867	5,349,813
Revenue Sources Other than Property Tax			
General Fund	8,845,490	8,060,869	10,198,855
Grant Revenue	218,782	5,216,084	2,637,500
Fiber Optic Network Fund	48,581	46,000	46,000
Capital Improvement Fund (Impact Fees)	492,654	513,000	490,000
Recreation Fund	92,258	351,121	238,400
Parks Improvement Fund	875,666	536,585	782,787
Garbage Fund	837,856	815,000	845,000
Water Fund	5,616,451	4,737,500	5,180,000
Water Reserves	1,190,287	500,000	500,000
Wastewater Fund	6,821,090	5,365,750	6,275,000
Wastewater Reserves	975,188	300,000	300,000
Debt Service Fund	50,259	-	-
LID Guarantee Fund	1,956	-	-
LID Funds	12,220	1,370	1,370
Intergovernmental Transfers	3,871,240	3,342,506	3,466,948
Beginning Cash	-	15,660,402	13,615,992
Other Revenue Sources Total	29,949,978	45,446,187	44,577,852
Total Revenues - All Funds	34,686,705	50,499,054	49,927,665

For questions or requests for special accommodations, please call (208) 263-3310 at least 48 hours prior to the meeting.

Publish August 5 and 12, 2025

No: 24-
Date: August 20, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CERTIFYING THE AMOUNT OF FORGONE INCREASE TO BE INCLUDED IN FISCAL YEAR 2026 BUDGET

WHEREAS: Under Idaho Code, taxing districts may choose to levy taxes less than the maximum amount allowed by law, which amount not levied is referred to as the forgone amount;

WHEREAS: Pursuant to Idaho Code § 63-802, in any subsequent year, following the district's notice of intent to recover and use forgone monies and a duly-noticed public hearing, a taxing district may recover the forgone increase with a resolution that states the amount of forgone increase to be budgeted and the specific purpose for which the forgone amount will be used; and

WHEREAS: During their July 9, 2025, meeting, Sandpoint City Council declared their intent to use forgone levying authority and scheduled a public hearing for August 20, 2025, in conjunction with the City's annual budget hearing.

NOW THEREFORE, BE IT RESOLVED THAT: Following a duly-noticed public hearing held August 20, 2025, Sandpoint City Council hereby certifies \$53,968 as the amount of forgone increase to be included in the FY2026 budget, for the purpose of funding public safety vehicles.

BE IT FURTHER RESOLOVED THAT: Pursuant to Idaho Code § 63-802(e), upon adoption of this resolution, the City Clerk shall provide a copy to the Bonner County Clerk and Idaho State Tax Commission.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk