CITY COUNCIL MEETING AMENDED AGENDA

May 07, 2025 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

1. Mayor's Proclamation: Peace Officers Memorial Day and National Police Week
2. FY 2025 2nd Quarter Financial Report Review (for information only)

Public Comments

Consent Calendar - action item

3. Approval of the Minutes from Council's April 16, 2025, Regular Meeting - ***action item***
4. Payables Report / Bills for Payment Approval - ***action item***
5. Review and Accept Monthly Financial Report on Cash and Investment Transactions, February 2025 - ***action item***
6. Review and Accept Monthly Financial Report on Cash and Investment Transactions, March 2025 - ***action item***
7. Proposed Resolution: Approving Real Property Lease with Welsh Restaurants, Inc. (City Agreement #A25-1970-7) - ***action item***
8. Proposed Resolution: Approving Sandpoint Lions Club Lease (City Agreement #A25-1600-7) - ***action item***
9. Proposed Resolution: Approving The Festival at Sandpoint Lease (City Agreement #A25-1970-6) - ***action item***
10. Approval of City Comments to Bonner County re: Deerfield Subdivision Application - ***action item***

Public Hearing(s)

11. Public Hearing/Decision: Area of Impact Boundary Adjustment - ***action item***

Old/Unfinished Business

12. Presentation/Discussion: Draft Parking Management Plan
13. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision - ***action item***

New Business - none

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.

AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 29, 2025

MEETING DATE: May 7, 2025

TO: Mayor & City Council

FROM: Sarah Lynds, Finance Director/Treasurer

SUBJECT: FY 2025 2nd Quarter Financial Report Review (for information only)

DESCRIPTION/BACKGROUND:

Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements on the City's website.

The quarterly report is required to show specific information.

1.) A full statement for each fund reflecting year to date

2.) The balances of the debits and credits belonging to each category:

a. Salaries
b. Maintenance and Operations
c. Capital Outlay

3.) A percentage comparison to the original appropriation.

REPORT REVIEW:

To highlight a few areas of the quarterly report - the fiscal year is 50% complete as of March 31, 2025. The construction season is not underway with the exception of a few isolated projects and the funds/budgets associated with these expenditures are showing low budget to actuals. This is expected and normal at this time of the year.

EXPENSES:

The General Fund is 26.5% expended as a whole, but a closer look at separate categories reflects 42.2% in personnel services, 19.6% in Operations and 5.5% in capital outlay.

Garbage, Water and Wastewater funds are at 49.1%/20.8%/19.9% budget to actual for total expenditures. Water and Wastewater salaries and benefits are 32.8% and 40% budget to actual. Water and Wastewater capital outlay expenditures are at 4% and 12.6% with the majority of expenditures expected to come in the construction season later in the fiscal year.

All of these percentages are in line with prior year trends of budget to actual expenditures.

REVENUES:

The construction season normally begins towards the end of the 3rd quarter of the fiscal year. Capital outlay budget to actual expended percentages reflect a low completion status. Several of the FY25 capital projects are being funded with beginning cash balances, this is reflective in the revenue account called 'Other Financing Sources' in the applicable funds.

Revenues for the General Fund are 31.3% budget to actual. Revenues include $1,916,681 of beginning cash and $1,000,000 grant revenue place holder, after removing this from the calculation the General Fund revenue budget to actual is 36.2%. The Cities largest single source of revenue, property taxes, is at 61.1% received. Property taxes are received monthly paid with the largest remittance in January (2nd Quarter) and the second largest in July (4th quarter).

State and Local Government Shared Revenues (26.2% and 62.9%) are received quarterly (January, April, July and the final quarter in October).

Water and Wastewater fund revenue overall is 23%/28.2% budget to actual. Water includes $4,836,251 of beginning cash, after removing this from the calculation the budget to actual is 43.6%. Wastewater includes $6,894,000 of beginning cash, after removing this from the calculation the budget to actual revenues is 62.5%.

All of these percentages are in line with prior year trends of budget to actual revenues.

CAPITAL:

The FY25 Capital Improvement Plan has budgeted $23,261,500 for 31 projects. At the end of the 2nd quarter these projects had expended $4,245,379 which is 18.3% of the budget.

Public Works Project update provided by Holly Ellis, Public Works Director:

- The Bridge Street Rehabilitation & Reconstruction project is in closeout and was completed on time & within budget.
- The Ontario Street/Highway 2 (US-2) project efforts have not begun.
- The Road Reconstruction & Seal Coating Projects started in fall of FY25 with a mill and overlay pavement maintenance on Fourth Ave. More maintenance is anticipated this summer.
- The Short Term East-West Connection, otherwise known as the Pine St and Fifth Avenue Signal Project, began in late summer of FY24 and continued through fall of FY25. The project is in closeout and is expected to be completed on time & within budget.
- The Sidewalk and Bike Path Project efforts have not begun. Construction is anticipated this summer.
- The Cedar Street Reconstruction project is currently in design. Construction is anticipated this summer.
- The Great Northern Road Corridor Improvements project completed 60% design.

Community Planning and Development Project update provided by Jason Welker, Community Planning and Development Director:

- The James E. Russell Sports Center project is 99% complete with only a few punch items and the landscaping to be completed by June 15, 2025.
- The Travers Park Inclusive Playground & Splash Pad project is 96% complete with a punch list of items including the remaining landscaping (topsoil, shrubs/perennials, and mulch) and park amenities to be finished by June 15, 2025.
- The Memorial Grandstand HVAC replacement project is currently in the engineering phase of the project with the 3 units projected to be replaced later in the year.
- The Park Master Plan Identified Projects includes the resurfacing of the Travers Park outdoor tennis courts and landscaping between the tennis courts and skate park is tentatively scheduled for construction in the summer of 2025. This project was submitted to the United States Tennis Association for a Technical Review and Grant. Project status report to be updated later once the results of the grant notification is confirmed.
- Two grant applications were recently submitted to the Idaho Park and Recreation for projects at City Beach. The anticipated date for grant notification is end of June.

STAFF RECOMMENDATION and ACTION:

Acknowledgement and acceptance of these reports (for information only)

ATTACHMENTS:

FY25 2nd Quarterly Financial Report

FY25 2nd Capital Improvement Plan Financial Report

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

https://sandpoint-id.cleargov.com/

City of Sandpoint

Quarterly Financial Report

Budget for Fiscal Year Ending **September 30, 2025**

Financial Report by Fund - Budget to Actual

	FUND	Original Budget	March 2025 YTD	Percent of Year 50% - Budget to Actual
01	**General Fund Revenues**	21,748,215	6,815,714	31.34%
	General Fund Expenditures	21,748,215	5,757,090	26.47%
	Salaries & Benefits	8,687,318	3,668,628	42.23%
	Operations	9,714,804	1,904,513	19.60%
	Capital Outlay	3,344,300	183,055	5.47%
	Transfers	1,793	893	49.80%
04	**Fiber Optic Network Fund Revenues**	96,000	34,525	35.96%
	Fiber Fund Expenditures	96,000	17,118	17.83%
	Operations	96,000	17,118	17.83%
05	**Capital Projects Fund Revenues**	1,455,500	282,904	19.44%
	Capital Projects Fund Expenditures	1,455,500	471,754	32.41%
	Operations	912,626	288,051	31.56%
	Capital Outlay	542,874	183,703	33.84%
06	**Recreation Fund Revenues**	647,777	225,827	34.86%
	Recreation Fund Expenditures	647,777	217,849	33.63%
	Salaries & Benefits	524,250	160,115	30.54%
	Operations	123,527	57,734	46.74%
08	**Parks Improvement Fund Revenues**	2,109,822	177,526	8.41%
	Parks Fund Expenditures	2,109,822	1,997,383	94.67%
	Salaries & Benefits	28,960	716	2.47%
	Operations	145,862	100,217	68.71%
	Capital Outlay	1,935,000	1,896,451	98.01%
25	**Sanitation Collection Fund Revenues**	820,346	395,027	48.15%
	Sanitation Fund Expenditures	820,346	403,137	49.14%
	Operations	645,000	320,891	49.75%
	Transfers	175,346	82,246	46.91%
30	**Water Fund Revenues**	10,228,036	2,349,498	22.97%
	Water Fund Expenditures	10,228,036	2,128,003	20.81%
	Salaries & Benefits	1,460,547	479,782	32.85%
	Operations	1,667,736	504,303	30.24%
	Capital Outlay	5,157,000	203,675	3.95%
	Transfers	1,942,753	940,242	48.40%
31	**Wastewater Fund Revenues**	12,559,750	3,538,323	28.17%
	Wastewater Fund Expenditures	12,559,750	2,492,502	19.85%
	Salaries & Benefits	1,085,211	434,039	40.00%
	Operations	2,389,925	453,622	18.98%
	Capital Outlay	7,862,000	993,537	12.64%
	Transfers	1,222,614	611,304	50.00%
33	**Debt Service Fund Revenues**	826,751	400,208	48.41%
	Debt Service Fund Expenditures	826,751	382,240	46.23%
61	**LID Guarantee Revenues**	-	2,675	

	LID Guarantee Fund Expenditures	-	-	
65	**LID Funds Revenues**	6,857	3,739	54.52%
	LID Funds Expenditures	6,857	-	0.00%
	Total City Revenues	**50,499,054**	**14,225,965**	**28.17%**
	Total City Expenditures	**50,499,054**	**13,867,075**	**27.46%**

Note: The City of Sandpoint detailed financial data can be found at https://sandpoint-id.cleargov.com.
The above report is required by Idaho Code Section 50-1011.

Budget for Fiscal Year Ending **September 30, 2025**
Summary Financial Report by Fund Type - Budget to Actual

	Original Budget	**March 2025 YTD**	**Percent of Year 50% - Budget to Actual**
General Fund			
Revenues	21,748,215	6,815,714	31.34%
Total General Fund Expenditures	21,748,215	5,757,090	26.47%
Salaries & Benefits	8,687,318	3,668,628	42.23%
Operations	9,714,804	1,904,513	19.60%
Capital Outlay	3,344,300	183,055	5.47%
Transfers	1,793	893	49.80%
Special Revenue Funds			
Revenues	4,309,099	720,782	16.73%
Total Special Revenue Expenditures	4,309,099	2,704,103	62.75%
Salaries & Benefits	553,210	160,831	29.07%
Operations	1,278,015	463,120	36.24%
Capital Outlay	2,477,874	2,080,153	83.95%
Transfers	-	-	
Enterprise Funds			
Revenues	24,434,883	6,683,056	27.35%
Total Enterprise Fund Expenditures	24,434,883	5,405,882	22.12%
Salaries & Benefits	2,545,758	913,821	35.90%
Operations	5,529,412	1,661,056	30.04%
Capital Outlay	13,019,000	1,197,213	9.20%
Transfers	3,340,713	1,633,792	48.91%
LID Debt Service Funds			
Revenues	6,857	6,413	93.53%
Total LID Debt Service Fund Expenditures	6,857	-	0.00%
Total City Revenues	**50,499,054**	**14,225,965**	**28.17%**
Total City Expenditures	**50,499,054**	**13,867,075**	**27.46%**

City of Sandpoint

Quarterly Capital Improvement Financial Report

Budget for Fiscal Year Ending **September 30, 2025**

Capital Improvement Financial Report by Project - Budget to Actual

Capital Project	Original Budget	March 2025 YTD	Percent of Year 50% - Budget to Actual
Streets & Sidewalk Projects			
Bridge Street Rehabilitation & Reconstruction	720,000	430,587	59.80%
Downtown Revitalization Phase III	775,000	4,055	0.52%
Ontario Street/Highway 2 (US-2)	600,000	-	0.00%
Road Reconstruction & Seal Coating Projects	400,000	75,864	18.97%
Short Term East-West Connection	200,000	267,461	133.73%
Sidewalk and Bike Path Projects	355,000	1,259	0.35%
Total Streets Capital & Projects	**3,050,000**	**779,227**	**25.55%**
Engineering Projects			
Cedar Street Reconstruction	1,900,000	38,298	2.02%
Great Northern Road Corridor Improvements	4,900,000	15,273	0.31%
Total Engineering Projects	**6,800,000**	**53,571**	**0.79%**
Water Projects			
Little Sandcreek Water Treatment Plan Pumps	150,000	-	0.00%
Little Sandcreek Watershed Management Plan, Timber Management Plan & Urban Forest Master Plan Projects	250,000	17,056	6.82%
Lower Diversion Upgrades	350,000	-	0.00%
Sandcreek Water Treatment Plant Repair	420,000	110	0.03%
VAC Truck and 6 YD Dump Truck	850,000	-	0.00%
Water Meter Replacement Program	300,000	-	0.00%
Water Treatment Generators	500,000	19,822	3.96%
Watermain Projects	720,000	98,096	13.62%
Woodland Booster Pump Station Replacement	200,000	10,872	5.44%
Total Water Projects	**3,740,000**	**145,954**	**3.90%**
Wastewater Projects			
I &I Reduction - Lateral and Manhole Rehab/ Replacement	365,000	550	0.15%
Wastewater Lift Station Improvements	2,600,000	370,499	14.25%
Wastewater Main Line Replacement	700,000	9,468	1.35%
Wastewater SCADA	684,000	387,641	56.67%
Wastewater Treatment Facility Phased Reconstruction	2,600,000	266,850	10.26%
Total Wastewater Projects	**6,949,000**	**1,035,009**	**14.89%**
General Government Projects			
Downtown Parking Lot Improvements	**150,000**	**2,387**	**1.59%**
Police Projects			
Police Vehicles & Communication	**120,000**	**102,723**	**85.60%**
Parks and Recreation Projects			
James E Russell Sports Center at Travers Park	800,000	1,277,389	159.67%
Memorial Grandstand HVAC	84,000	-	0.00%
Parks Land Purchase	300,000	-	0.00%
Parks Master Plan Identified Projects - Grant Match	600,000	-	0.00%
Travers Park Inclusive Playground and Splash Pad	568,500	849,118	149.36%
Total Park and Recreation Projects	**2,352,500**	**2,126,507**	**90.39%**
Fire Projects			
SCBA Air Compressor	**100,000**	**-**	**0.00%**
Total Capital Improvement Plan Expenditures	**23,261,500**	**4,245,379**	**18.25%**

Note: Please click here to visit our City Website Project page for additional detail on City of Sandpoint projects.

CITY COUNCIL MEETING MINUTES

April 16, 2025 at 5:30 PM

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

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, April 16, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro*
Councilor Justin Dick
Councilor Kyle Schreiber
Councilor Pam Duquette

*Councilor Aispuro was absent at roll call, arriving at 6:13 p.m. and present for all action items and votes.

ABSENT
Councilor Rick Howarth

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel in the room serving as sergeant-at-arms for the meeting: Sandpoint Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

1. Mayor's Proclamation: International Dark Sky Week

   Mayor Grimm proclaimed April 21-28, 2025, as International Dark Sky Week in Sandpoint and presented the proclamation to Kodiak Ellis, a local proponent of dark sky initiatives.

2. Presentation: Monarch City USA

   At the invitation of Councilor Duquette, local resident Perky Smith-Hagadone provided a presentation on a request for Sandpoint to participate as a Monarch City USA, with support from Mayor Grimm and the Council members present.

3. Report/Update: Development Impact Fee Study

   Colin McAweeney with TischlerBise, the City's Development Impact Fee Study consultant, provided an update on the City's study, followed by remarks from the Mayor and Council members, with Council concurring on a shift to a residential fee schedule by square footage and assessing a parks impact fee on commercial development.

Following the reports and presentations specifically reflected on the agenda, Mayor Grimm additionally reported, in general, on the multitude of activities, projects, and events taking place citywide, recognizing

and thanking staff for all their hard work. He further reported that City staff met with representatives from the Idaho Department of Environmental Quality regarding the Wastewater Treatment Plant and provided information and an update on potential funding for reconstruction of the Plant.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison. Councilor Duquette additionally reported that new recycling bins will be available throughout town.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval, and the Consent Calendar was approved by a unanimous vote of Council present, as noted below.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

4. The minutes from Council's March 12, 2025, Special Meeting were approved as presented.
5. The minutes from Council's March 19, 2025, Regular Meeting were approved as presented.
6. The minutes from Council's April 9, 2025, Special Meeting were approved as presented.
7. Bills presented in the amount of $1,710,322.70, reflecting $929,573.21 for regular payables and $780,749.49 for payroll, were approved for payment.
8. The Monthly Financial Report on Cash and Investment Transactions for January 2025 was accepted.
10. **Resolution 25-017** Farmers' Market License Agreement (City Agreement No. A25-1970-6) - approved

Public Hearings

Mayor Grimm recited the order and procedure for the evening's public hearings, along with instructions for public testimony and noted, for the record, that any written comments received were included in the meeting packet or otherwise provided to the Council if received in time to do so.

11. Public Hearing / Decision: Kodiak Aircraft Company - Daher #1 / Turbine Subdivision Preliminary Plat (File #PS23-0001)

    Citing a possible conflict, Mayor Grimm recused himself, leaving the dais and passing the gavel to City Council President Deb Ruehle, who presided over the meeting beginning at 6:28 p.m.

    Each Council member confirmed no ex parté contact or conflict of interest as pertained to this application.

    The City’s consulting planner, Daren Fluke with Jacobs Engineering Group, provided a presentation as an introduction of this application and, along with City Engineer Brandon Staglund and City Attorney Fonda Jovick, fielded questions from Council.

    Following the staff presentation, David Schuck, representative for applicant Daher / Kodiak Aircraft Company, provided information regarding their application and made some brief remarks.

Following the applicant's presentation, Council President Ruehle provided a reminder of the public hearing procedures and explained the option for gifting time.

Council President Ruehle then opened the public hearing, with all those who who spoke testifying as neutral to the application: City residents Brad Smith and Molly O'Reilly, along with Jeff Stearns, not a resident of the City but representing SilverWing at Sandpoint. No one testified in support, and no one testified in opposition.

Confirming all who wished to testify had an opportunity to do so and following questions from Council, fielded by Mr. Fluke, Mr. Staglund, and Ms. Jovick, Council President Ruehle closed the public hearing, and Council deliberated.

Following deliberation and Council questions fielded by staff, Councilor Dick made a motion that the Sandpoint City Council, after consideration of the criteria and relevant standards of Idaho Code and Sandpoint City Code and the recommendation of the Planning and Zoning Commission, **approve** City Application PS23-0001, Daher #1 Subdivision, Kodiak Aircraft Company's request for approval of a preliminary plat to subdivide 29 acres into four lots on the east side of Great Northern Road on Parcels RPS00000105804A and RPS38630000050A, commonly known as 1200 Turbine Drive, noting that approval is based on the staff report, relevant evidence and testimony contained in the public record, including findings of fact, and is **subject to conditions** of approval as provided in the staff report, with an amendment to Condition #6, where, as opposed to installation of a 6-foot-wide asphalt path, the applicant is required to install a 6-foot-wide concrete sidewalk on the north side of the newly-dedicated Turbine Drive right-of-way.

Motion made by Councilor Dick, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette

Mayor Grimm returned to the dais at 7:13 p.m., presiding for the remainder of the meeting. The Mayor recessed the meeting for a break at 7:14 p.m., with the meeting reconvening at 7:22 p.m.

12. Public Hearing / Decision: Ridley Village Court Planned Unit Development Preliminary Development Plan (File #PPUD24-0002)

Councilors Ruehle, Aispuro, and Schreiber, along with Mayor Grimm, confirmed no ex parté contact and no conflict of interest as pertained to this application. Councilors Dick and Duquette, disclosing ex parté contact, recused themselves from this matter and left the meeting.

City Planner Bill Dean provided a presentation as an introduction of this application and, along with Mr. Staglund and Public Works Director Holly Ellis, fielded questions from the Council members.

Following the staff presentation, Kirk Rector with Affinity Real Estate Management, Inc., the applicant, provided some initial remarks in support of his application, followed by a presentation given by the applicant's representative, Aaron Qualls with SCJ Alliance, who fielded questions from the Mayor and Council members.

Following the applicant's presentation, Mayor Grimm provided a reminder regarding rules and procedure and then opened the public hearing.

City residents Richard Curtis and Molly O'Reilly testified in support. City resident Marilyn George testified as neutral to the application, as did Donna Griffin, who is not a resident of Sandpoint but was representing Selkirks-Pend Oreille Transit (SPOT Bus). The following, all City residents, testified in opposition: Stephanie Wilson, Tom Carroll, and Karen Hefley.

Following public testimony, Mr. Qualls made some rebuttal and final remarks and fielded questions from the Council. Mayor Grimm then closed the public hearing.

Following closure of the public hearing, Council deliberated, with City staff fielding Council members' questions during deliberation.

Council President Ruehle made a motion to **approve** the Ridley Village Court Planned Unit Development Preliminary Development Plan, City file #PPUD24-0002, as originally submitted to the City, **with conditions**, as outlined during Council's deliberation and summarized by Mayor Grimm as follows: 1) Construct the planned open space area toward the center of the development, as provided in the initial plan; 2) incorporate traffic calming into street extension design between Ridley Village Rd. and the Maplewood neighborhood; 3) setbacks along Cattail Ct. will be 15 feet, and the home design needs to include privacy windows and porches on the front for abutting properties; 4) installation of street lights as provided in the initial plan; 5) driveway setback in the southwest corner should be 35 feet from Ridley Village Rd.; 6) ensure planning for adequate and proper snow storage as required by City Code; and 7) installation of a 6 ft – 8 ft wide path on the north side of Autumn Ln. adjacent to the parking lot north of Road B. The motion was seconded by Councilor Aispuro. Following some final discussion, the resulting vote is reflected below.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber
Voting Abstaining: Councilor Dick, Councilor Duquette

Old/Unfinished Business - none

New Business - none

Adjourn

With no further business on the agenda, the meeting was adjourned at 10:02 p.m.

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

CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 04/17/2025 THROUGH 05/07/2025

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: 95 EXPRESS LLC				
1096	MNTHLY CAR WASH MEMB APR'25 - POLICE&FIRE			$607.50
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	585.00	
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	22.50	
		Total For: 95 EXPRESS LLC		**$607.50**
Vendor: A TO Z RENTALS				
590867-5	WTP: SCISSOR MANLIFT/TRAILER RENTAL			$582.40
	WATER TREATMENT	SERVICES - BUILDING - R&M	582.40	
		Total For: A TO Z RENTALS		**$582.40**
Vendor: AARON DUNCOMBE				
676	DECALS FOR CITY VEHICLES			$1,269.60
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	158.70	
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	264.50	
	PUBLIC WORKS ADMINISTRATION	VEHICLE & MACH SUPPLIES/PARTS	317.40	
	WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	105.80	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	423.20	
		Total For: AARON DUNCOMBE		**$1,269.60**
Vendor: ACCURATE TESTING LABS LLC				
145278	WTP: BACTERIA TESTING -NORTH			$150.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	
145440	WWTP: ORGANIC CARBON TESTING			$90.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	90.00	
145417	WTP: ORGANIC CARBON & ALKALINITY TESTING			$325.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	325.00	
145544	WTP: BACTERIA TESTING -SOUTH			$150.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	
145416	WTP: INORGANIC CHEMICAL ANALYSIS			$120.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	120.00	
		Total For: ACCURATE TESTING LABS LLC		**$8[illegible]**
Vendor: ADAM SKOOG				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
T0070 PER DIE	PER DIEM CES ANNUAL MEETING - T0070			$87.00
	WATER TREATMENT	TRAINING AND TRAVEL	87.00	
		Total For: ADAM SKOOG		**$87.00**
Vendor: ALPINE MOTORS COMPANY INC				
161827	SPD15 - BELT/OIL/WIPER ARM ASSY			$327.18
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	327.18	
161700	SPD7 - BREAK WORK			$897.65
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	897.65	
161676	SPD17 RIGHT HEADLIGHT REPLACEMENT			$82.21
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	82.21	
161667	SPD20 - OIL/TIRES ROT/INSPEC.			$59.01
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	59.01	
161695	SPD2 OIL/INSPEC/TIRE ROTATION			$110.38
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	110.38	
		Total For: ALPINE MOTORS COMPANY INC		**$1,476.43**
Vendor: ALSC ARCHITECTS PS				
2023-011-24	DESIGN SERVICES - TRAVERS PARK RENO THRU 2/28/25			$3,043.40
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	3,043.40	
		Total For: ALSC ARCHITECTS PS		**$3,043.40**
Vendor: AMAZON.COM SALES, INC				
112-2354919-01	WTP: EPOXY APPLICATOR			$28.98
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	28.98	
1JXW-DXMK-1H	WTP: HEAVY DUTY CONSTRUCTION SANDBAGS			$384.99
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	384.99	
1F4N-796K-XRH	WTP: CELLPHONE SCREEN PROTECTOR WITH CASE			$70.43
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	70.43	
		Total For: AMAZON.COM SALES, INC		**$484.40**
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC				
424256	WD: SAFETY RAIN JACKET			$48.22
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	48.22	
424250	WD: SAFETY RAIN JACKET & SAFETY VEST			$58.04
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	58.04	
424316	ST: HARD HAT X2			$26.00
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	26.00	
		Total For: ARROW CONSTRUCTION HOLDINGS, LLC		**$132.26**
Vendor: ASAP SERVICES INC				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
2256191	MNTHLY CUSTODIAL SERVICES - APR'25			$4,630.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00	
		Total For: ASAP SERVICES INC		**$4,630.00**
Vendor: AUTO HAUS INC				
9466	BATTERY REPLCMNT '05 FORD ESCAPE			$56.50
	BUILDING DIVISION	VEHICLE & MACH SUPPLIES/PARTS	56.50	
9435	BLDG: 05' ESCAPE ENGN/MTR/TRNSMSSN MNTS			$367.94
	BUILDING DIVISION	VEHICLE & MACH SUPPLIES/PARTS	367.94	
9414	BLDG: FUEL FILTER '05 ESCAPE			$19.99
	BUILDING DIVISION	VEHICLE & MACH SUPPLIES/PARTS	19.99	
		Total For: AUTO HAUS INC		**$444.43**
Vendor: AVISTA UTILITIES				
03/16/25-04/15/2	MNTHLY UTILITIES - ONTARIO			$61.36
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	61.36	
		Total For: AVISTA UTILITIES		**$61.36**
Vendor: BIG BELLY SOLAR INC				
57105	DWNTWN TRASH BINS 5/4/25-6/3/25			$480.00
	SANITATION/GARBAGE COLLECTION	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	480.00	
		Total For: BIG BELLY SOLAR INC		**$480.00**
Vendor: BLUEBEAM INC				
2290813	SUBSCRIPTION RENEWAL: CORE 4/15/25-4/14/26			$330.00
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCAD	330.00	
		Total For: BLUEBEAM INC		**$330.00**
Vendor: BONNER COUNTY HISTORICAL SOCIETY				
000136	CITY HALL INTERPRETIVE PANEL CURATION SVCS			$500.00
	CITY COUNCIL	PRINTING AND BINDING	500.00	
		Total For: BONNER COUNTY HISTORICAL SOCIETY		**$500.00**
Vendor: BONNER COUNTY SOLID WASTE				
0061129	2YDS PLAYGROUND PIECES - ALL PARKS			$40.00
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	40.00	
0061337	WD/SC: CLEAN UP OF GARBAGE AT YARD			$360.00
	WATER DISTRIBUTION	DISPOSAL (GARBAGE) SERVICES	180.00	
	WASTEWATER COLLECTIONS	DISPOSAL (GARBAGE) SERVICES	180.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
0061353	WD/SC: CLEAN UP OF GARBAGE AT YARD			$200.00
	WATER DISTRIBUTION	DISPOSAL (GARBAGE) SERVICES	100.00	
	WASTEWATER COLLECTIONS	DISPOSAL (GARBAGE) SERVICES	100.00	
		Total For: BONNER COUNTY SOLID WASTE		**$600.00**
Vendor: BONNER GENERAL OCCUPATIONAL HEALTH				
SP0013964696	ER LEGAL BLOOD DRAW MENDEZ			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013930341	ER LEGAL BLOOD DRAW STOLZ			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013847100	ER LEGAL BLOOD DRAW TOLEDO-PABLE			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013835641	ER LEGAL BLOOD DRAW KAY			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013435405	ER LEGAL BLOOD DRAW PEREZ			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013197105	ER LEGAL BLOOD DRAW GARCIA			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013162841	ER LEGAL BLOOD DRAW PEDEVILLA			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013162859	ER LEGAL BLOOD DRAW PORIETIS			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0013008841	ER LEGAL BLOOD DRAW PRICE			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0012951108	ER LEGAL BLOOD DRAW NEIL			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
		Total For: BONNER GENERAL OCCUPATIONAL HEALTH		**$555.00**
Vendor: BROWN'S NORTHSIDE				
W51224	ST: PLOW FOR LOADER			$249.03
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	249.03	
S166865	SC: DUMP TRUCK 4 WAY SOLENOID VALVE			$87.68
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	87.68	
S166882	SC: DUMP TRUCK TUBING, NUTS, SLEEVE			$14.14
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	14.14	
		Total For: BROWN'S NORTHSIDE		**$350.85**
Vendor: CANON FINANCIAL SERVICES INC				
40097622	UPSTAIRS/DOWNSTAIRS COPIERS - APR'25			$5
	CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	181.43	
		Total For: CANON FINANCIAL SERVICES INC		**$536.43**
Vendor: CAROL BENSEN				
041725	UB refund for account: 08-02740.01			$41.56
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	41.56	
		Total For: CAROL BENSEN		**$41.56**
Vendor: CC VENDOR - WELLS FARGO				
18101296979	WTP: SCOTTS TURF BUILDER			$59.97
	WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	59.97	
04162025	WWTP: PSI WASTEWATER TREAT CLASS 1 -SPARKS			$106.00
	WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	106.00	
1ZE288Y103936	SHIPPING TO RETURN GPS UNITS TO PRECISE MRM LLC			$15.38
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - IMAGERY/TRACKING	15.38	
112-2896117-77	MAGNETIC MICS -NEW PATROL CARS			$89.90
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	89.90	
1810-02	WTP: HUSKY TOOL STORAGE DRAWERS			$998.00
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	998.00	
112-4417081-51	CORK BOARD WALL TILES - ADMIN			$62.52
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	62.52	
112-8869942-53	PATROL PHONE CASES & SCREEN PROTECTORS			$36.30
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	36.30	
03397	ID FIRE CHIEFS ASSOCIATION MEMBERSHIP RENEWAL			$110.00
	FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	110.00	
SO-8419474	FIREARM ACCESSORIES/EQUIPMENT- PATROL			$498.78
	POLICE DEPARTMENT	FIREARMS & AMMUNITION	498.78	
00050034	APR'25 COFFEE BREAK - BAGELS, CRM CHSE, YOGURT, FRUIT			$71.33
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	71.33	
30510072798059	BINDERS FOR SHOOTING RANGE			$23.55
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	23.55	
CS-6930395	5 SOLAR REFLEX SIGHTS W/RED DOTS			$1,818.37
	POLICE DEPARTMENT	FIREARMS & AMMUNITION	1,818.37	
04-2678588	APR'25 COFFEE BREAK - DONUTS, YOGURT, GRANOLA, OJ			$46.92
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	46.92	
E6914-2	WWTP: REFUND N. ST MARIE IRWA REGISTRATION - T0062			$(325.00)
	WASTEWATER TREATMENT	TRAINING AND TRAVEL	(325.00)	
114-9015620-72	NIKON DIGITAL CAMERA			$1
	BUILDING DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	103.99	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
111-6323713-22	FLEXISPOT STANDING DESK			$223.99
	FINANCE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	223.99	
04072025	WD/SC: IDOPL WC/WD LICENSE RENEW -BOWMAN			$60.00
	WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00	
	WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00	
04162025-1	WWTP: PSI WASTEWATER TREAT CLASS 1 -BAILEY			$106.00
	WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	106.00	
113-4748955-48	NAME PLATE FOR SHOOTING RANGE			$17.81
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	17.81	
4FB51946L4527	HOT COAL BIN FOR BBQ AT TRAVERS PARK			$729.99
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	729.99	
04072025-2	WD: IDOPL WD/WT LICENSE RENEW -AKLIN			$60.00
	WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00	
	WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00	
111-9225345-52	WWTP: TERMALTAKE POWER SUPPLY			$64.99
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	64.99	
1633887	GPS SERVICE APRIL '25 - PATROL VEHICLES			$223.20
	POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20	
582966	WD: RIVERSIDE HOTEL FOR IRWA CONF 4/2025 - T0060			$507.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	507.00	
2653834	WD/SC: GAS FOR IRWA CONF SPRING'25 - T0060			$33.90
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	16.95	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	16.95	
114-0860551-67	COPY PAPER, HAND WIPES, BLUE POCKET FOLDERS			$72.16
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	10.29	
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	61.87	
036654	WD/SC: GAS FOR IRWA CONF SPRING 2025 - T0061			$47.82
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	23.91	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	23.91	
112-8697310-00	SHOP: FIRE EXTINGUISHER BRACKET&MOUNT			$26.67
	WATER DISTRIBUTION	FACILITY SUPPLIES	8.89	
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	8.89	
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	8.89	
582965	WD/SC: RIVERSIDE HOTEL FOR IRWA CONF 4/2025 - T0061			$507.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	253.50	
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	253.50	
113-4062180-95	AMAZON - OFFICE SUPPLIES - JER			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	92.41	
415351972	PRINTER TONER FOR PAYROLL			$137.99
	FINANCE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	137.99	
3717823	HANDS FREE HEADSET FOR CENTRAL SVCS ADMIN			$159.95
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	159.95	
12504011829B0	SHIP BACK BOOTS - WOLF			$50.72
	FIRE DEPARTMENT - SANDPOINT	POSTAGE	50.72	
70673666	CIWC FOUNDATION CLASS -IDAHO.GOV - M WARD			$159.88
	CITY CLERK'S OFFICE	TRAINING AND TRAVEL	159.88	
S14720480	ITD VEHICLE REGISTRATION SPD 10			$23.58
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	23.58	
		Total For: CC VENDOR - WELLS FARGO		**$7,021.07**
Vendor: CED - SANDPOINT LIGHTING				
1120-1020990	ARIA SOFTWARE FOR WTP			$1,600.00
	WATER TREATMENT	IT SUPPLIES/EQUIPMENT	1,333.36	
	WATER TREATMENT	IT SUPPLIES/EQUIPMENT	266.64	
		Total For: CED - SANDPOINT LIGHTING		**$1,600.00**
Vendor: CENTURY WEST ENGINEERING CORP				
249121	WTP: GENERTR INSTL ENG SVC THRU 10/25/24			$836.57
	WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	836.57	
249245	WTP: GENERTR INSTL ENG SVC THRU 11/29/24			$442.89
	WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	442.89	
249405	WTP: GENERTR INSTL ENG SVC THRU 12/27/24			$778.94
	WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	778.94	
		Total For: CENTURY WEST ENGINEERING CORP		**$2,058.40**
Vendor: CIVICPLUS INC				
332642	CIVICREC SOFTWARE FEES - MARCH (LAST MONTH)			$100.00
	RECREATION PROGRAMS	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	(28.17)	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	128.17	
		Total For: CIVICPLUS INC		**$100.00**
Vendor: CLIENTFIRST TECHNOLOGY CONSULTING				
18057	GIS SUPPORT SRVCS - PLAN UPDATE W/ J WELKER			$1,170.00
	INFORMATION TECHNOLOGY DIVISION	TECH SERVICES - GIS SERVICES	1,170.00	
		Total For: CLIENTFIRST TECHNOLOGY CONSULTING		**$1,170.00**
Vendor: COLEMAN OIL				
INV-276934	ST: CAT LOADER LUBRICANT			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	86.50	
		Total For: COLEMAN OIL		**$86.50**
Vendor: COMMERCIAL PROPERTY MANAGEMENT				
041725	UB refund for account: 02-00650.04			$89.17
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	89.17	
		Total For: COMMERCIAL PROPERTY MANAGEMENT		**$89.17**
Vendor: CONSOLIDATED SUPPLY CO.				
S012372085.001	WD: SUPER SAWZALL & DIGGING BAR			$112.20
	WATER DISTRIBUTION	TOOLS	112.20	
S012354099.002	WD: 6" CIRCLE REPAIR CLAMP			$687.30
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	687.30	
S012361249.001	WD: PAYMENT REMAINDER FOR WATER HYDRANT SNDPT HIGH			$288.64
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	288.64	
S012393464.001	WD: VALVE BOX EXTENSION & WATER DROP LID			$128.85
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	128.85	
		Total For: CONSOLIDATED SUPPLY CO.		**$1,216.99**
Vendor: CO-OP GAS & SUPPLY CO.				
42915	BEACH SWIM LOG MATERIALS			$103.90
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	103.90	
37787	SC: HI VIS YELLOW GLOVES			$11.98
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	11.98	
38100	WTP: JUMBO ZIPLOC BAGS			$7.99
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	7.99	
38385	SC: ENGINE OIL			$4.59
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	4.59	
38883	SC: SCREWS FOR TV VAN			$2.80
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	2.80	
46257	WTP: PROPANE			$12.65
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	12.65	
70162	WTP: GLOVES			$18.99
	WATER TREATMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	18.99	
		Total For: CO-OP GAS & SUPPLY CO.		**$162.90**
Vendor: CULLIGAN LLC				
202503695182	WWTP: MNTHLY H2O & COOLER RNTL -APRIL'25			$34.80
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	34.80	
		Total For: CULLIGAN LLC		**$**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: EDGE ANALYTICAL INC				
AEK0012	WWTP: CHROMIUM +6 BI-ANNUAL TESTING			$732.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	732.00	
		Total For: EDGE ANALYTICAL INC		**$732.00**
Vendor: EDNETICS INC				
INV-135067	PHONE VOIP STANDARD/ANALOG USERS MNTHLY - APR'25			$2,985.10
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - VOIP	2,985.10	
CM-72469	CREDIT MEMO FOR FIX FOYER DOORS - IN127928			$(205.00)
	INFORMATION TECHNOLOGY DIVISION	CAPITAL EQUIPMENT & MACHINERY	(205.00)	
		Total For: EDNETICS INC		**$2,780.10**
Vendor: ENDRESS & HAUSER INC				
6002678072	WWTP: PRIMARY FLOW METER			$1,993.20
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,907.98	
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	85.22	
		Total For: ENDRESS & HAUSER INC		**$1,993.20**
Vendor: EPIC LAND SOLUTIONS INC				
0325-1416	ROW ACQ SVCS GN ROAD MARCH '25			$769.04
	STREET CAPITAL & PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	595.70	
	WATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	84.75	
	WASTEWATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	88.59	
		Total For: EPIC LAND SOLUTIONS INC		**$769.04**
Vendor: FABRICATION & TRUCK EQUIP INC				
S110811	ST: (10) RUBBER BLADE STRIP - PLOW			$1,734.50
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	1,734.50	
		Total For: FABRICATION & TRUCK EQUIP INC		**$1,734.50**
Vendor: FASTENAL COMPANY				
IDCOE216705	SHOP: BRAKE CLEANER, SOLVENT, & BOX DIVIDERS			$74.53
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	24.84	
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	24.84	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	24.85	
IDCOE217061	SHOP/ST: SOLVENT, WASHERS & CUTOFF WHEEL			$81.39
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	10.51	
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	10.51	
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	60.37	
		Total For: FASTENAL COMPANY		**$1**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: FATBEAM LLC				
53128	FIBER MNTHLY INTERNET SRVCE AT JER - MAR'25			$395.00
	JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00	
54918	FIBER MNTHLY INTERNET SRVCE AT JER - APR'25			$395.00
	JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00	
		Total For: FATBEAM LLC		**$790.00**
Vendor: FIRST COMMUNICATIONS LLC				
127815455	LONG DISTANCE PHONE CHGS - APR'25			$54.04
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	54.04	
		Total For: FIRST COMMUNICATIONS LLC		**$54.04**
Vendor: GINNO CONSTRUCTION CO				
23-A	A23-5300-5 TRAVERS PARK RENOVATIONS PH 1 -CMGC AND CONSTRUCTION SE			$236,176.74
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	173,250.00	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	11,003.35	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	712.15	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	46,424.31	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	478.40	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	2,928.33	
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS - IMPACT PARKS	614.85	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	765.35	
		Total For: GINNO CONSTRUCTION CO		**$236,176.74**
Vendor: GRAINGER INC				
9468279691	WWTP: WIPES, BATTERIES, BATTERY BACKUP			$694.57
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	694.57	
9471224312	WTP: CABLE PROTECTOR			$197.51
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	197.51	
9472913830	WWTP: CORDLESS INFLATOR KIT			$233.12
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	233.12	
9470031593	WWTP: CORDLESS FLOODLIGHT TOOL			$140.32
	WASTEWATER TREATMENT	TOOLS	140.32	
9470031585	WWTP: HAND PAIL PUMP LEVEL & FUNNEL			$134.48
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	134.48	
		Total For: GRAINGER INC		**$1,400.00**
Vendor: HACH COMPANY				
14465136	WTP: SALT BRIDGE REPLCMNT FOR PH SENSOR			$1

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER TREATMENT	LABORATORY SUPPLIES	135.45	
		Total For: HACH COMPANY		**$135.45**
Vendor: HANEL GROUP INC				
41646	GREASELESS HINGE PINS - SNOW PLOWS			$242.00
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	200.00	
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	42.00	
		Total For: HANEL GROUP INC		**$242.00**
Vendor: HATTIE ZUBER				
041725	UB refund for account: 08-00512.02			$62.57
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	62.57	
		Total For: HATTIE ZUBER		**$62.57**
Vendor: HENRY SCHEIN INC				
38043930	NASOPHARYNGEAL AIRWAY 30FR			$2.43
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	2.43	
39489378	NITRILE GLOVES AND EMRGNCY BLNKT FOIL			$71.14
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	71.14	
39813709	CO2 DETECTORS - ADULT/PEDIATRIC			$86.94
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	86.94	
39489379	BATTERY LIFEPACK 1000			$525.45
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	525.45	
		Total For: HENRY SCHEIN INC		**$685.96**
Vendor: HYDROTEM ENTERPRISES LLC				
INV-997070	WWTP: NEW VOGELSANG VX136-70Q PUMPS			$44,963.08
	WASTEWATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	44,317.20	
	WASTEWATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	645.88	
		Total For: HYDROTEM ENTERPRISES LLC		**$44,963.08**
Vendor: INSIGHT DISTRIBUTING INC				
0526107-IN	SHOP: SOAP AND PAPER TOWELS			$99.35
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	33.12	
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	33.12	
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	33.11	
0526195-IN	CUSTODIAL SUPPLIES FOR JJ SQ			$703.17
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	703.17	
0526199-IN	CUSTODIAL SUPPLIES FOR JER			$397.91
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	397.91	
0526194-IN	CUSTODIAL SUPPLIES FOR CITY BEACH			$1,226.28

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	1,220.28	
0526197-IN	CUSTODIAL SUPPLIES FOR MEMORIAL			$1,170.88
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	1,170.88	
0526200-IN	CUSTODIAL SUPPLIES FOR CITY HALL			$671.12
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	671.12	
		Total For: INSIGHT DISTRIBUTING INC		**$4,262.71**
Vendor: INTEGRITY PUMP SOLUTIONS				
Y25M4-279	PUMP REBUILD - WWTP			$2,685.00
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,685.00	
		Total For: INTEGRITY PUMP SOLUTIONS		**$2,685.00**
Vendor: INTERSTATE CONCRETE & ASPHALT				
1030881	WD: SAND/DIRT FOR METER INSTALL			$393.70
	WATER DISTRIBUTION	ROADWAY/PATH SUPPLIES/EQUIPMENT	393.70	
		Total For: INTERSTATE CONCRETE & ASPHALT		**$393.70**
Vendor: JACOBS ENGINEERING GROUP INC				
W3Y13702-09	PLANNER SERVICES 12/28/24-2/21/25			$1,978.00
	PLANNING DIVISION	TECH SERVICES - PLANNING	1,978.00	
		Total For: JACOBS ENGINEERING GROUP INC		**$1,978.00**
Vendor: JASON WELKER				
T0065 PER DIE	PER DIEM/MILAGE RURAL SUCCESS CONFERENCE - T0065			$108.49
	COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	10.00	
	COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	98.49	
		Total For: JASON WELKER		**$108.49**
Vendor: JM PAYNE INC				
10716	CAR WASH - 2			$30.00
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	30.00	
		Total For: JM PAYNE INC		**$30.00**
Vendor: JONATHAN GRIMM				
T0066	T0066-MILEAGE FOR NORTH IDAHO MAYORS MEETING			$62.71
	MAYOR'S OFFICE	TRAINING AND TRAVEL	62.71	
T0067	T0067-MILEAGE-RESORT CITIES COALITION, IDAHO RURAL ASSOC			$380.56
	MAYOR'S OFFICE	TRAINING AND TRAVEL	380.56	
T0067-PERDIEM	T0067-PERDIEM-RESORT CITIES COALITION, IDAHO RURAL ASSOC			$94.00
	MAYOR'S OFFICE	TRAINING AND TRAVEL	94.00	
		Total For: JONATHAN GRIMM		**$5**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: KATHERINE RICHARDSON				
4092025	REIMB FOR 2025 P&R TRACK & FIELD SHIRTS			$1,540.07
	RECREATION PROGRAMS	UNIFORM & CLOTHING	1,540.07	
		Total For: KATHERINE RICHARDSON		**$1,540.07**
Vendor: KELLER ASSOCIATES INC				
0250776	BRIDGE ST DSGN SVCS 2/23/25-3/31/25			$12,441.65
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	12,441.65	
0250594	WWTP: PRELIM ENGINEER REPORT 1/26/25-2/22/25			$32,823.20
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	32,823.20	
		Total For: KELLER ASSOCIATES INC		**$45,264.85**
Vendor: KENT WARD				
041725	UB refund for account: 22-04260.11			$33.66
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	33.66	
		Total For: KENT WARD		**$33.66**
Vendor: KG & T SEPTIC INC				
51208	PORTABLE TOILET MONTHLY RENTAL 3/3 - 3/30			$1,306.00
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
	WATER TREATMENT	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	122.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	278.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
		Total For: KG & T SEPTIC INC		**$1,306.00**
Vendor: KM ENTERPRISES OF IDAHO				
041725	UB refund for account: 09-00106.01			$141.03
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	141.03	
		Total For: KM ENTERPRISES OF IDAHO		**$141.03**
Vendor: LAIMA LANGLEY				
041725	UB refund for account: 03-02070.04			$58.41
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	58.41	
		Total For: LAIMA LANGLEY		**$58.41**
Vendor: LAKE CITY LAW GROUP PLLC				
41227	LEGAL SRVCS - SYRINGA LITIGATION - 2/18/25-3/10/25			$308.50
	WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LITIGATION	308.50	
40172	LEGAL SRVCS - SYRINGA LITIGATION - NOV-2024			$
	WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LITIGATION	20.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
		Total For: LAKE CITY LAW GROUP PLLC		**$328.50**
Vendor: LASER TECHNOLOGY INC				
196062 RI	2) SPEED RADAR GUN FOR PATROL VEHICLES			$3,410.00
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	3,410.00	
		Total For: LASER TECHNOLOGY INC		**$3,410.00**
Vendor: LES SCHWAB TIRE CENTER				
10800891323	PATROL SP16 - REPLACED FRONT BRAKES			$661.57
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	661.57	
10800891534	INSTALL BUSHING & KNUCKLE BUSHING - CRO VEHICLE			$185.11
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	185.11	
10800895688	WWTP: QTY 2 TURF MASTER TIRES - MOWER			$377.98
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	377.98	
		Total For: LES SCHWAB TIRE CENTER		**$1,224.66**
Vendor: LYNNE DUPERAULT				
041725	UB refund for account: 08-00240.01			$505.58
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	505.58	
		Total For: LYNNE DUPERAULT		**$505.58**
Vendor: MAEVE NEVINS-LAVTAR				
REIMB03102025	MILEAGE REIMB- 03/10/2025 TRVRS PRK FUTURE PCNC SHLTR DSGN MTG			$99.16
	PARK MAINTENANCE & CAPITAL	TRAINING AND TRAVEL	99.16	
		Total For: MAEVE NEVINS-LAVTAR		**$99.16**
Vendor: MARC				
0846668-IN	SC: 2 BAGS WIPE-OUT 25# BAGS (BG25)			$578.84
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	578.84	
		Total For: MARC		**$578.84**
Vendor: MICHAEL D. TERRELL				
6274	TRAVERS TENNIS COURT REHAB DSGN SVCS MARCH			$1,500.00
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,500.00	
		Total For: MICHAEL D. TERRELL		**$1,500.00**
Vendor: Mort Construction				
041725	UB refund for account: 09-00813.01			$118.43
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	118.43	
041725	UB refund for account: 09-00810.01			$51.93
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	51.93	
		Total For: Mort Construction		**$1**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: NAPA AUTO PARTS				
225554	POOL VEHICLE EQUINOX OIL FILTERS			$23.18
	CENTRAL SERVICES DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	23.18	
225557	POOL VEHICLE EQUINOX ENGINE OIL			$41.98
	CENTRAL SERVICES DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	41.98	
227223	SUPPIES FOR SPRTS COMPLX MOWER			$17.61
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	17.61	
227756	ST: CHAIN CABLE LUBRICANT -SALT TRUCK			$27.48
	STREET MAINTENANCE DIVISION	SNOW SUPPLIES/EQUIPMENT	27.48	
227912	WWTP: TRAILER HITCH EQUIP			$152.86
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	152.86	
		Total For: NAPA AUTO PARTS		**$263.11**
Vendor: NEOGOV				
INV-41080	BACKGROUND CHECK INTEGRATION 5/19/24-5/18/25 *NOT PREVIOUSLY BILLED			$673.46
	CENTRAL SERVICES DEPARTMENT	SOFTWARE/SAAS - HUMAN RESOURCES	673.46	
INV-36576	INSIGHT SUBSCRIPTION 11/23/23-11/22/24 *NOT PREVIOUSLY BILLED			$5,241.87
	CENTRAL SERVICES DEPARTMENT	SOFTWARE/SAAS - HUMAN RESOURCES	5,241.87	
INV-44763	GOVERNMENTJOBS.COM SUBSCRIP. 11/23/24-11/22/25 *NOT PREVIOUSLY BILLED			$1,201.00
	CENTRAL SERVICES DEPARTMENT	SOFTWARE/SAAS - HUMAN RESOURCES	1,201.00	
INV-44791	INSIGHT SUBSCRIPTION 11/23/24-11/22/25 *NOT PREVIOUSLY BILLED			$5,635.01
	CENTRAL SERVICES DEPARTMENT	SOFTWARE/SAAS - HUMAN RESOURCES	5,635.01	
		Total For: NEOGOV		**$12,751.34**
Vendor: NORTH 40 OUTFITTERS				
048162/B	WWTP: PVC PIPES, MESH, BRUSH, COUPLING			$67.09
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	67.09	
048204/B	WD: WATER TRUCK TOOLS			$371.90
	WATER DISTRIBUTION	TOOLS	371.90	
048215/B	ST: POLY BRAID ROPE			$37.98
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	37.98	
048202/B	ST: CHAINSAW TOOLS AND HELMET			$287.34
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	179.98	
	STREET MAINTENANCE DIVISION	TOOLS	107.36	
048208/B	WWTP: BATTERY AND BATTERY CORE			$42.99
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	42.99	
048255/B	WTP: CHAIN, OIL, AND SWISS FILE			$63.17
	WATER TREATMENT	TOOLS	63.17	
048242/B	CRO WRIGHT WORK BOOTS			$1

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	POLICE DEPARTMENT	UNIFORM & CLOTHING	139.99	
048285/B	WWTP: PRESSURE WASHER, HOSE, NOZZLE			$282.96
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	282.96	
048302/B	WWTP: CHARGER AND BATTERY RACK			$249.97
	WASTEWATER TREATMENT	TOOLS	249.97	
048277/B	TRIMMER LINE, HOSE, BROOM, RATCHET			$192.50
	PARK MAINTENANCE & CAPITAL	TOOLS	192.50	
048388/B	WWTP: MOWER BLADE & SOCKET SET			$214.98
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	14.99	
	WASTEWATER TREATMENT	TOOLS	199.99	
048364/B	WWTP: TOOLBOX & SHELVING BRACKET			$70.98
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	70.98	
048348/B	WTP: TARP, WIRE, AND HITCH			$101.97
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	101.97	
048301/B	WTP: 36" REACH TOOL & WASH/WAX			$19.98
	WATER TREATMENT	FACILITY SUPPLIES	19.98	
		Total For: NORTH 40 OUTFITTERS		**$2,143.80**
Vendor: NORTH IDAHO LOCK & KEY				
62160	12 PADLOCKS - JER BUILDING			$136.00
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	136.00	
		Total For: NORTH IDAHO LOCK & KEY		**$136.00**
Vendor: OTIS ELEVATOR COMPANY				
100401913004	WTP: ANNUAL ELEVATOR SERVICE -LAKE			$1,166.40
	WATER TREATMENT	SERVICES - BUILDING - R&M	1,166.40	
		Total For: OTIS ELEVATOR COMPANY		**$1,166.40**
Vendor: OXARC INC				
0032318600	WWTP: CHLORINE & SO2 CYLINDERS			$7,631.71
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	7,631.71	
		Total For: OXARC INC		**$7,631.71**
Vendor: PACWEST MACHINERY LLC				
30426865	ST: SWEEPER LIGHT ASSEMBLY			$293.00
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	293.00	
30427033	ST: DUO SKID -SWEEPER			$1,154.03
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	1,092.64	
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	61.39	
30427086	ST: CURTAIN BOX -SWEEPER			$5

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	518.43	
		Total For: PACWEST MACHINERY LLC		**$1,965.46**
Vendor: PAPE MACHINERY INC				
16049688	WWTP: JOHN DEER WHEEL & STEEL BLADE			$70.81
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	70.81	
		Total For: PAPE MACHINERY INC		**$70.81**
Vendor: PREMIER ELECTRIC MOTORS				
12019	WWTP: BALDOR MOTOR REPLACEMENT			$1,510.00
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,510.00	
		Total For: PREMIER ELECTRIC MOTORS		**$1,510.00**
Vendor: REBECCA APPL				
041725	UB refund for account: 08-04899.05			$37.14
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	37.14	
		Total For: REBECCA APPL		**$37.14**
Vendor: RICH BUDAY				
T0069 PER DIE	PER DIEM CES ANNUAL MEETING - T0069			$87.00
	WATER TREATMENT	TRAINING AND TRAVEL	87.00	
		Total For: RICH BUDAY		**$87.00**
Vendor: SAFETY-KLEEN SYSTEMS, INC.				
96207322	REMOVAL & DISPOSAL OF HAZMAT/NON-HAZMAT MATERIAL - WWTP			$2,863.75
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	2,863.75	
		Total For: SAFETY-KLEEN SYSTEMS, INC.		**$2,863.75**
Vendor: SAGLE FIRE DISTRICT				
000051	LEADERSHIP SYMPOSIUM -WOLF			$100.00
	FIRE DEPARTMENT - SANDPOINT	TRAINING AND TRAVEL	100.00	
		Total For: SAGLE FIRE DISTRICT		**$100.00**
Vendor: SALT LAKE WHOLESALE SPORTS				
102135	AMMUNITION MARKING CARTRIDGES			$371.20
	POLICE DEPARTMENT	FIREARMS & AMMUNITION	371.20	
		Total For: SALT LAKE WHOLESALE SPORTS		**$371.20**
Vendor: SANDPOINT GARAGE DOORS INC				
161216	REPLACE FIRE BAY DOOR SPRINGS			$2,487.80
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	2,487.80	
		Total For: SANDPOINT GARAGE DOORS INC		**$2,4**
Vendor: SANDPOINT PROPERTY MANAGEMENT INC				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
041725	UB refund for account: 23-02250.99			$140.78
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	140.78	
		Total For: SANDPOINT PROPERTY MANAGEMENT INC		**$140.78**
Vendor: SANDPOINT SUPER DRUG				
30883/1	ST: DODGE PICKUP FIRST AID KIT			$30.89
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	30.89	
		Total For: SANDPOINT SUPER DRUG		**$30.89**
Vendor: SANDPOINT URBAN RENEWAL AGENCY				
041525	MAR '25 TAX RECEIPTS COLLECTED			$31,440.54
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	20,039.46	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	10,431.27	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	969.81	
		Total For: SANDPOINT URBAN RENEWAL AGENCY		**$31,440.54**
Vendor: SANDRA GLEASON				
041725	UB refund for account: 03-01947.01			$32.12
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	32.12	
		Total For: SANDRA GLEASON		**$32.12**
Vendor: SCOTTCO DISTRIBUTORS INC				
0071225	ACE FOAM FILLED FLOATS - WINDBAG MARINA DOCKS			$2,880.60
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	2,880.60	
		Total For: SCOTTCO DISTRIBUTORS INC		**$2,880.60**
Vendor: SELKIRK GLASS & CABINETS INC				
42766	COMMERCIAL DOOR RPLCMNT & SAFTEY GLASS INSTALLATION			$1,440.00
	PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	1,080.00	
	PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	360.00	
		Total For: SELKIRK GLASS & CABINETS INC		**$1,440.00**
Vendor: SHERWIN-WILLIAMS CO				
6205-0	WTP: PAINT RAGS AND 3' POLE SECTION			$95.03
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	95.03	
0670-0	WTP: PAINTING SUPPLIES			$103.20
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	103.20	
0739-3	WTP: EXTERIOR PAINT			$104.30
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	104.30	
0716-1	WTP: PAINTERS TAPE			$20.38
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	20.38	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
0794-8	WTP: PAINT, PAINT PAIL, BRUSH			$70.88
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	70.88	
		Total For: SHERWIN-WILLIAMS CO		**$393.79**
Vendor: SHI INTERNATIONAL CORP				
B19357959	SONICWALL FIREWALLS			$12,501.86
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - FIREWALL	11,803.32	
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - FIREWALL	698.54	
		Total For: SHI INTERNATIONAL CORP		**$12,501.86**
Vendor: SIMCO DEVELOPMENT GROUP				
PAY APP 5	LIFT STATION REPLACEMENT SVCS THRU 3/31/25			$119,395.26
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	119,395.26	
		Total For: SIMCO DEVELOPMENT GROUP		**$119,395.26**
Vendor: SMS AUTOMOTIVE & MARINE INC				
3101	REPLACE DAMAGED KUSMALL OUTLET - 1131			$1,114.38
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	1,114.38	
3228	INSTAL SCENE LIGHTS/RE-FEED RELAYS W 12V POWER -1131			$872.50
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	872.50	
		Total For: SMS AUTOMOTIVE & MARINE INC		**$1,986.88**
Vendor: SOUTH FORK HARDWARE (PARKS)				
400371	20) CHAINS, MOP BCKT, BROOM, MOP SET - SPORTS COMPLEX RESTROOMS			$178.77
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	178.77	
400372	SCREW DRIVER SET - MEMORIAL			$74.99
	PARK MAINTENANCE & CAPITAL	TOOLS	74.99	
400376	36" BOLT CUTTER - MEMORIAL			$62.99
	PARK MAINTENANCE & CAPITAL	TOOLS	62.99	
400378	WD 40, STARTING FLUID - BEACH			$24.96
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	24.96	
400533	DRY WALL ANCHORS AND SCREWS - SPORTS COMPLEX			$131.96
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	131.96	
400574	BATTERIES FOR MEMORIAL			$90.78
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	90.78	
400856	MATERIAL TO REPAIR, MARK & HANG TARGETS - SHOOTING RANGE			$49.52
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	49.52	
400377	DWNTWN RECYCLING CAN INSERTS			$371.88
	SANITATION/GARBAGE COLLECTION	OPERATIONAL SUPPLIES/EQUIPMENT	371.88	
401580	RAIN-X, MINNIBULBS - BEACH			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	9.58	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	11.99	
401572	EPOXY, TOOTHPICKS - JER			$11.78
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	11.78	
400731	BATTERY, GLOVES - PARKS ALL			$36.98
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	36.98	
401090	PLIERS, CABLE TIES - SPORTS COMPLX			$87.96
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	55.98	
	PARK MAINTENANCE & CAPITAL	TOOLS	31.98	
401109	EXTN CORD, UNIVRSL ANCHOR - MEMORIAL			$81.97
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	81.97	
401182	NTS & BLTS, THREADLOCKER - CITY HALL			$15.51
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	15.51	
401199	RODENT REPL/TRAPS, LNDSCP RAKE - MEMORIAL			$102.47
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	102.47	
401377	MATERIAL FOR COMMUNITY GARDEN			$42.87
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	42.87	
		Total For: SOUTH FORK HARDWARE (PARKS)		**$1,386.96**
Vendor: SOUTH FORK HARDWARE (PUB WKS)				
400802	SC: 7' CHARGING CORD & 1/2-GAL GOJO SOAP			$20.98
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	20.98	
		Total For: SOUTH FORK HARDWARE (PUB WKS)		**$20.98**
Vendor: SQUEEKY'S CUSTOM ACCESSORIES				
5-215	WWTP: 4X8 RUBBER MAT			$138.97
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	138.97	
		Total For: SQUEEKY'S CUSTOM ACCESSORIES		**$138.97**
Vendor: STEEL LLC				
27543432	WTP: SERVER ROOM DIAGNOSTIC			$475.00
	WATER TREATMENT	SERVICES - BUILDING - R&M	475.00	
27451132	HVAC THERMOSTAT & MODULE REPAIRS - CITY HALL			$1,295.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	1,295.00	
27557492	COOLING INSPECTION - CITY HALL			$1,500.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	1,500.00	
27452024	CITY HALL DISCONNECT SWITCH & INSTALL			$963.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	963.00	
29914292	HVAC JADE CONTROLLER - CITY HALL			$1,2

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	1,285.00	
		Total For: STEEL LLC		**$5,518.00**
Vendor: SUN RENTAL CENTER INC				
297277	PRESSURE WASHERSAND HOSE - SPORTS CMPLX - TENNIS CRTS			$224.00
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	224.00	
		Total For: SUN RENTAL CENTER INC		**$224.00**
Vendor: TISCHLER BISE, INC				
202505006	DEVELOPMENTAL IMPACT FEE STUDY - APRIL '25			$5,447.50
	GENERAL GOVERNMENT PROJECTS	IMPACT FEE STUDY	5,447.50	
		Total For: TISCHLER BISE, INC		**$5,447.50**
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC				
5922531-202503	BACKGROUND CHECK SVCS - MAR '25			$135.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00	
		Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC		**$135.00**
Vendor: USA BLUE BOOK				
INV00678823	WWTP: GLOVES, FILTERS, EYEWASH BOTTLES			$270.36
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	270.36	
INV00679283	WWTP: SAFETY BULB PIPET FILLER			$59.55
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	59.55	
		Total For: USA BLUE BOOK		**$329.91**
Vendor: VCA NORTH IDAHO ANIMAL HOSPITAL				
5381648215	DOG WELFARE CHECK FREDDY AKA/CHARLIE			$98.00
	POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	98.00	
5381650087	GERMAN SHEPHED BOARDING (STRAY DOG)			$231.14
	POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	231.14	
		Total For: VCA NORTH IDAHO ANIMAL HOSPITAL		**$329.14**
Vendor: VERIZON WIRELESS				
6108981754	WIRELESS PHONE/ DATA CHGS - FEB'25-MAR'25			$489.62
	WATER TREATMENT	TELEPHONE - WIRELESS	40.01	
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	121.76	
	WASTEWATER TREATMENT	TELEPHONE - WIRELESS	41.74	
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	286.11	
		Total For: VERIZON WIRELESS		**$489.62**
Vendor: WELCH COMER & ASSOCIATES INC				
44050020-006	BRIDGE ST SIDEWALK DSGN SVCS 1/19/25-2/15/25			$21,6

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	21,600.00	
		Total For: WELCH COMER & ASSOCIATES INC		**$21,600.00**
Vendor: WESTERN STATES EQUIPMENT CO				
IN002830400	WTP: SINGLE 800KW GENERATOR WITH ATS -LP			$233,487.00
	WATER TREATMENT	CAPITAL EQUIPMENT & MACHINERY	233,487.00	
		Total For: WESTERN STATES EQUIPMENT CO		**$233,487.00**
Vendor: WILLIAMS HOMES				
041725	UB refund for account: 09-00242.02			$156.80
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	156.80	
041725	UB refund for account: 09-00212.02			$135.33
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	135.33	
		Total For: WILLIAMS HOMES		**$292.13**
Vendor: WILLIAMS SCOTSMAN INC				
9023546997	WWTP: MODULAR RENTAL 4/19/25-5/18/25			$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	22.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	5.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	70.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	103.13	
		Total For: WILLIAMS SCOTSMAN INC		**$1,211.43**
Vendor: ZIPLY FIBER				
6708 - 042225	6708 - PHONE CHGS - CITY HALL 4/22/25-5/21/25			$105.00
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	105.00	
0918 - 042225	0918 - PHONE CHGS - FISHBACK 4/22/25-5/21/25			$63.98
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	63.98	
0989 - 042525	0989 - PHONE CHGS 4/25/25 - 5/24/25			$63.98
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	63.98	
5035 - 041325	5035 - PHONE CHGS - 4/13/25-5/12/25			$63.98
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	63.98	
6269 - 042225	6269 - PHONE CHGS - 911 TRANSFER 4/22/25-5/21/25			$13.80
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80	
1464 - 042225	1464 - PHONE CHGS - CITY HALL 4/22/25-5/21/25			$656.91
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	656.91	
3469 - 042525	3469 - PHONE CHGS - TURTLE ROCK 4/25/25-5/24/25			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	57.36	
		Total For: ZIPLY FIBER		**$1,025.01**

City of Sandpoint Payroll Breakdown for APRIL 2025
Employee Benefit Compensation Export
From 04/01/2025-04/30/2025

WAGES Total Employer Amount	MEDICAL Total Employer Amount	DENTAL Total Employer Amount	SUPPLEMENTAL Total Employer Amount	TAXES Total Employer Amount	RETIREMENT Total Employer Amount	Employer Total
530,341.70	99,743.94	4,185.00	13,081.82	34,796.98	69,907.83	752,057.27

Payables Total: $864,882.23
Payroll Total: $752,057.27
Grand Total: $1,616,939.50

Councilor Signature: _____ Date: _____

Councilor Name: KYLE SCHREIBER

City of Sandpoint

Financial Report on Cash and Investment Transactions

February 28, 2025

FUND	BALANCE 1/31/25	DEBIT	CREDIT	BALANCE 2/28/25
General Fund Undesignated	10,576,779	2,885,233	3,218,557	10,243,455
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	1,679,306	391,325	30,756	2,039,875
Special Revenue:				
Fiber	101,802	370	2,300	99,872
Impact Fees	1,919,957	54,072	126,446	1,847,584
Recreation	536,361	26,642	49,440	513,563
Park Capital Improvement	1,685,962	79,475	398,014	1,367,423
Enterprise:				
Sanitation	463,388	71,452	69,986	464,853
Water	6,655,269	376,668	292,033	6,739,904
Water - Reserve Capital	9,936,252	44,043	51,955	9,928,340
Water - Reserve Watershed Protection	758,202	2,820	-	761,022
Water - Restricted	108,001	3,730	-	111,731
Wastewater	6,308,479	599,984	270,552	6,637,911
Wastewater - Reserve I&I Collection	1,942,600	7,225	-	1,949,826
Wastewater - Reserve Capital	11,586,793	56,679	332,192	11,311,280
Water and Wastewater Debt Service	989,057	3,679	-	992,735
Fiduciary:				
LID Guarantee	40,462	151	-	40,613
LID Combined	208,444	775	-	209,219
Payroll Benefit Clearing	694,463	413,226	288,099	819,590
GRAND TOTAL	65,294,138	5,017,548	5,130,330	65,181,357

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
February 28, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	1,664,432
Idaho State Investment Pool	
State Investment Pool Account	63,516,224
Cash on Hand	
Petty Cash	700
Total	65,181,357

I HEARBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint

Financial Report on Cash and Investment Transactions

March 31, 2025

FUND	BALANCE 2/28/25	DEBIT	CREDIT	BALANCE 3/31/25
General Fund Undesignated	10,243,455	1,167,635	1,467,947	9,943,144
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	2,039,875	59,860	469,013	1,630,723
Special Revenue:				
Fiber	99,872	4,900	-	104,772
Impact Fees	1,847,584	82,165	10,528	1,919,220
Recreation	513,563	31,209	40,904	503,868
Park Capital Improvement	1,367,423	284,275	230,261	1,421,437
Enterprise:				
Sanitation	464,853	61,975	65,822	461,007
Water	6,739,904	365,512	254,125	6,851,291
Water - Reserve Capital	9,928,340	150,824	397,164	9,682,000
Water - Reserve Watershed Protection	761,022	2,656	-	763,678
Water - Restricted	111,731	356	-	112,087
Wastewater	6,637,911	694,824	371,548	6,961,187
Wastewater - Reserve I&I Collection	1,949,826	6,805	-	1,956,631
Wastewater - Reserve Capital	11,311,280	88,421	148,991	11,250,710
Water and Wastewater Debt Service	992,735	385,705	382,240	996,200
Fiduciary:				
LID Guarantee	40,613	142	-	40,755
LID Combined	209,219	1,520	-	210,739
Payroll Benefit Clearing	819,590	515,127	774,203	560,514
GRAND TOTAL	65,181,357	3,903,911	4,612,744	64,472,523

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
March 31, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	742,932
Idaho State Investment Pool	
State Investment Pool Account	63,728,891
Cash on Hand	
Petty Cash	700
Total	64,472,523

I HEARBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 25, 2025

MEETING DATE: May 07, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve Real Property Lease Agreement A25-1970-7 with Welsh Restaurants, Inc.

DESCRIPTION/BACKGROUND:

The City owns the real property located at 703 US Route 2 in Sandpoint, which was acquired on December 21, 2023. Dubs Drive In Restaurant (the "Business") is located at that location and the City had entered into a lease agreement with MLM, Incorporated in on February 01, 2023 for MLM, Inc to lease the business on the property for a two-year period, which would terminate December 20, 2025. MLM, Inc. sublet the business, as authorized by the City to Welsh Restaurants, Inc. who have been running the Business since. This lease supersedes any previous lease agreement and the original lease with MLM, Inc. will be terminated effective June 01, 2025.

The terms of the new lease with Welsh Restaurants, Inc is for an initial period of two years and has the option to renew for three additional one-year terms and each renewal with be authorized through an executed Amendment to this Agreement.

The first year's rent will be $525 per month for an annual total of $6,300 and rent will be increased 5% annually in the initial term of the Agreement with the first annual increase being June 01, 2026. Beginning with the June 01, 2027 Lease renewal, the City may negotiate rent for subsequent Lease renewals.

STAFF RECOMMENDATION:

Staff asks Council to consider approving the Real Property Lease Agreement A25-1970-7 with Welsh Restaurants, Inc. for the Dubs Drive In Restaurant.

ACTION:

Staff requests City Council approve the Real Property Lease Agreement A25-1970-7 with Welsh Restaurants, Inc. for the Dubs Drive In Restaurant.

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

ATTACHMENTS:

Proposed Resolution

A25-1970-7- Real Property Lease Agreement with Welsh Restaurants, Inc.

No: 25-
Date: May 7, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: REAL PROPERTY LEASE AGREEMENT WITH WELSH RESTAURANTS, INC. (CITY AGREEMENT #A25-1970-7)

WHEREAS: On December 21, 2023, the City acquired the real property located at 703 US Route 2 in Sandpoint, the site of Dubs Drive-In restaurant (the "Business");

WHEREAS: The City entered into a lease agreement with MLM, Inc., on February 1, 2024, with MLM leasing the Business on the property for a two-year period, through December 20, 2025;

WHEREAS: MLM sublet the Business, as authorized by the City, to Welsh Restaurants, Inc., who have been running the Business since that time;

WHEREAS: The new lease with Welsh Restaurants that has been presented to Council will supersede any previous lease agreement, including the original lease with MLM, which will be terminated effective June 1, 2025;

WHEREAS: The terms of the new lease with Welsh Restaurants is for an initial period of two years with an option to renew for three additional one-year terms, with each renewal authorized through an amendment to the agreement; and

WHEREAS: The first year's rent will be $525 per month, for an annual total of $6,300, with rent increased 5% annually during the initial term of the Agreement and the City negotiating rent for subsequent lease renewals beginning with the June 1, 2027, renewal.

NOW, THEREFORE, BE IT RESOLVED THAT: The Real Property Lease with Welsh Restaurants, Inc. (Agmt A25-1970-7), a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to execute this agreement.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

REAL PROPERTY LEASE AGREEMENT BETWEEN
CITY OF SANDPOINT AND WELSH RESTAURANTS, INC.

THIS LEASE AGREEMENT (this "Lease"), is made and entered into this 1st day of June, 2025 (the "Effective Date"), by and between the **CITY OF SANDPOINT**, a public body, corporate and politic (the "City") and **WELSH RESTAURANTS, INC**., an Idaho corporation (the "Lessee").

WHEREAS, the City owns the following described real property, hereinafter referred to as the "Premises" located in Sandpoint, Bonner County, Idaho, Sandpoint, Idaho 83864, and legally described as:

THAT PART OF LOTS 22, 23, AND 24 IN BLOCK "C" OF LAW'S THIRD ADDITION TO SANDPOINT, IDAHO ACCORDING TO THE PLAT THEREOF, RECORDED IN BOOK 1 OF PLATS, PAGE 42, RECORDS OF BONNER COUNTY, IDAHO, LYING SOUTH AND EAST OF U.S. HIGHWAY NO. 2

WHEREAS, The City acquired the Premises from MLM, Incorporated on December 21, 2023, pursuant to the City's authority to purchase real property as provided by Idaho Code Sec. 50-301; and

WHEREAS, as a material term and condition of that sale, the City agreed to permit the Lessee to continue operating their business, Dub's Drive In (the "Business') on the Premises, until such time that the Premises become needed by the City for other purposes; and

WHEREAS, on or about February 1, 2023, the City authorized, by resolution, MLM, Incorporated a lease, pursuant to its authority to lease the Premises because it was not needed for City purposes; and

WHEREAS, the previous Lessee, MLM, Incorporated, has sublet the premises to Lessee and the original Lease with MLM, Incorporated shall be terminated effective June 01, 2025 and this Lease will become the Lease for the Premises; and

WHEREAS, pursuant and subject to the terms and conditions set forth herein, the Lessee named above will be the new Lessee and shall lease the Premises from the City in order to accommodate the Lessee's continued use of the Premises, until such time that the Premises becomes needed for City purposes and that this Lease Agreement supersedes any previous Lease Agreement for the Premises.

NOW, THEREFORE, in consideration of the foregoing and of the mutual conditions, promises and covenants hereinafter contained, the parties hereto hereby agree as follows:

1. LEASE OF PREMISES: The City agrees to lease the Premises to the Lessee, in an "as-is" condition, in accordance with the following terms and conditions.

2. USE OF PREMISES: During the term of this Lease, the Premises shall be used by the Lessee solely for the purpose of continued operation of their restaurant business and for no other purpose which is not agreed upon by the City, in writing.

3. TERM OF LEASE: The Term of this Lease shall commence on June 01, 2025 and shall be for a term of two (2) years (the "Initial Term"). This Lease has the option to renew for three additional one-year

terms, with the first option to renew commencing June 01, 2027, upon the same terms and conditions contained herein ("Subsequent Terms") and shall be renewed if authorized by both Parties through an executed amendment to this Lease. In no event shall either party be obligated to accept any additional terms for continuation of this Lease and may terminate this Lease pursuant to Section 4, below.

4. TERMINATION:

4.1. City Termination. Upon the expiration of the Initial Term, and upon receipt of such notice, the Lessee shall have six (6) months to remove any items of personal property from the Premises, including, but not limited to, all equipment and fixtures, and shall return the Premises to the City as provided for herein.

4.2. Lessee Termination. The Lessee may terminate this Lease prior to expiration of the Initial Term, or any subsequent term or terms, by providing the City with ninety (90) days written notice. During this ninety (90) day period, Lessee shall remove all items of personal property from the Premises, including, but not limited to, all equipment and fixtures and other items identified in that certain Purchase and Sale Agreement between the parties, and shall return the Premises to the City as provided for herein. If necessary to remove all personal items after Lessee termination, Lessee may extend their possession for an additional thirty (30) days. If an extension is needed, Lessee will provide the City with notice and pay an additional month's rent.

4.3. After Termination. Termination of this Lease for any reason whatsoever shall not relieve the either party from any liability or obligation hereunder resulting from an event which may have occurred before such termination, or thereafter in case by the terms of this Lease it is provided that certain things shall or may have to be done after such termination (including, but not limited to, removal of fixtures and equipment placed on the Premises by the Lessee).

5. RENT: The Lessee agrees to pay the City annual rent, in the amount of Six Thousand Dollars ($6,300.00), payable in the amount of $525.00, per month (the "Rent") during the first year of the Lease Agreement. The rent shall be adjusted to increase 5% annually, beginning June 01, 2026. Rent shall be paid by the first of each month and rent not paid by the 10th of the month shall be subject to a $25.00 late fee.

The City may negotiate rent for subsequent Lease renewals beginning with the June 01, 2027 renewal.

6. TENANT IMPROVEMENTS The Lessee shall be solely responsible for all tenant improvements required to utilize the Premises as permitted and contemplated by this Lease, and at the expiration of the Initial Term, or any Subsequent Term, any and all improvements not removed by Lessee shall revert to the City.

7. REPAIR AND MAINTENANCE: During the term of this Lease, including both the Initial Term and any Subsequent Term(s), the Lessee shall be solely responsible for all repairs and day-to-day maintenance of the Premises. Repairs or replacements to the sewer lateral will be the responsibility of the Lessor.

8. UTILITIES AND SERVICES: The Lessee shall be solely responsible for payment of all utilities and services furnished to, or used by the Lessee at the Premises, including and without limitations, gas, electricity, water, sewer, telephone, cable, janitorial service, waste refuse and all pertinent taxes, levies, connection charges, fees, and surcharges, if applicable.

9. ALTERATIONS OR IMPROVEMENTS: The Lessee acknowledges that they accept the Premises in an "as-is" condition and agrees to make no demands upon the City for any alterations or improvements. The Lessee shall have the right to make alterations or improvements only upon receipt of written approval by the City, which will not be unreasonably withheld. Lessee may make cosmetic, non-structural improvements without the City's consent.

10. TAXES: The Lessee shall pay, prior to delinquency, all taxes and assessments of every kind and nature whatsoever arising in any way from the use, occupancy or possession of the Premises, together with all taxes levied upon or assessed against the Lessees' personal property. The Lessee shall indemnify and hold the City harmless from any loss (including attorney fees and costs) arising out of the Lessees' failure to pay such taxes as they become due.

11. INDEMNIFICATION: The Lessee agrees to indemnify and hold harmless the City, its agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with Lessee's use, occupancy or operations on the Premises, including any workers' compensation suits, liability, or expense, arising from or connected with services performed on behalf of the Lessee by any person pursuant to this Lease.

12. INSURANCE: The Lessee shall keep and maintain proof of general liability insurance with a company authorized to do business within the State of Idaho, insuring the public against any loss or damage which may result to any person or persons, or any damage to property, arising from their use, operation or occupancy of the Premises. Said insurance policy shall name the City as an additional insured. A Certificate of Insurance shall be provided to the City and the City shall be named as Additional Insured. Such policy of insurance shall, at all times be kept in full force and effect during the term of this Lease. The insurance policy shall provide liability insurance of not less than One Million Dollars ($1,000,000), per occurrence and $2,000,000 in the aggregate. The Lessee specifically acknowledges that the City does not maintain and shall not maintain any fire, casualty, hazard, or liability insurance whatsoever to protect the property of the Lessee.

The Lessee shall further provide to City proof of workers' compensation coverage, in amounts required by state statute and shall be kept in full force and effect during the term of this Lease.

13. FAILURE TO PROCURE INSURANCE: Failure on the part of the Lessee to keep and maintain required insurance shall constitute a material breach of this Lease, upon which the City may immediately terminate this Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Lessee to the City upon demand.

14. DEFAULT: If either party defaults in any of the covenants and agreements herein contained under this Lease, the non-defaulting party may revoke and terminate this Lease, upon sending sixty (60) days' written notice of its intent to do so.

15. ASSIGNMENT: This Lease may not be assigned by the Lessee without the express written consent of the City, and any attempt to do so shall constitute sufficient grounds to terminate the Lease by the City; provided, that any assignment authorized by the City shall not relieve the Lessee of the responsibilities and obligations assumed by them under this Lease, which shall remain in full force and effect during the term of this Lease.

16. OPERATIONAL RESPONSIBILITIES: The parties agree that Lessee's Business has acquired a

grandfather status regarding some local, state, and federal ordinances, laws, and regulations, and as such, the City shall not require Lessee's strict compliance with those grandfathered local, state, and federal ordinances, laws, and regulations. Beyond the grandfathered status, Lessee shall: (a) comply with all applicable local, state and federal ordinances, laws and regulations and, in the course thereof, obtain and keep in effect all permits and licenses required to conduct the authorized activities on the Premises; (b) maintain the Premises in a clean and sanitary condition; (c) assume the risk of loss, damage or destruction due to theft, fire and casualty of any and all fixtures and personal property belonging to the Lessee that are installed or placed upon or within the Premises; (d) if Lessee desires to continue operating the Business at the Premises, Lessee shall repair any and all damage to the Premises caused by or arising out of the Lessee's use of the Premises; and (e) permit the City and/or its authorized representatives to enter the Premises at any time during business hours for the purpose of determining whether the Lessee is in compliance with the terms and conditions of this Lease.

17. NOTICES: Notices desired or required to be given by this Lease or by any law now or hereafter in effect may be given by personal service or by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid in the United States Post Office or any substation thereof, or any public letter box, and any such notice and the envelope containing the same shall be addressed to City as follows:

City of Sandpoint
City Clerk
1123 Lake Street
Sandpoint, Idaho 83864

or such other place as may hereinafter be designated in writing by the City, and the notices and envelopes containing the same to Lessees shall be addressed to:

Welsh Restaurants, Incorporated
c/o Ryan Welsh, President
382 W. Dustarr Lane
Ponderay, Idaho 83852

or such other place as may hereinafter be designated in writing by the Lessee.

18. WARRANT OF AUTHORITY: The Lessee hereby personally covenants, warrants, and guarantees that the undersigned, jointly and severally, have the power and authority to execute this Lease upon the terms and conditions stated herein and each agrees to indemnify and hold harmless the City from all damages, costs, and expenses, which result from a breach of this material representation.

19. LIENS: The Lessee shall have no power to do any act or make any contract which may be created or be the foundation for any lien, mortgage or other encumbrance upon the Premises or in the buildings or improvements thereon; it being agreed that should the Lessee cause any alterations, rebuilding, replacements, changes, additions, improvements, or repairs to be made to the Premises, or labor performed or material furnished therein, the City shall not, under any circumstances, be liable for the payment of any expense incurred thereof, and the cost of any repairs, labor and materials shall be made shall be paid by the Lessee. If, because of any act or omission (or alleged act or omission) of the Lessee, any mechanic's or other liens, charges or orders for the payment of money shall be filed against the Premises, regardless of whether such lien, charge or order is valid or enforceable, the Lessee shall, at their own cost and expense, cause the same to be cancelled and discharged of record or bonded within ten (10) days after notice to the Lessee of the

filing thereof, and the Lessee shall indemnify and hold the City harmless against and from such claims.

20. LESSEE ADMINISTRATION OF LEASE/RECORDING: The Mayor, and/or his or her authorized representatives shall have the authority to administer the City's rights and responsibilities under this Lease in accordance with its terms. A Memorandum of Lease may be recorded at the request of either party in the Records of Bonner County, Idaho.

[*Signatures on following page*]

IN WITNESS WHEREOF, the parties hereto have executed this Lease, or caused it to be duly executed, as of the day, month and year first above written.

LESSOR:

CITY OF SANDPOINT, a public body, corporate and politic

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

STATE OF IDAHO)
COUNTY OF BONNER) ss.

On this ____ day of _____, 2025, before me the undersigned Notary Public, personally appeared Jeremy Grimm, known or identified to me to be the Mayor of Sandpoint, Idaho, the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same on behalf of the City of Sandpoint, Idaho.

IN WITNESS WHEREOF I have hereunto set my hand and seal the day and year first Written in this certificate.

_____
Notary Public – State of Idaho
Residing at:
Commission Expires:

LESSEE:

WELSH RESTAURANTS, INCORPORATED

_____

Ryan Welsh, President

STATE OF IDAHO)
: ss.
County of Bonner)

On the 29 day of April before me, the undersigned Notary Public, personally appeared RYAN WELSH, known or proved to me on the basis of satisfactory evidence to be the Secretary of MLM, INCORPORATED the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

JOLYN CLAYBURN
COMMISSION NUMBER 20250519
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES 02/10/2031

Jolyn Clayburn
Notary Public for Idaho
Residing at Sandpoint
Commission Expires: 2/10/2031

AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 25, 2025

MEETING DATE: May 07, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve Sandpoint Lion's Club Lease Agreement A25-1600-7

DESCRIPTION/BACKGROUND:

The Sandpoint Lion's Club has been an organization in the Sandpoint community for over 50 years. The Sandpoint Lions Club utilizes real property located at Lakeview Park and entered into the most recent lease on January 01, 2010 with an initial expiration of December 31, 2015 and an extension to the lease for an additional five years, with a Lease expiration of December 31, 2020. This lease has not been formally renewed. This Lease Agreement will continue the Sandpoint Lion's Club use of the building for an additional three years and provide two (2), three (3) year options to extend the Agreement and each extension would be authorized through an Amendment to this Agreement, signed by both Parties.

The Lion's Club utilizes the building for many purposes but some include bi-monthly meetings for their 36 members, Toys for Tots storage, Girl Scout cookie storage, Boys and Girl Scout meetings, storage of eyeglasses and hearing aids to distribute to those in need in the community.

STAFF RECOMMENDATION:

Staff asks Council to consider approving the Sandpoint Lion's Club Lease Agreement A25-1600-7 for real property located at Lakeview Park.

ACTION:

Staff requests City Council approve the Sandpoint Lion's Club Lease Agreement A25-1600-7 for real property located at Lakeview Park.

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

ATTACHMENTS:

Proposed Resolution

No: 25-
Date: May 7, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: LIONS CLUB LEASE (CITY AGREEMENT #A25-1600-7)

WHEREAS: The Sandpoint Lions Club is a local nonprofit organization that has been active in our community for over 50 years;

WHEREAS: The Club utilizes city-owned real property located at Lakeview Park for a variety of purposes, including bimonthly meetings for their 36 members, Toys for Tots storage, Girl Scout cookie storage, Boy Scout and Girl Scout meetings, and storage of eyeglasses and hearing aids to distribute to those in need in the community;

WHEREAS: The Club entered into the most recent lease for use of the property on January 1, 2010, with an initial expiration of December 31, 2015, an extension of the lease for an additional five years, expiring December 31, 2020, and no formal renewal since that time; and

WHEREAS: The new Lease Agreement presented to Council will continue the Club's use of the building for an additional three years and provide two three-year options to extend the Agreement, with each extension authorized through an amendment signed by both parties.

NOW, THEREFORE, BE IT RESOLVED THAT: The Lions Club Lease (City Agreement #A25-1600-7), a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to execute this agreement.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

LEASE AGREEMENT
BETWEEN THE CITY OF SANDPOINT AND SANDPOINT LIONS CLUB, INC.

THIS LEASE, effective January 1, 2025, is by and between the City of Sandpoint, Idaho, a municipal corporation of the State of Idaho, (hereinafter, "City") and the Sandpoint Lions Club Incorporated, a non-profit corporation organized under the laws of the State of Idaho (hereinafter, "Lessee").

WHEREAS City and Lessee originally entered into a lease dated January 1, 2010 for the purpose of leasing real property located at Lakeview Park, located in Sandpoint, Idaho;

WHEREAS the original lease (January 1, 2010 – December 31, 2015), including the First Amendment (January 1, 2016-December 31, 2020), terminated December 31, 2020;

WHEREAS the real property is known commonly as 609 S Ella, consisting of approximately .64 Acres more or less and;

WHEREAS the parties wish to set forth their entire agreement relative to Lessee's use of real property to occupy one Building used as the business location for the Sandpoint Lions Club in this lease ("Lease"), which shall replace and supersede all existing leases and other agreements with respect thereto.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1 - PREMISES

Section 1.01 – Purpose: The parties agree that the primary purpose of this Lease is to occupy one building located on the City's real property as the business location for the Sandpoint Lions Club. Each party represents and warrants to the other that the execution, delivery, and performance of this Lease and the consummation of the transactions herein contemplated have been duly authorized by all requisite action on the part of such party.

Section 1.02 – Fee: Lessee agrees to pay as rental for the below described premises, the sum of ONE DOLLAR ($1.00) per year, payable in advance on or before the first day of each and every year commencing with January 1, 2025. Lessee shall have the option to prepay all three (3) rental payments.

Section 1.03 - Description: The City leases to Lessee, on the terms and conditions stated below, the entirety of the real property, as legally described below, (hereinafter, "the Leased Property").

> Per Instrument No. 5229945 as recorded with Bonner County on April 28, 1998.
> A portion of property lying in Section 27, Township 57 North, Range 2 West, Boise Meridian, City of Sandpoint, Bonner County, Idaho, more particularly described as:
>
> Beginning at the Northwest quarter corner of Section 27, Thence N.89 1681 36" East, 1,322.7 feet to the intersection of the centerlines of Ella Ave. and Ontario Street, Thence S. 00' 13'34" E, 210.52 feet (S.00'51'50" W 210.52 feet1 Record), Thence N. 89'55'49" E, 13.56 feet (S. 87'08'10 E 15 feet, Record) to the true point of beginning and the East right of way line of Ella Ave.

Thence N.89' 55'49" E. 283.37 feet, (S. 87' 08' 1O" E, 282.50, Record)

Thence S. 00'04111uE. 96.69 feet, {S. 02'51'50" W, 96.69, Record)

Thence N 89'55'49" W. 296.66 feet. (N 87'08' 1O" W. 296.50, Record) to the East right of Way line of Ella Ave.

Thence Northeasterly Along the East Right of Way to the True Point of Beginning.

.64 Acres more or less

Section 1.04 - Use of Premises:

a) The City leases to LESSEE the parcel of real property located in Sandpoint, Idaho, described below, to be used for the business location of the Sandpoint Lions Club Building.

b) The current building footprint shall be the exclusive lease of the Lions Club, and the remaining property described below (commonly known as the "exhibition area") may be jointly leased to the Bonner County Historical Society. The Lions Club should communicate with the Bonner County Historical Society to prevent any potential scheduling conflicts of the exhibition area. If there is any unresolved conflict in scheduling for the exhibition area, the Bonner County Historical Society shall have priority.

c) City represents and warrants to Lessee that:

i. There are no pending or, to City's best knowledge, threatened condemnation proceedings or other governmental, municipal, administrative or judicial proceedings affecting the Leased Premises;

ii. There are no pending or, to City's best knowledge, threatened actions, proceedings or litigation affecting the Leased Property or the rights and interests of City hereunder;

iii. There are no outstanding notices of, nor, to City's best knowledge, are there any violations of, any law (including environmental laws), regulation, ordinance, order or other requirements of any governmental authority having jurisdiction over or affecting any part of the Leased Property.

ARTICLE II -TERM

Section 2.01 - Term: The term of this Lease shall be for three years, commencing on January 1, 2025 (the "Commencement Date"), and continuing through and including December 31, 2027. In the event both Parties of this Lease agree, in writing, and executed through an Amendment to this Agreement, Lessee shall have the option for two (2), three (3) year extensions for the lease of the below described property.

ARTICLE III - RIGHTS OF LESSEE

Section 3.01 - Miscellaneous Rights of Lessee: Lessee is hereby granted the following designated rights, which rights are nonexclusive of the City, granting the same or similar rights to others at Lakeview Park, and are subject to the rules and regulations of the City of Sandpoint with respect to the use of such Lakeview Park.

The Lessee may use and occupy the Leased Property for any lawful purposes, except that the Lessee shall not use or occupy, nor permit the Leased Property or any part thereof to be used or occupied, for any unlawful business or activity, use or purpose, nor for any business, use, or purpose that would reasonably be deemed disreputable or extra hazardous, nor for any purpose or in any manner which is in violation of any present or future governmental laws or regulations. The Lessee shall not permit any sale, storage, or consumption of alcohol unless Lessee has received approval from the City for Lessee special events through the City's special event process and permitting. The Lessee shall indemnify the City against all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims and demands, including reasonable attorney fees, arising out of any violation of, or default of this provision.

The Lessee shall have the right to make alterations and improvements to the Leased Property as reasonably necessary or appropriate, in the Lessee's judgment, for the Lessee's conduct thereon of its business, provided that prior to the commencement of any such alterations or improvements, the City shall, in each case, have determined that the alterations do not diminish the value of the property and shall have approved in writing the plans and specifications thereto. Additionally, Lessee shall be required to obtain at Lessees expense, any and all permits required for any alterations City has approved. The Lessee shall have the right to maintain on the Leased Property appropriate facilities for the conducting of Lessee's business.

ARTICLE IV - OBLIGATIONS OF LESSEE

Section 4.01 - Garbage and Waste Removal: Lessee agrees to cause to be removed promptly, at its own expense from the Leased Premises, all waste including garbage and rubbish, and agrees not to deposit the same, except temporarily in connection with collection for removal, on any part of the Leased Property, the draining system, or other property of the City constituting Lakeview Park.

Section 4.02 - Utility Connections: Lessee may contract for connections to public utility services as are available and shall transfer all existing utility accounts into their name and pay any and all fees associated with the utilities.

Section 4.03 - Fire Prevention: Lessee shall exercise due and reasonable care and caution to prevent and control fire on Leased Property, and to that end shall install suitable fire extinguishers throughout the Building resting on the Leased Property in accordance with rules and regulations of the City's Fire Chief. All paints and oils shall be stored in suitably protected outbuildings or compartments in accordance with rules and regulations as required by such Fire Chief.

Section 4.04 - Maintaining Clean Premises: Lessee shall provide proper containers for trash and garbage and shall keep the Leased Property free and clear of rubbish, debris, and litter at all times.

Section 4.05 - City Approval of Plans and Specifications: No construction of any kind shall be carried out by Lessee except in accordance with plans and specifications which have received the prior written approval of the City and any other regulatory agency. It is agreed that, for any improvements, new construction, alterations, and remodeling undertaken on the Leased Property that has been approved by City by Lessee, the City shall be held harmless from any costs incurred in providing such facilities. Upon termination of this Lease by the passage of time or otherwise, title to all structures, installations, or improvements of any kind paid for and placed upon the Leased Property by Lessee, either those in place or immovable, exclusive of all equipment, machines, appliances, furniture, trade fixtures, partitions, installations and other Lessee personal property that is capable of being removed from the Leased Property without material damage to same (collectively, "Lessee's Personal Property"), shall vest and transfer to the City.

Section 4.06 - Taxes: Lessee agrees to pay all lawful taxes and assessments which, during the term or extension thereof, may become a lien, or which may be levied by the State, County, City or any other tax-levy body upon the following: (a) Any taxable interest by Lessee acquired in this Lease; and (b) All taxes on any taxable personal property owned by Lessee in or about the Leased Property. Upon any termination of this Lease, all taxes when levied, or any lien on any of the above-described personal property or taxable interest therein, shall be paid in full without prorating by Lessee forthwith or as soon as a statement thereof has been issued by such tax-levying body.

Section 4.07 -Utilities: Lessee shall promptly pay any charges for sewer, water, gas, electricity, telephone, and any other utility charge for services provided at the Leased Property at Lessee's order or consent, including all monthly fees for service.

Section 4.08 - Lessee's Repairs and Maintenance: At its expense, Lessee shall be responsible for general landscaping and maintenance of the real property included in the Leased Property.

Section 4.09 - Surrender: Lessee shall, on the last day of the term, or upon the sooner termination of the term, peaceably and quietly surrender the Leased Property to the City, broom clean, including all Buildings, alterations, rebuilding, replacements, changes, or additions placed by the Lessee thereon, in as good condition and repair as at the commencement of the term, and as any new buildings, structures, replacements, additions, or improvements constructed, erected, added, or placed thereon by the Lessee were when completed, all with the natural wear and tear and damage by casualty excepted. Notwithstanding the foregoing, Lessee shall at all times retain all right, title and interest in and to all Lessee's Personal Property, and Lessee may remove the same from the Leased Property upon expiration or termination of the term.

Section 4.10 — Holding Over: Should Lessee, or any of its successors in interest, hold over the Leased Property or any part thereof after the expiration of the Lease term, unless otherwise agreed to in writing by City, such holding over shall constitute and be construed as a month-to-month tenancy, and rental for such tenancy will be paid at a rental equal to one dollar $1.00 per month. In the event City leases all or any part of the Leased Property covered hereby to a third-party lessee for a term commencing upon the expiration of this Lease, and City is unable to deliver possession thereof to said lessee because Lessee is holding over, Lessee shall indemnify City for actual damages incurred by it as a result of such inability to deliver possession and shall be responsible for any costs or liabilities the City incurs as a result of Lessee holding over and not vacating the property.

ARTICLE V -RIGHTS OF THE CITY

Section 5.01 - Payments by the City Recoverable From Lessee: Upon written notice to Lessee, the City shall have the right, during the term of the Lease, to pay any unpaid taxes, assessments, water, sewer, or other charges owed by the Lessee, pursuant to the terms of this Lease, on the Leased Property and reversionary interest therein remaining unpaid after the same have become due and payable. The amount paid of such taxes, assessments and charges owed by Lessee shall be deemed to be additional rent due from Lessee within 30 days of receipt of invoice from the City with interest thereon at the rate often percent (10%) per annum after 30 days from the date of invoice to the Lessee. The City, at its option, may advance or pay any such charge, but it shall not be obligatory on the City to inquire into the validity of any such charge, provided, however, that, if Lessee shall be actively prosecuting its administrative or legal remedies in protest of any such charge, the City shall not have the right to pay or advance sums referable thereto until such remedies shall have been exhausted.

Section 5.02 - Right of Entry and Inspection: The City reserves the right at any reasonable time mutually agreed to by the parties to enter upon the Leased Property, either in person or through its designated agents or employees, for the purpose of inspecting the Leased Property and ascertaining the condition of the same. In any case, City shall have the right to inspect the Leased Property within 24 hours of the delivery of written notice. The City shall use reasonable good faith efforts not to disturb Lessees business operations during such entry and/or inspection.

ARTICLE VI - OBLIGATIONS OF THE CITY

Section 6.01 - Quiet Enjoyment: The Lessee, upon the payment of the annual lease, herein reserved, and upon the performance of all of its other obligations under the terms of this Lease, shall at all times during this Lease term, peaceably and quietly enjoy the Leased Property without any disturbance from the City or from any person claiming through the City.

ARTICLE VII - INDEMNITY AND INSURANCE

Section 7.01 - Indemnity: The Lessee shall indemnify and hold the City, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by the Lessee's wrongful acts or omissions in the performance of its duties under this Agreement. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the City, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

Section 7.02 - Insurance: Lessee, at its own expense, shall keep and maintain in full force and effect a policy of commercial general liability insurance, including a contractual liability endorsement covering Lessee's obligations under Section 8.01, insuring Lessee's activities upon, in and about the Leased Premises against claims of bodily injury or death or property damage or loss with limits of at least One Million Dollars ($1 Million) per occurrence and Two Million Dollars ($2 Million) aggregate. Each insurance policy shall provide that it is not subject to cancellation or material alteration except after Thirty (30) days prior written notice to the City and Lessee. Lessee shall deliver to the City immediately upon execution of this Lease and upon annual renewal thereafter, copies of policies of such insurance or certificates

evidencing the existence and amounts of same. Should Lessee fail to keep in effect and pay for such insurance as required under this Lease, the City may do so, in which event the Lessee shall be required to reimburse the City for the insurance premium paid by the City. If the City receives notice of termination, cancellation or lapse of such insurance, it may elect to notify Lessee to cease operations on the Leased Property until the City receives copies of policies evidencing that the insurance required under this Lease is in full force and effect. This City is to be named Additional Insured on each such policy or policies.

ARTICLE VIII - GENERAL PROVISIONS

Section 8.01 - Alterations and Improvements: Lessee shall make no alterations to the Leased Property or make any other improvements thereupon without prior written consent of the City and any required permits have been issued. All alterations, changes, and improvements paid for and built, constructed, or placed on the Leased Property by Lessee, with the exception of fixtures removable without material damage to the Leased Property and Lessee's Personal Property shall, unless otherwise provided by written agreement between the City and Lessee, be the property of the City and remain on the Leased Property at the expiration, or sooner termination, of this Lease.

Section 8.02 - Damage or Destruction of Leased Premises: If all of the Buildings on the Leased Property are completely or substantially destroyed by fire or other casualty not caused by Lessee, either City or Lessee may terminate this Lease by issuing a notice of termination to the other party.

Section 8.03 - Materials Affecting Fire Insurance: Lessee shall not keep or have on the Leased Premises any article or thing of a dangerous, inflammable, or explosive character which might unreasonably increase the danger of fire on the Leased Property except in accordance with applicable laws, rules and regulations.

Section 8.04 - Assignment of Interests or Rights: Except as expressly provided in this Lease, neither Lessee, nor any assignee or other successor of Lessee, shall in any manner, directly or indirectly, by operation of law or otherwise, sublease, assign, transfer, or encumber any of Lessee's rights in and to this Lease or any interest therein, nor license or permit the use of the rights herein granted in full or in part without the prior written consent of the City.

Section 8.05 - Condemnation: If the Leased Premises or any interest therein is taken as a result of the exercise of the right of eminent domain, this Lease shall terminate as to such portion as may be taken. If Lessee shall reasonably determine that it is no longer feasible to continue operations at the Leased Property without the portion taken, the Lessee shall have the right to terminate this Lease. The City shall be entitled to that portion of the award as is represented by the real property involved, but Lessee may make a separate claim against the governmental entity exercising the right of eminent domain for Lessee's relocation expenses.

Section 8.06 - Nonwaiver: Waiver by either party of strict performance of any provision of this Lease shall not be a waiver of, or prejudice to, such party's right to require strict performance of the same provision, or of any other provision, in the future. To the extent City's consent or approval is required under this Lease, such consent or approval shall not be unreasonably withheld, conditioned or delayed.

Section 8.07 - Attorney's Fees: Reasonable attorney fees and costs shall be awarded to the prevailing party in any action to enforce or interpret this Agreement, or to declare a termination or forfeiture thereof.

Section 8.08 - Time of the Essence: It is mutually agreed that time is of the essence to the performance of all covenants and conditions to be kept and performed under the terms of this Lease.

Section 8.09 - Notices: All notices required under this Lease shall be deemed to be properly served if sent by certified mail to the last address previously furnished by these parties. Until changed by the parties by notice in writing, notices shall be sent to:

CITY:
City of Sandpoint
City Clerk
1123 Lake Street
Sandpoint, Idaho 83864

LESSEE:
Lions Club
PO Box 414
Sandpoint, ID 83864

All such notices shall be deemed served upon deposit in the United States Postal Service with postage prepaid.

Section 8.10 - Assurance of Nondiscrimination: Pursuant to Title VI of the Civil Rights Act of 1964, and by Part 15 of the Federal Aviation Regulations, Lessee agrees it will not, on the grounds of race, color, or national origin, discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 15 of the Federal Aviation Regulations, as such law or Regulations may be amended. Pursuant to Sandpoint City Code 5-210 Lessee agrees it will not discriminate against a person based on sexual orientation or gender identity/expression.

Section 8.11 - Consent of the City: Whenever consent or approval of direction by the City is required under the terms of this Lease, the same may be received in writing from the Mayor or authorized City representative/designee .

Section 8.12 - Index and Headings: The index, and article and section headings, are for convenience for reference, and are not intended to define or limit the scope of any provisions of this Lease.

Section 8.13 - Governing Law: This Lease shall be governed under the laws of the State of Idaho, and the jurisdiction for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.

Section 8.14 - Entire Agreement: This Lease contains the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Lease. All prior understandings, terms, or conditions are deemed merged in this Lease, and all existing leases and other arrangements between the parties relative to the Leased Property are replaced and superseded by this Lease, effective as of the Commencement Date.

Section 8.15 - Modification by Writing: This Lease may not be modified orally, but only by agreement in writing through an Amendment to this Agreement and signed by both parties.

Section 8.16 - Severability: If any provision of this Lease shall be declared invalid or unenforceable, the remainder of this Lease shall continue in full force and effect.

IN WITNESS WHEREOF, the City has caused these presents to be signed, and the Lessee has signed effective the day and year first above written.

CITY OF SANDPOINT:

_____

Jeremy Grimm, Mayor Date

SANDPOINT LIONS CLUB:

Janice Rader 4/25/2025

President Date

ATTEST:

_____

Melissa Ward, City Clerk Date

AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 25, 2025

MEETING DATE: May 07, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve The Festival at Sandpoint Lease Agreement A25-1970-6

DESCRIPTION/BACKGROUND:

The Festival at Sandpoint is requesting to lease War Memorial Field beginning at 5:00 PM on July 17, 2025 and terminating at 11:59 PM on August 07, 2025 for the annual Festival at Sandpoint Summer Concert Series. The Festival will pay to the City $2.10 per ticket redeemed, including each ticketed event included in season tickets and any patron/sponsor tickets. In addition, the Festival will also reimburse the City for actual utility usage during the events and performances.

STAFF RECOMMENDATION:

Staff asks Council to consider approving The Festival at Sandpoint 2025 Lease Agreement A25-1970-6.

ACTION:

Staff requests City Council approve The Festival at Sandpoint 2025 Lease Agreement A25-1970-6.

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

ATTACHMENTS:

Proposed Resolution

A25-1970-6 The Festival at Sandpoint Lease Agreement 2025

No: 25-
Date: May 7, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: THE FESTIVAL AT SANDPOINT LEASE OF WAR MEMORIAL FIELD (CITY AGREEMENT #A25-1970-6)

WHEREAS: The Festival at Sandpoint ("The Festival") desires to lease Sandpoint's War Memorial Field for its 2025 concert series;

WHEREAS: The City has negotiated a lease with The Festival, which agrees to pay to the City the sum of two dollars and ten cents ($2.10) assessed against each ticket sold, including each ticketed event included in season ticket sales and any patron/sponsor tickets;

WHEREAS: The Festival shall adhere to the conditions as set forth in the Special Event Permit, issued administratively, including the specific plans and reference materials attached to the permit; and

WHEREAS: City Council believes that it is in the best interest of the community for the City to lease War Memorial Field to The Festival for its 2025 concert series.

NOW, THEREFORE, BE IT RESOLVED THAT: The Festival at Sandpoint Lease of War Memorial Field (City Agreement #A25-1970-6), a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to execute this agreement.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

Lease No. A25-1970-6

2025 LEASE
CITY OF SANDPOINT AND THE FESTIVAL AT SANDPOINT

The CITY OF SANDPOINT, a municipal corporation of the State of Idaho, hereinafter referred to as the "Lessor" does hereby convey by lease unto The Festival at Sandpoint, Inc., hereinafter referred to as "Lessee", a certain parcel of real property owned by Lessor, situated in the City of Sandpoint, Bonner County, Idaho, for the exclusive possession, use, and occupancy thereof by the Lessee, subject to the considerations, covenants, restrictions, and agreements hereinafter set forth, including the 2025 Festival at Sandpoint Permit as incorporated as Attachment D.

I
PREMISES LEASED

The premises leased generally include the entirety of 801 Ontario Street (War Memorial Field and Cotton Barlow Stadium) as well as the sidewalk and adjacent right-of-way to the north between the facility and Ontario Street adjacent parking lot subject to the terms and conditions contained herein as well as the conditions set forth in the 2025 Festival at Sandpoint Permit incorporated as Attachment D. A portion of 901 Ontario Street (Lakeview Park) in Sandpoint, Idaho is also included. Boundaries/permitted areas in Lakeview Park and the War Memorial Parking Lot can be found within Attachment B.

Large vehicle access for load-in at the War Memorial Field parking lot shall be limited to 12:00 AM – 10:00 AM and 9:00 PM - 2:00 AM Pacific Time for load-out. At least one single lane of traffic access must be provided so that boat launch users may access the launch during this time. If access is necessary outside of this time period, the Sandpoint Police Chief shall be notified as far in advance as possible. Outside of these time periods, parking in the War Memorial Field parking lot is to remain open and unobstructed for public use, unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas.

II
FIXED TERM AND REVERSION

The fixed term of this Lease shall begin at 5:00 p.m. Pacific Time on July 17, 2025, and will terminate at 11:59 p.m. Pacific Time, August 7, 2025, at which time the leased premises shall revert to Lessor in its entirety.

III
CONSIDERATION

The Lessee, shall, in consideration thereof, pay unto Lessor the sum of Two Dollars and Ten Cents ($2.10) assessed against each ticket redeemed, including each ticketed event included in season ticket sales and any patron/sponsor tickets. Lessee shall submit a final report of ticket redemptions to the City's designated special events coordinator no later than August 31, 2025. Lessor shall remit an invoice to Lessee, "The Festival at Sandpoint", based on final ticket redemptions, and Lessee shall deliver payment to Lessor within thirty (30) days to the following address:

Accounts Receivable
City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

IV
UTILITIES

The parties hereby acknowledge and agree that Lessee has its own electrical utility meter and shall pay Lessor for any usage charged thereon. Lessor shall provide the use of all the structures and lighting within the fenced area, as necessary, during the events and performances. Lessor shall provide Lessee with invoice for actual electrical utility (Avista) costs and submit a copy of Avista metered electric bill for the leased period. Lessee shall reimburse Lessor within thirty (30) days of receipt of invoice. Lessor will be responsible for water and sewer utilities.

V
INSURANCE

Lessee shall provide proof of general liability insurance pursuant to Idaho Code §6-924 with a company authorized to do business within the State of Idaho, insuring the public against any loss or damage which may result to any person or persons, or any damage to property, arising from the operation and presentation by the Lessee. Said insurance policy shall name the Lessor as an additional insured. A Certificate of Insurance shall be provided to the City Clerk by Lessee prior to the commencement of the occupation and use of said premises by Lessee. Such policy, plan, and contract, or insurance shall, at all times be kept in full force and effect during the term of this Lease. Said insurance policy shall provide liability insurance of not less than Two million Dollars ($2,000,000.00).

Proof of Worker's Compensation coverage shall also be provided to the Lessor by the Lessee prior to the commencement of the term of this Lease and shall, at all times, be kept in full force and effect during the term of this Lease.

The Lessee specifically acknowledges that Lessor does not maintain and shall not maintain any fire, casualty, hazard, or liability insurance whatsoever to protect the property of Lessee.

VI
SECURITY

Lessee shall provide adequate security at no cost to Lessor to protect the property of Lessor and the property of Lessee and in accordance with the security plan as submitted to the City of Sandpoint and approved by the Sandpoint Police Chief.

Lessee security services and personnel shall exercise control measures concerning members of the audience and performers within their capabilities.

VII
MAINTENANCE

Lessee agrees to provide sanitation sufficient to maintain a clean, safe, and sanitary condition of the premises during Lessee's occupancy and use of such premises. This includes the War Memorial Field Bathrooms. Lessee shall be responsible for gathering, collecting, and disposing of all debris, litter, and waste daily, as well as restocking all necessary bathroom supplies for the duration of the lease. Lessee shall provide, at no cost to Lessor, such trash containers, dumpsters, and other debris storage facilities as required by and approved by City of Sandpoint Parks Maintenance Supervisor. Lessee may utilize all on-site facilities including garbage receptables with the exception of the use of the City Shop, which is excluded from facility use.

Lessee shall provide containers for recycling and waste for use by guests, vendors, and entertainers.

Lessee shall comply with the Lessor's Artificial Field Use Policy included as Attachment C and incorporated herein.

VIII
CONCESSIONS

Lessee plans to have in place and operate booths offering food, beverages, and concessions for sale to the public during the occupancy of said premises. Lessee shall be responsible for obtaining catering permits as required pursuant to the applicable statutes and regulations of the State of Idaho.

Lessee will make arrangements and accommodations for the proper disposal of all waste liquids, hot or otherwise, taking special care to protect the field turf.

Lessee shall design and post appropriate signage and announcements concerning consumption of intoxicating beverages or any illegal controlled substance.

IX
FIRE AND LIFE SAFETY INSPECTION

All tents, canopies, enclosures, shelters, and other membrane structures shall comply with the International Fire Code Chapter 31. See Attachment A.

Upon completion of infrastructure set-up and before the venue is opened to the public, Lessee shall contact the Special Event Permit Coordinator to schedule the walk-through fire and life safety inspection, as scheduled in Attachment D.

X
ACTIVITIES

Agreed upon hours for musical performances shall be from 12:00 pm to 11:00 pm, Pacific Time. Lessee shall not have performances for more than eleven (11) days during the term of this Lease.

XI
PESTICIDE TREATMENT

Prior to pesticide application, Lessee must request approval from Lessor for use of any pesticide product. Such request must be made in writing at least fifteen (15) days in advance. Lessor will grant or deny such application in writing and Lessee agrees to comply with any associated terms and conditions, including posting signs at least 72 hours before application and leaving the signs in place at least 72 hours after application to notify the public of the use of a pesticide. Signs must contain the name of the active ingredient in the pesticide product, the application date, and name and contact information of the Lessee employee responsible for fielding questions regarding the application.

XII
PARKING

In general terms, for all performances, excluding a matinee performance, Lessee shall arrange for public transportation to and from the venue to off-site parking location and will work diligently to promote same. Lessee will provide shuttle bus and satellite parking. Parking in the War Memorial Field parking lot is to remain open and unobstructed for public use for the boat launch at War Memorial Field other than the areas designated and included in the Lease for the Lessee. All Lessee staff and volunteers shall be instructed to park offsite to limit public impacts for other park users unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas.

Lessee shall comply with the traffic control plan submitted and approved as a component of the special event permit issued.

XIII
MISCELLANEOUS

The Lessor will be responsible for removing all sporting equipment including but not limited to; the soccer goals, football uprights and baseball foul posts prior to beginning of lease and reinstallation upon premises vacated by Lessee. Lessee shall be responsible to reimburse City for the reasonable cost of removal and reinstallation staff labor specific to football uprights. Lessor shall submit invoice to Lessee, for labor wage reimbursement within sixty (60) days of completion.

The Lessee shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, a contractor quote/bid shall be submitted to the Lessee within 60 days from lease termination.

XIV
ASSIGNMENT

The Lessee shall not assign, sell, or transfer the Leasehold rights set forth in this Lease or set over unto any other person, persons, business, or group thereof, any or all of the Leasehold rights in the premises or in the interest in said premises or property or any of the rights acquired hereunder by this Lease without the prior written approval of Lessor.

XV
HOLD HARMLESS

Lessee shall indemnify and hold the Lessor and its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities, including reasonable attorney's fees (collectively, "claims") that may be suffered or incurred or that arise as a result of and which are caused by Lessee's wrongful acts or omissions in the performance of its duties under this Lease.

XVI
DEFAULT

Upon any noted default, deficiency or violation of this Lease, Lessor shall notify Lessee in writing of such violation and shall extend reasonable time to address said deficiency. Notwithstanding, Lessor reserves the right to immediately terminate this Lease, if in its sole discretion, Lessee has failed to comply with the terms and provisions of Section V, Insurance, and Section VI, Security.

XVII
TERMINATION

At the end and conclusion of the term of this Lease, including and uncured default as set forth in Section XVI above, Lessee shall vacate the above-described premises and shall ensure that all the property of the Lessee, its members, officers, agents, and employees are removed from the above-described premises. Lessor shall not be required to give any notice of termination or expiration of the term of this Lease nor take any action whatsoever prior to reentering and occupying said premises at the termination of this Lease. Lessee shall surrender said premises in good condition, without damage or waste, except for normally expected wear and tear. Lessee agrees to pay Lessor an additional $1,000.00 per day for each day lessee has failed to fully vacate the site after the expiration of this Lease.

XVIII
LIEN, DEBT AND INDEBTEDNESS PROHIBITED

Neither Lessee, nor any of its officers, directors, members, agents, assigns, and employees shall incur any lien, debt, or indebtedness upon said premises or property of the Lessor.

XIX
MAXIMUM ATTENDANCE

The maximum allowable attendance at any performance shall be Four Thousand Five Hundred (4,500) persons, pursuant to the self-imposed limits established by Lessee.

XXI
ATTORNEY FEES

If it becomes necessary for either party to enforce the terms of this Lease, the prevailing party shall be entitled to recover reasonable attorney fees and costs in addition to any other damages.

XXII
JURISDICTION AND VENUE

Jurisdiction and venue of any action arising out of this agreement shall be in the District Court of the First Judicial District of the State of Idaho, Bonner County. This agreement and all terms and conditions contained herein, and performance thereof, shall be governed pursuant to the laws of the State of Idaho.

XXIII
TIME IS ESSENCE

Time is of the essence of this Lease.

CITY OF SANDPOINT

By: _____

Name: _____

Title: _____

THE FESTIVAL AT SANDPOINT, INC.

By: _____

Name: Allison Baranski

Title: Executive Director

DESIGNATED REPRESENTATIVE FOR FESTIVAL AT SANDPOINT, INC.:

Name: Allison Baranski

Title: Executive Director

Email Address: ali@festivalatsandpoint.com

Mailing Address: PO Box 695

Sandpoint, ID 83864

Phone Number: 208-265-4554

DESIGNATED REPRESENTATIVE FOR CITY OF SANDPOINT:

Name: Jeremy Grimm
Title: Mayor
Email Address: jgrimm@sandpointidaho.gov
Mailing Address: 1123 W. Lake St.
Sandpoint, ID 83864
Phone Number: (208) 263-3309.

ATTACHMENT A
2018 INTERNATIONAL FIRE CODE

Chapter 31

Tents, Temporary Special Event Structures and Other Membrane Structures

Event structures and activities shall comply with the requirements of IFC Chapter 31.

The following excerpts are provided for reference. The entire chapter can be viewed at https://up.codes/viewer/idaho/ifc-2018/chapter/31/tents-temporary-special-event-structures-and-other-membrane-structures#31

Definitions

TEMPORARY SPECIAL EVENT STRUCTURE. Any temporary ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the IBC.

TENT. A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

Section 3103.9 Structural Stability and Anchorage Required

Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the fire code official when requested.

Section 3104.2 Flame Propagation Performance Treatment

A certificate, executed by an approved testing laboratory must be present, indicating that the tents and their appurtenances, which include sidewalls, drops, and tarpaulins, are either:

1. Composed of materials meeting the NFPA 701 flame propagation performance, or
2. Treated with a flame retardant in an approved manner and meet the NFPA 701 flame propagation criteria.

Section 3106.5 Cooking Appliances or Devices

1. Cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure *unless approved by the fire code official.*
2. Cooking equipment using combustible oils or solids shall have a lid immediately available. The lid shall be of sufficient size to cover the cooking well completely.
3. Cooking equipment shall be placed on a noncombustible surface.
4. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official.

Section 3106.3 Occupancy and Means of Egress

The number and location of emergency egress and escape routes shall be approved by the fire code official.

Section 3106.4.4 Portable Fire Extinguishers

Approved portable fire extinguishers complying with IFC Section 906 shall be provided and placed in locations approved by the fire code official.

Section 3106.6 Electrical Equipment and Wiring

Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with NFPA 70 and the following:

1. Electrical equipment and wiring shall be listed and labeled for outdoor use
2. Generators shall be installed not less than 10 feet from combustible materials and shall be isolated from the public by physical guard, fence, or enclosure installed not less than 3 feet away from the internal combustion power source.
3. Each generator shall be provided with an approved portable fire extinguisher

Section 3107.4 Open or Exposed Flame

Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public unless approved by the fire code official.

Section 3107.13 LP Gas

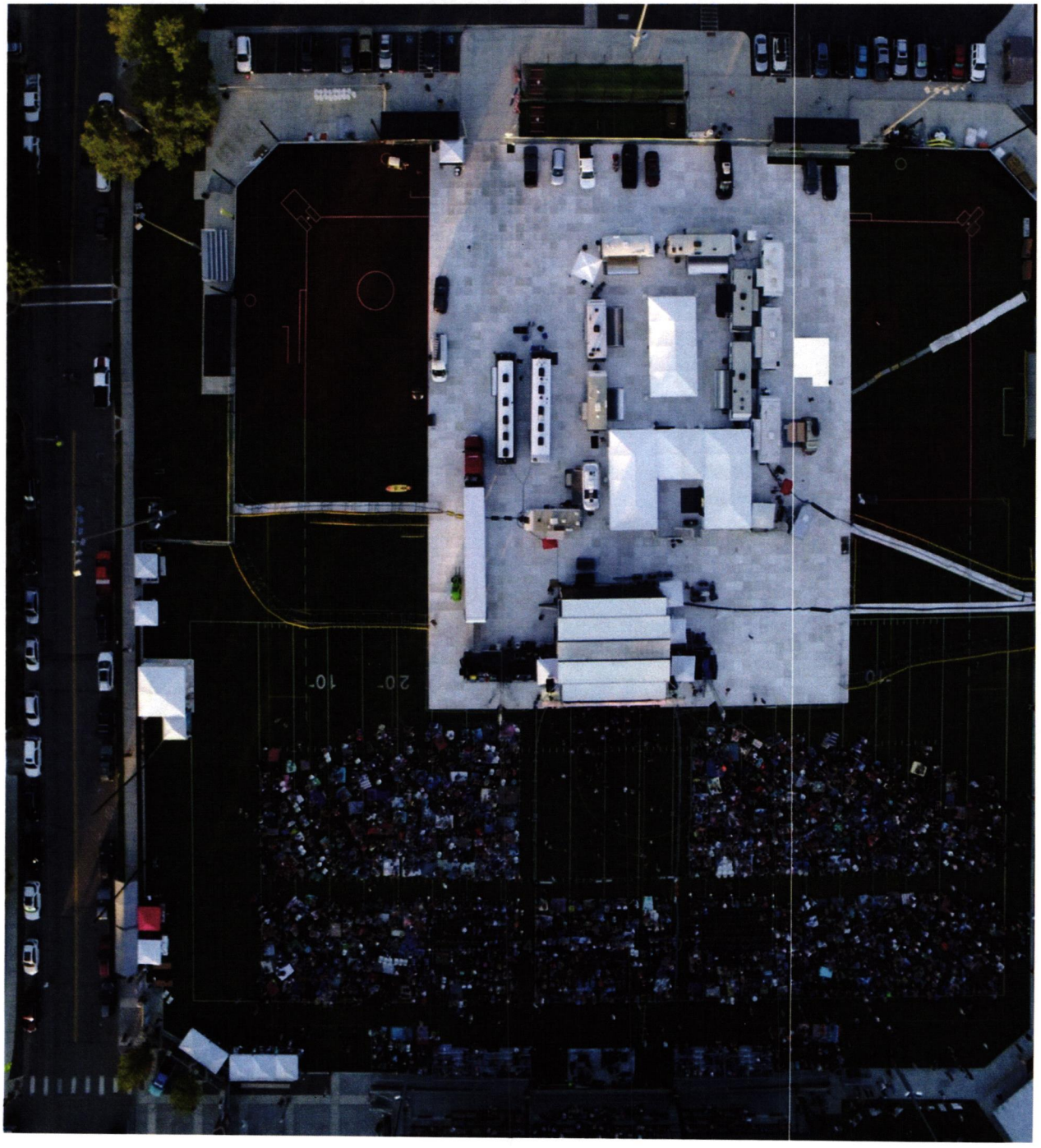
LP gas equipment such as containers, tanks, piping, hoses, fittings, valves, tubing, and other related components shall be approved and in accordance with IFC Chapter 61 and the following:

1. Tanks shall be separated from buildings and public ways by at least 5 feet
2. Pressure relief valves shall be pointed away from the tent or membrane structure
3. Portable LP gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.

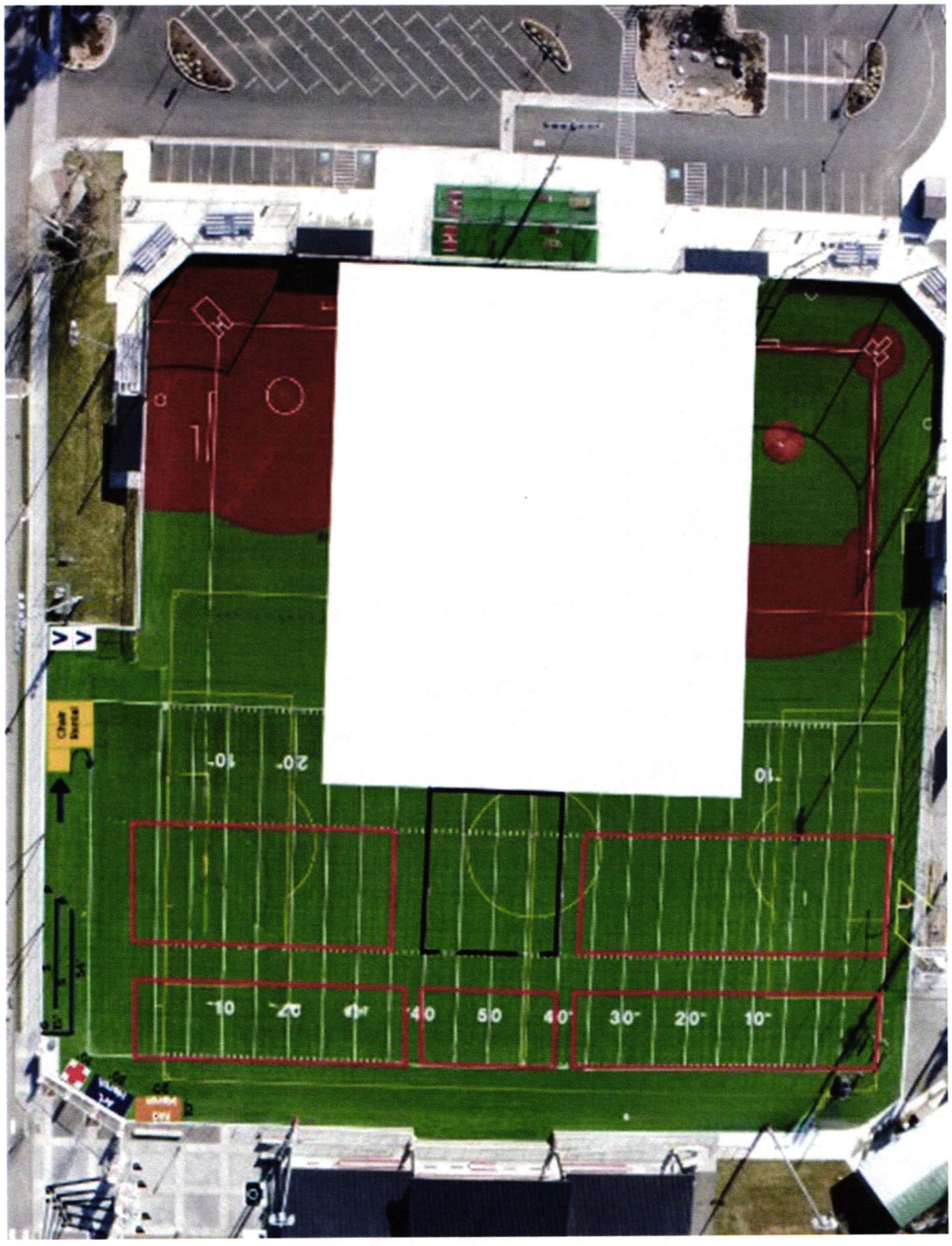
Lease No. A25-1970-6

ATTACHMENT B
FESTIVAL PARKING LOT & LAKEVIEW PARK ACCESS/LEASED AREA(S)

2025 FIELD USE SETUP/AERIAL VIEW

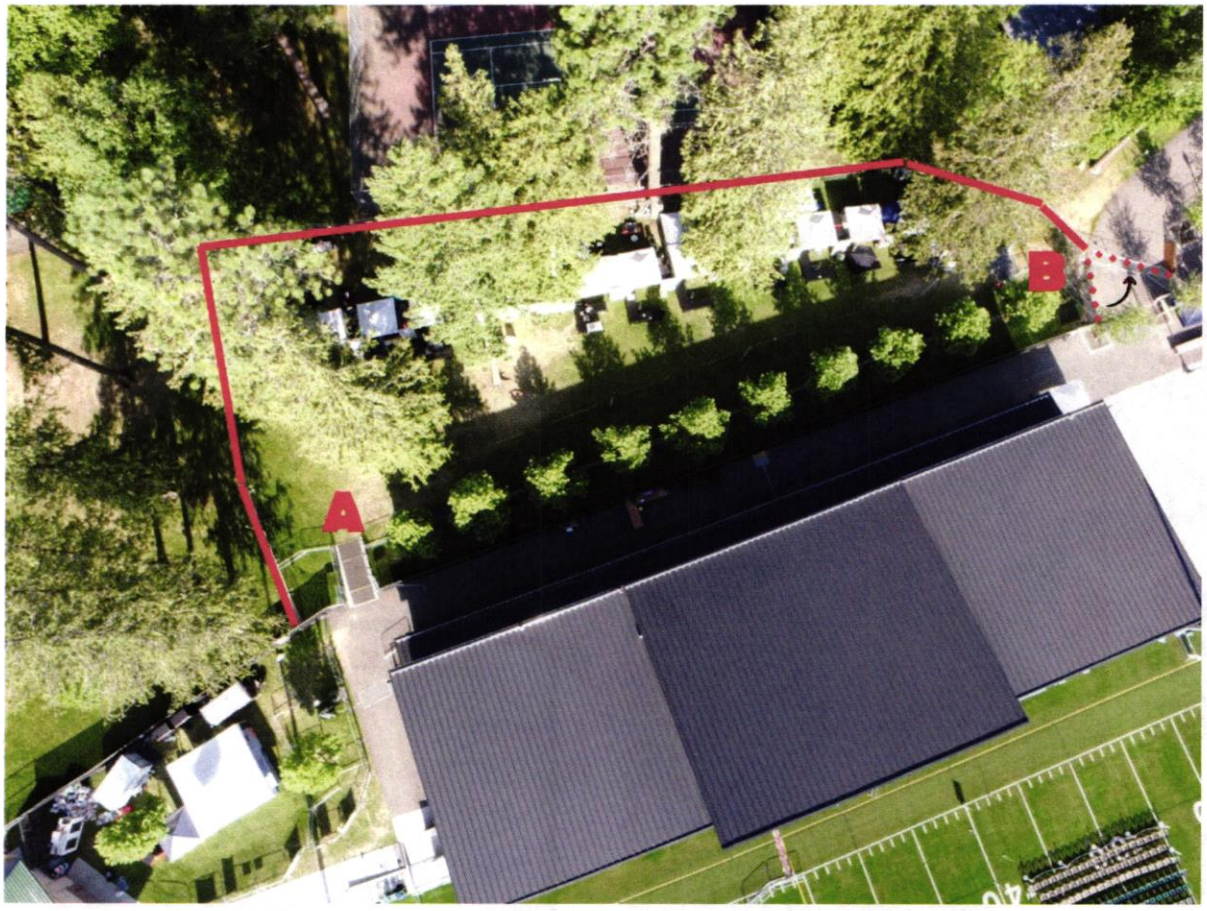


2025 SUGGESTED LAYOUT



LEASED AREA BOUNDARIES

- War Memorial Field Parking Lot (designated areas only and subject to the conditions of the special event permit
- Lakeview Park (adjacent to War Memorial Field) as depicted below. The fence will be a minimum of 4 feet (48 inches) from the Lakeview Park tennis court fences.



Lakeview Park, adjacent to War Memorial Field as depicted below.
Temporary event fencing will be a minimum of 4 feet from the Lakeview Park Tennis court fences.
All temporary fence panels are installed as breakaway paneling in the event of an emergency, or evacuation.

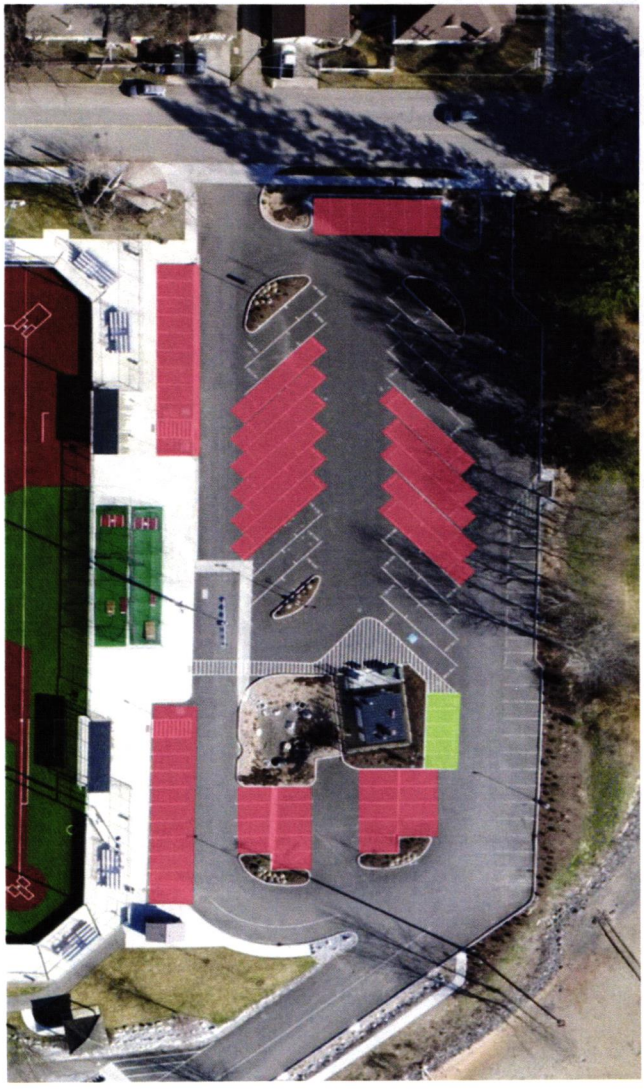
- A - Festival Street Food vending area will be accessible for unobstructed guest ingress and egress at all times, while guests are present.
- B - Festival Street gate 'B' will be closed for guest entry, while '1' admission gate is in operation from approximately 6:00pm - 6:45pm each performance evening.

MEMORIAL FIELD PARKING LOT – DESIGNATED PARKING

RED spaces are reserved for Festival permit parking for duration of special event lease. All Reserved parking spaces will be individually numbered with corresponding issued parking permits. GREEN spaces are reserved for 8 Festival yard dumpsters for trash and waste collection. All ADA parking must be clearly labeled with appropriate signage. Parking spaces on Ontario Street as identified on map below shall be reserved for Fire, EMS, and Police emergency vehicle staging.

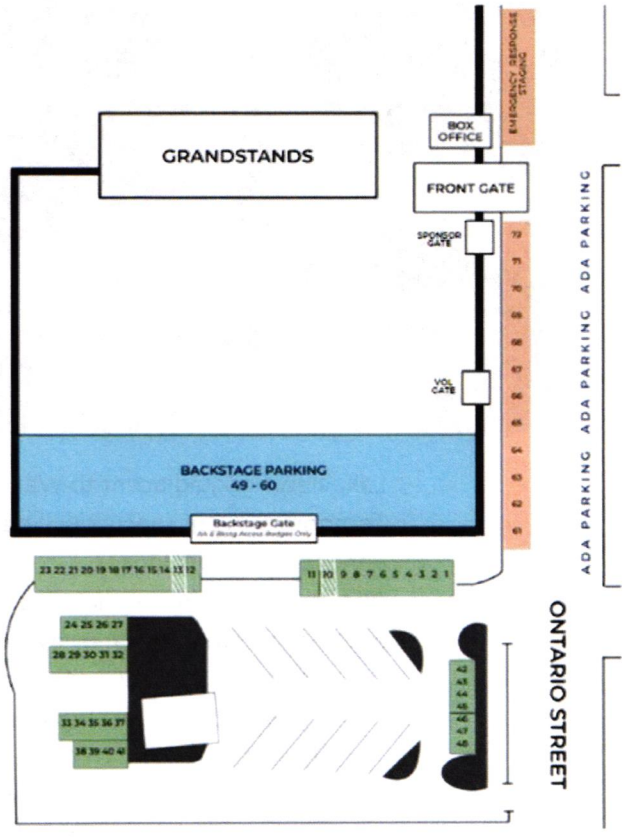
Ontario Street "No Parking" Zone is approved by the City of Sandpoint for Thursday July 24, 2025, through August 3, 2025 for the event hours of 1:00PM-11:59PM. The Festival at Sandpoint shall be responsible for posting of "No Parking" signs and enforcing the "No Parking" zone. It is recommended that an arrangement be made with a towing company for any parking enforcement towing needs. For non-emergencies, please call police dispatch at: (208) 265-5525.

All reserved parking spaces shall be individually numbered by Festival with corresponding issued Festival parking permits.



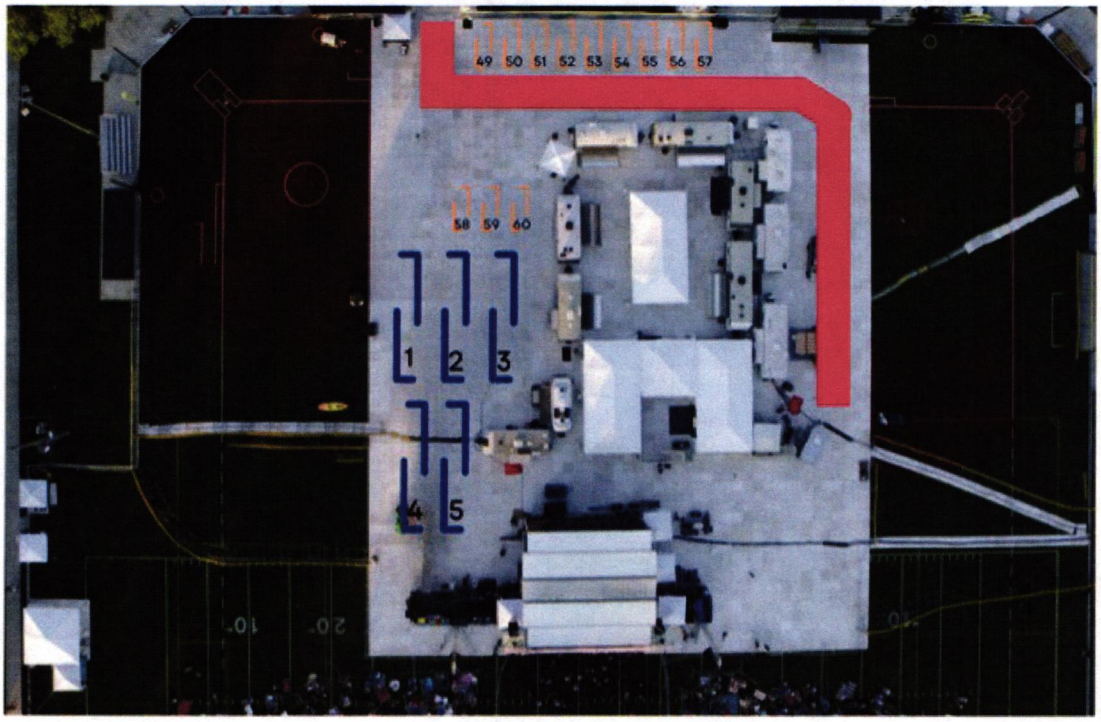
Attachment B

Ontario Street - No Parking



Attachment B

Event Deck Layout

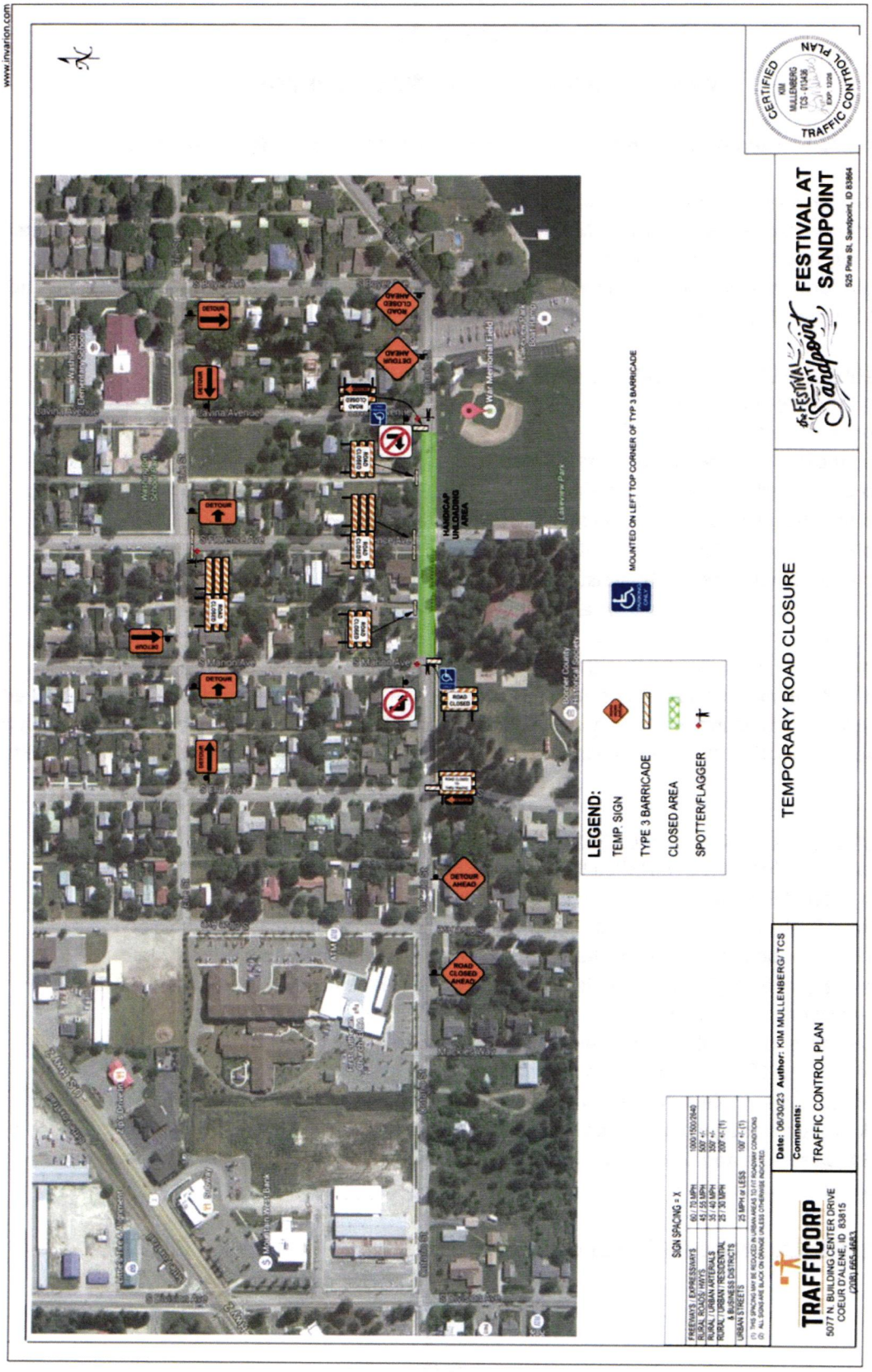


- **Event Decking** 180' x 225'
- **Stage Footprint** 42' x 40'
- **Parking**
  - Access for up to 5 touring rigs, outlined with Blue brackets
  - Access for up to 12 passenger vehicles, with properly issued Festival backstage parking credietals, limited to essential touring and production personnel. Outlined with orange brackets
  - All motor vehicles shall be parked to not interfere with outlined (red) emergency access route.



1. Admission gate, west. Gate swings to allow guest access to Festival Street once admission line has cleared for the performance.
2. Admission gate, north. Primary guest entry gate.
3. Admission gate for sponsor ticket holders.
4. Volunteer, staff and credential only gate.
5. Backstage credentials required. No public, guest, or volunteer entry.
6. Designated Emergency Exit
7. Early Entry and Season Pass entry
8. Designated Emergency Exit

Lease No. A25-1970-6



ATTACHMENT C

WAR MEMORIAL FIELD ARTIFICAL TURF POLICY

Field Use and Access Limitations for The Festival at Sandpoint Performance Series

This narrative provides strict direction for access, setup, operations, and takedown, of The Festival performance series use of War Memorial Field. It also lists prohibited materials and products that can be brought onto or used on the field surface. Any variance from these limitations must be in written form and incorporated into the Lease Agreement between the Festival at Sandpoint and the City of Sandpoint (parties).

General Artificial Turf Rules for Non-Athletic Events

- No Chewing Gum allowed
- No Sunflower seeds allowed
- No Smoking or Tobacco Products allowed
- No Glass bottles or containers allowed
- No Bicycles, skateboards, inline skates, scooters, allowed
- No Fireworks, or Pyrotechnics allowed
- No Pets allowed (except to assist with persons of disability)
- No open flames, barbeques, or grills allowed in areas not designated and sanctioned for food preparation.
- No Chemical Solvents, Oil Based Paints, Gasoline or Diesel Fuel use or Storage is allowed on the turf surface, except those fluids naturally contained in standard operational tanks for approved onsite vehicles and machinery. Use of approved internal combustion engine vehicles is permitted on the turf. No fuel, oil, or other such vehicle liquid changes or transfers shall be permitted to occur on the turf surface.

Erecting Tents, Stages, Decks, and placement of other Structures

- Festival Performance Tent shall be anchored using below grade anchor system only.
- No Ground Staking for guy ropes/wires allowed for any tents or structures.

All Temporary Tents, Pop-ups, Sunshades, etc, shall be anchored with ballast weights set on 3/4" thick Plywood panels. Water-filled containers are recommended but not required.

- For weights up to 75 lbs., a single layer of plywood can be used. Weights above 75 lbs. shall use two layers of plywood.
- Plywood panels shall be sized two times (2x) the size of the object or weights' width and length, or diameter. 1ft. x 1ft. square, minimum size.
- Refrigerators, coolers, freezers, ovens and other cooking appliances must be placed on Event Deck products designed and rated for these uses.
- All food service and preparation locations shall have a fire extinguisher on site, if double plywood panels are used.

Protection of Turf Surfaces from Food and Beverage Spills

- In any areas designated for food and/or beverage sales, the artificial turf shall be covered with a moisture proof surface in the Service area where ordering, serving, pickup, of products occurs. Turf protection shall extend a minimum of ten (10') feet beyond the service area.
- All trash receptacles shall be placed on a hard surface (plywood or event deck) and have moisture proof protection surrounding the receptacle for an area two times (2X) the size of the receptacle base.
- All portable toilet stations shall be placed on event deck if located on turf surface and have a moisture proof membrane below the decking sized to an area equal to the event decking.

Access and Allowable Vehicles

- Acceptable vehicles for moving equipment and materials on the unprotected turf surface are: Golf Carts, ATV (All Terrain Vehicles), Side By Side, UTV (Utility Task Vehicles), ' mule' Cushman Industrial Carts. Avoid sharp turning movements, sudden stops or starts.
- Motorcycles are NOT allowed on the turf
- All other vehicles shall be limited to event deck surfacing rated by the manufacturer to carry and distribute the intended vehicle loads.
- Semi-tractor/trailers, tour buses, camp trailers, cranes, boom trucks, automobiles, pickup trucks and forklifts must use event decking for travel and maneuvering on the turf surface.
- Trailers towed by approved vehicles shall have similar tire profiles and inflation to the tow vehicle.
- Additionally required machinery may be requested in writing for use on turf. Both the request and the approval must be in writing and approved by The City of Sandpoint.

Seating and Walking Areas

- Congregated auditorium style folding chairs are not required to be placed on a hard surface for use.
- Designated pedestrian walk areas are not required to be covered with hard surfaces.
- High heeled shoes may be challenging on artificial turf

Damage, Repair and Cleaning

- The Festival representatives shall inspect the field with City of Sandpoint official special event representatives prior to lease use to determine whether conditions are safe and/or appropriate for any intended use.
- Cost to repair any damage to the turf system during, or as a result, of Festival activities shall be the responsibility of the Festival. All repairs shall be done by certified artificial turf installers engaged by the City of Sandpoint.
- The Festival shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, an installer estimate shall be submitted to the Festival no later than thirty (30) days from lease termination.

ATTACHMENT D
2025 Festival at Sandpoint Permit

Event: The Festival at Sandpoint
Dates: Full Reservation Date Range: Thursday, July 17, 2025-Thursday, August 7, 2025
Series Date Range: Thursday, July 24, 2025-Sunday, August 3, 2025
Permit Location: War Memorial Field and adjacent sidewalk and right-of-way to the North between the facility and Ontario Street and portions of Memorial Field Parking Lot and Lakeview Park, as identified in attached map(s)
Sponsor: The Festival at Sandpoint, Inc., 525 Pine St., Sandpoint, ID 83864
Attn: Veronica Knowlton (208) 265-4554 | veronica@festivalatsandpoint.com

Comments/Conditions:

1. All electrical cords to be insulated from the turf surface with a non-conductive material. Failure to do so may result in the melting of the turf surface.
2. No glass allowed.
3. Only paint approved in writing by Parks Supervisor may be used on the turf surface. No other paint of any kind to be used on the turf surface. City of Sandpoint shall provide thirty six (36) upright stanchions for the duration of the lease agreement.
4. Final Security Plan as submitted and accepted by the Sandpoint Police Chief is to be followed.
5. Temporary/permanent internet service and related infrastructure to be installed, as approved by the City of Sandpoint.
6. Parking area for Festival use is limited to the areas designated in the Festival Parking Lot Map as outlined in Attachment B: Memorial Field Parking Lot (attached). Chalk paint may be used to designate parking areas or number spots but shall be removed at the end of the event dates.
7. Only permitted vehicles are authorized to park on event decking within the fenced-in area. Parking shall be restricted to necessary RV vehicles, and up to twelve (12) passenger vehicles and five (5) tour vehicles as outlined in Attachment B: Event Deck Layout.
8. Large vehicle access for load-in shall be limited to 12:00 a.m.-10:00 a.m. and 9:00 p.m.-2:00 a.m. for load-out. If access is needed outside of this time, the Sandpoint Police Chief shall be notified as far in advance as possible. Outside of these times, parking in the Memorial Field lot is to remain open and unobstructed for public use. All Festival staff and volunteers shall be instructed to park offsite unless permitted to park in leased spaces as outlined in Attachment B, Leased Areas, to limit public impacts for other park uses.
9. Large/heavy vehicle load-in and load-out ONLY to be allowed at the North gate where the concrete is reinforced to withstand heavy vehicles (Gate 5, as depicted on 2025 Event Application, Attachment B). Gate 6 may be used for light-use only.
10. Traffic control plan to be implemented and followed in accordance with the attached plan submitted by TraffiCorp.

11. Any deviations for the approved site plan, TCP, and overall operations as approved by the City shall be submitted to the City in writing for formal consideration and must be approved in writing prior to implementation.
12. Names of booked performers shall be provided to the Special Event Permit Coordinator and Police Chief via email on or before June1, 2025. Notifications shall also be provided for any artist substitutions.
13. Weekly ticket sales numbers shall be provided to the Special Event Permit Coordinator and Police Chief via email beginning the week of June 16, 2025.
14. A final report on purchased ticket redemptions shall be provided to the Special Event Permit Coordinator no later than August 31, 2025. The City will remit an invoice to the Festival based on final ticket usage and application of the $2.10/ticket fee as adopted by the Sandpoint City Council.
15. The City will remit an invoice to the Festival for actual utility usage. Payment is required within 30 days of the invoice date.
16. The Festival shall be responsible for all supplies and cleaning of restrooms located at Cotton-Barlow Stadium, as well as the concession stand building. The City Parks & Recreation staff will supply and maintain the public restrooms located at the boat launch and the tennis courts.
17. The City shall be responsible for removal and storage of all sporting equipment for the duration of the lease as detailed in section XIII MISCELLANEOUS.
18. Lessor shall conduct a pre-walkthrough inspection on Tuesday, July 15 at 9:00 a.m. to ensure facilities are clean, stocked, and ready for occupancy. Upon termination of the lease, facilities shall be returned by lessee to lessor in the same condition.
19. Permit subject to satisfactory life/safety inspections. The initial inspection is to be conducted on Wednesday, July 23rd at 4:00PM at which time setup must be 80% complete. Final inspection to be held on the first day of the series Thursday, July 24th at 10:00 a.m. Any re-inspections shall be subjected to fees as adopted on the City's current fee schedule. Public occupancy is subject to approval at final inspection.
20. The Festival shall be notified of damages and required repairs in writing within fourteen (14) days of inspection upon termination of lease period. In the event damages and repairs are required, an installer estimate shall be submitted to the Festival no later than sixty (60) days from lease termination.
21. The Special Event Permit Coordinator is to be the sole point of contact for all event-related questions, concerns, or issues. (208) 946-2065, hkeys@sandpointidaho.gov, Monday-Friday 8:00 a.m.-5:00 p.m.. After hours and weekends, please contact Jason Welker – jwelker@sandpointidaho.gov (208) 290-0137.

Hayley Keys

Hayley Keys
Special Event Permit Coordinator

Staff Report

To:	City Council
From:	Bill Dean, City Planner; Brandon Staglund, City Engineer; Maeve Nevins-Lavtar, Parks Planning and Development Manager
Report:	April 23, 2025
Meeting:	May 7, 2025
Item:	City's Area of Impact: Bonner County Application S0001-25 Deerfield Subdivision
Applicant:	Deerfield LLC – Rick Howarth / HMH Engineering – Dan Tadic

Please Note: The Application and all materials related to this request are provided on the City's website at: www.sandpointidaho.gov/currentprojects

1) Executive Summary

An application to subdivide a 32.67-acre parcel into twenty-four (24) 1-arce lots for residential development has been filed with the Bonner County Planning Department. The property in question is located on the south side of Baldy Mountain Rd, partially abutting the City-owned 32-acre undeveloped property commonly known as Baldfoot Disc Golf Course, whose address is 10076 Baldy Mountain Rd. The proposed subdivision is located in Bonner County and within the City's (current) Area of City Impact. Pursuant to the written agreement between Bonner County and the City related to managing the Area of City Impact, applications submitted to the County for development and subdivisions are routed to the City for the opportunity to comment (Attachment A: 1994 Agreement with County). This agenda item satisfies that opportunity, and provides recommendations to the County, related to the subdivision (Attachment B: Application submitted to County). The authority to formally act on the subdivision (approve or deny) rests solely with Bonner County. This staff report contains suggested comments for the City Council to consider submitting to Bonner County, reflecting City policy and codes applicable to subdivisions within the City, acknowledging that the purpose of the Area of City Impact is to identify and potentially entertain future annexation of property located in the Area of City Impact. No application for annexation has been filed, and it is staff's understanding that there is no intent on behalf of the property owner to pursue future annexation to the City.

2) Introduction and Background

Deerfield LLC is requesting approval of a preliminary plat on parcel (RP57N02W164952A) consisting of approximately 33-acres (Attachment C: Deerfield Preliminary Plat). The property is located on the south side of Baldy Mountain Rd, west of the City-owned parcel commonly known as Baldfoot Disc Golf Course, whose address is 10076 Baldy Mountain Rd (Figure 1). The proposed subdivision seeks to create twenty-four lots, 23 lots approximately 1-acre in size, one 3-acre parcel and an approximately 2-acre storm water tract. The proposal also includes a new paved public roadway providing access to each lot within a 60-foot right-of-way (ROW). The new road would contain within the ROW two 12-foot wide travel lanes and 15-feet of ditches on either side along with a 1-foot gravel curb adjacent to the paved lanes.

The property is situated within the County's Suburban Zone district (IG) zone, as are all adjoining properties (Figure 2), with the exception of the City's property which is within the City limits and zoned Residential Single-Family

(RS). All lots will have access and frontage on a public right of way.

Preliminary plats set forth the basic information for the County Commissioners to determine if the proposed subdivision complies with the applicable requirements of the Bonner County Code and Idaho Statutes. Upon approval of a preliminary plat by the County, a permit for public infrastructure improvements may be issued and once complete and accepted by the County, a final plat may be approved by the County and recorded. A final plat is necessary to create and sell new lots.

On April 17, 2025, the application referral was brought to staff's attention. Staff placed this item on the May 6, 2025 agenda for Planning Commission review and potential comment. Any comments received by Planning Commission will be shared with City Council at the May 7, 2025 City Council meeting.

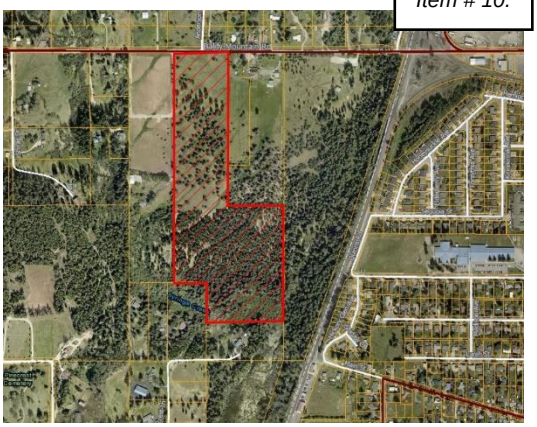


Figure 1 - Vicinity Map

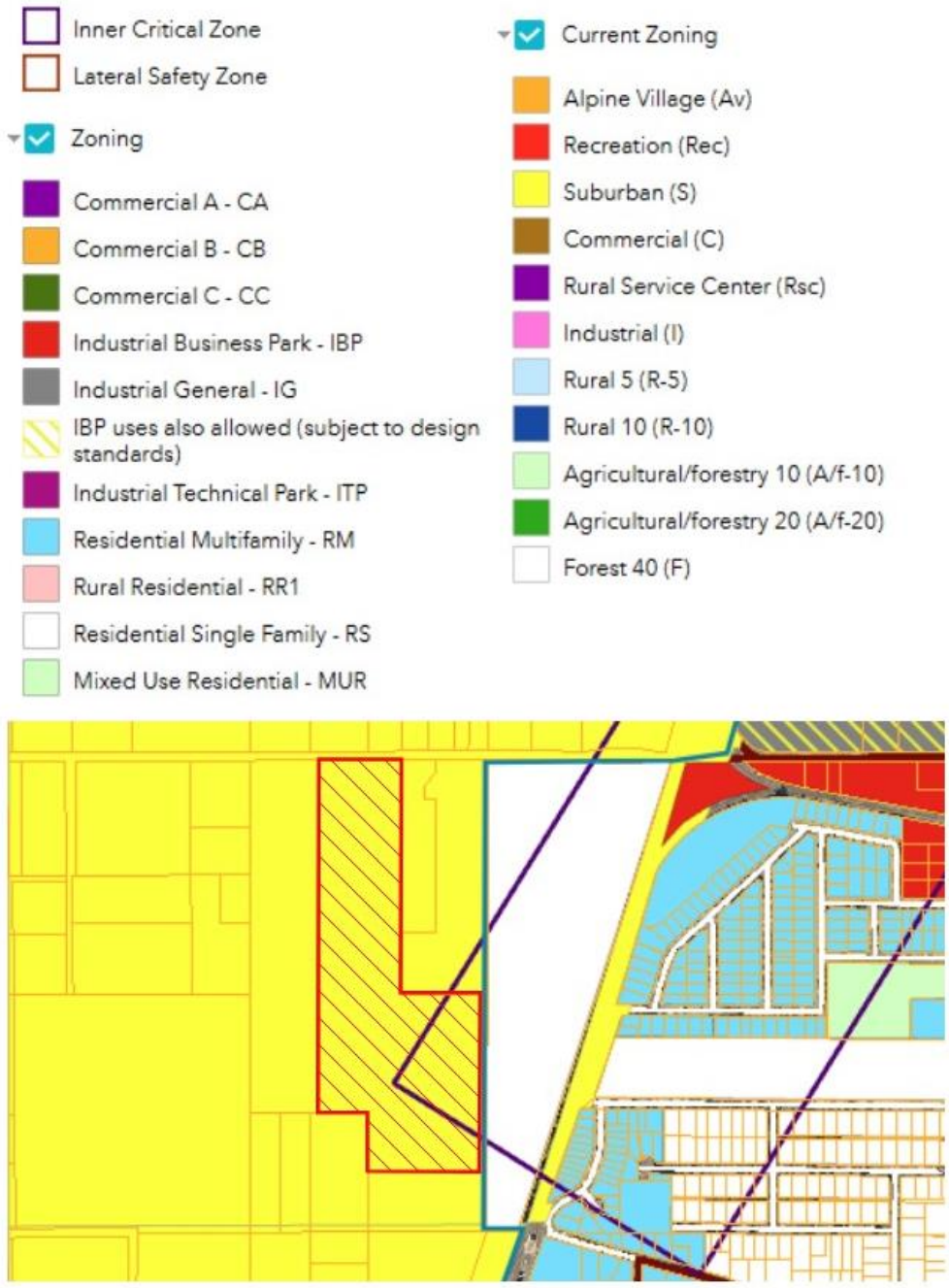
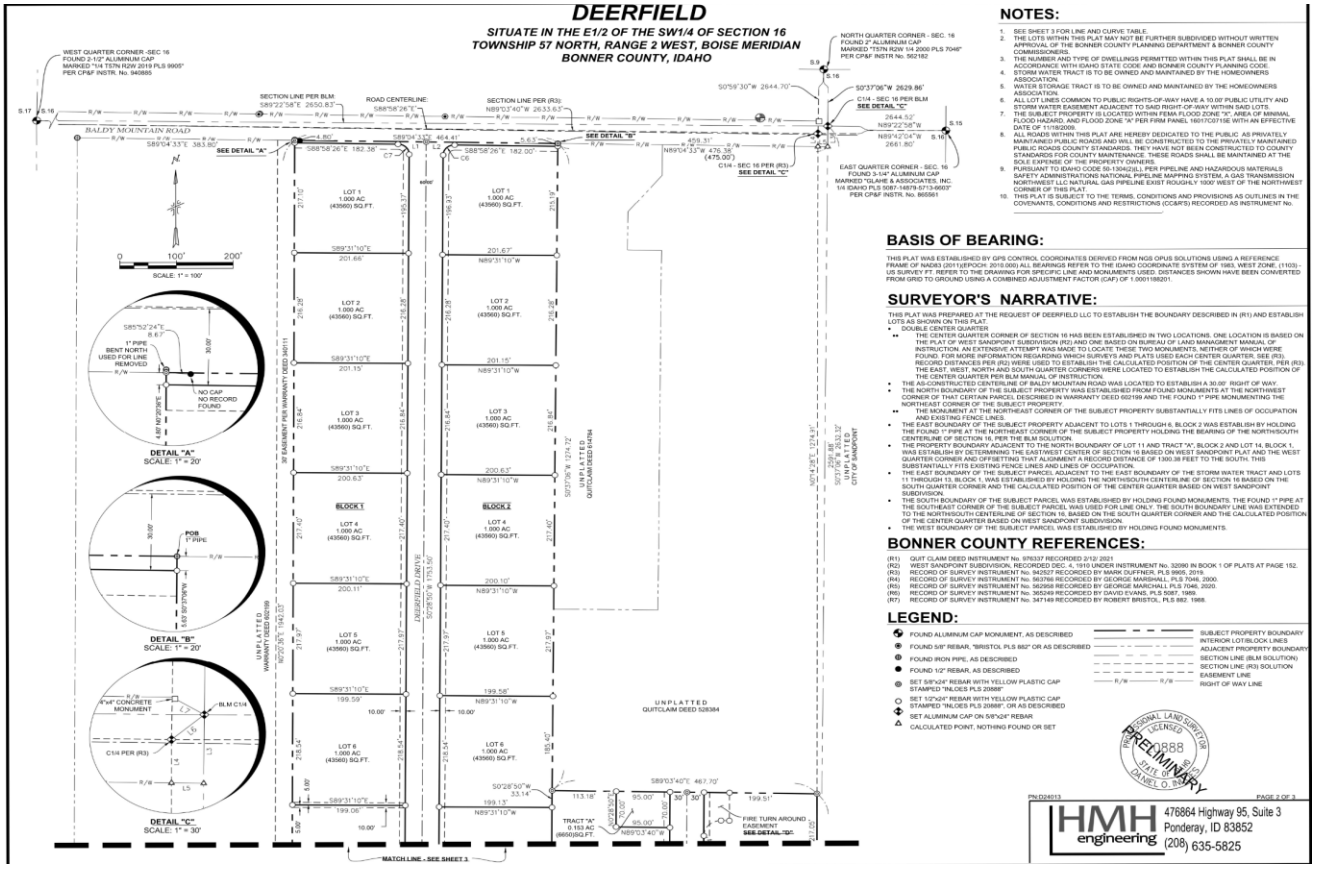


Figure 2 - Zoning Map



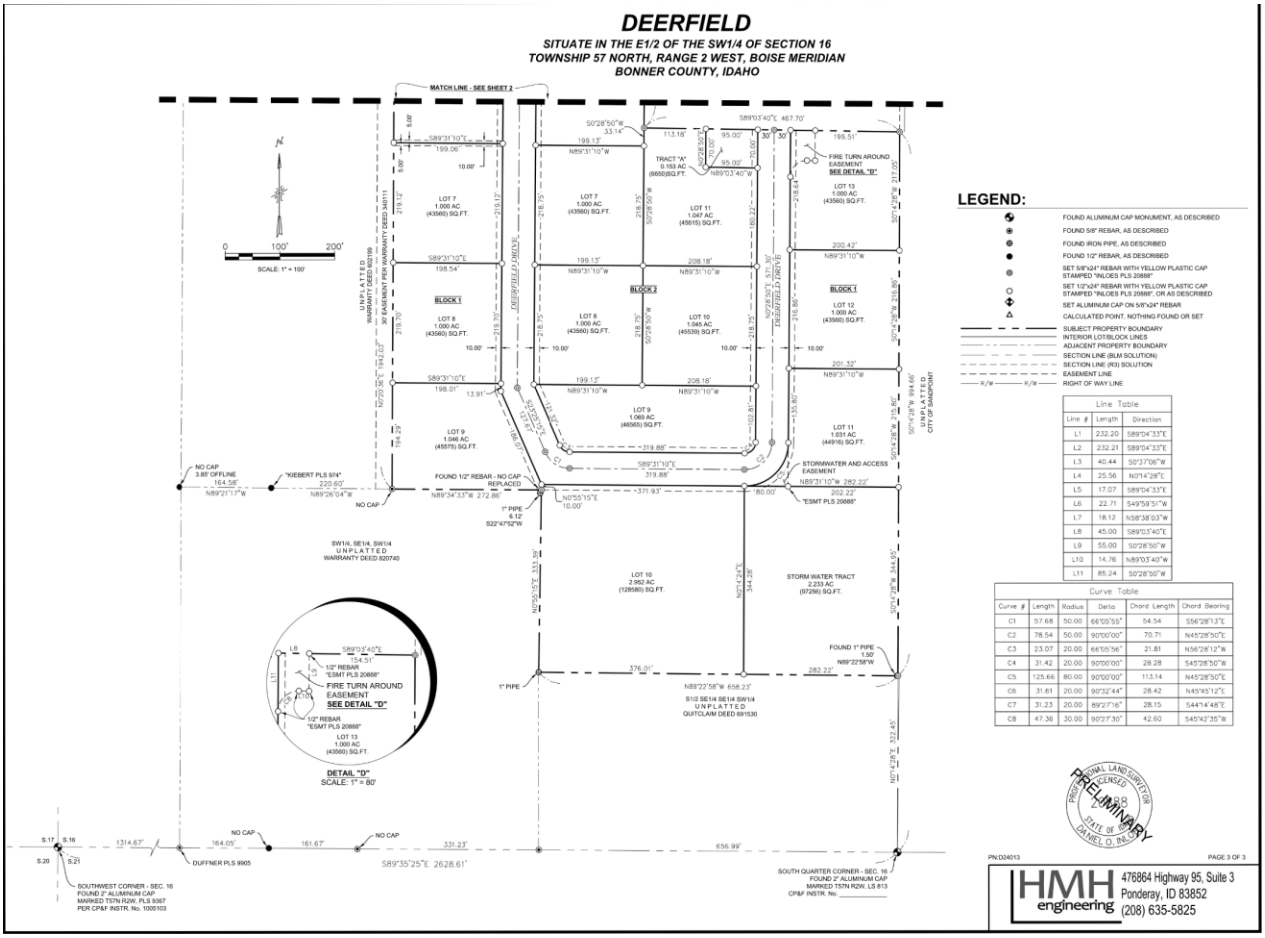


Figure 3 - Preliminary Plat

3) Preliminary Plat Requirements – Basis for City Review

The City standards for subdivision platting differ substantially from those in Bonner County as relates to roads and public utilities. For a subdivision in the City, Title 10, Chapter 1 of Sandpoint City Code establishes the subdivision and new development standards and regulations for preliminary plats. In terms of reviewing this plat, the approach taken by City staff was to consider recommendations to the County based on several of the standards contained in Title 10 of Sandpoint City Code, and City policy documents. Below is a list of typical zoning and infrastructure components of a Preliminary Plat and a recommendation related to each component.

Lot Size: It is staff's understanding that County regulations allow for 1-acre lots where water service is available. The policy in the City's Comprehensive Plan identifies this area as Low-Density Clustered Residential which is:

> ".. a low-density residential development pattern. Areas designated as the Wildland Urban Interface (WUI) by the forest service are also found in this area. This development pattern encourages preservation of wildlife habitat, riparian corridors, and open space through the utilization of cluster development that prefers congregation of dwelling units at slightly higher density in exchange for protection of larger areas of open space and wildfire risk areas. This pattern allows for safe development with adequate space to accommodate an adjacent floodplain or wetland areas while also providing access to recreation. This model of development also promotes connectivity through trails and connected street networks. LDCR is located primarily in the northeast area of the city, adjacent to the City of Ponderay."

City staff has no recommendations related to lot size.

Access to Bike/Pedestrian Trails: The application states the following on page 3:

> "The H0A will have access to the open space/stormwater tract which fronts Syringa Creek. The HOA may choose to install an informal gravel trail along the northern portion of the tract to allow for pedestrian access from Deerfield to the City of Sandpoint owned disc golf property which lies directly to the east of the open space/stormwater tract. This short trail would be utilized by residents only with no public parking provided. This will be dependent on and coordinated with the City of Sandpoint."

City staff recommends that the Owners Certificate and notes on the Preliminary Plat include reference to the intended access across the tract to the City's property. Staff further recommends that prior to Final Plat a revocable pedestrian access easement for benefit of HOA, including the following features: a minimum 4-feet wide gate – pedestrian and bicycle access only, educational signage from east to west stating "private property", and signage stating "no motorized vehicles allowed on public property", and a dog waste station on HOA side of gate.

Additional considerations for trail design in wildlife-rich areas which could be included on the Final Plat or placed as a condition of approval for inclusion in HOA regulations related to the open space/stormwater tract include: avoid critical wildlife habitats, consider circumventing sensitive wildlife or native plant habitats to minimize disturbances; align trail along existing natural or human-made edges to reduce habitat fragmentation; determine appropriate trail width and surface materials that accommodate intended use while minimizing environmental impact. The area suggested may have seasonal flooding, consider utilizing trail hardening materials in the construction of access trail with a firm, stable, compacted surface, ensure trail meets ADA Accessible guidelines to accommodate users of all abilities; incorporate safety measures such as vegetation clearance trail corridor of 6 to 10 feet wide and a minimum of 10 feet high clearance of any overhead or adjacent vegetation for improved safety and site lines, and consider utilizing reflective paint on the signage or solar lighting to identify access point. Re-seeding after construction with native revegetation and native seed mixtures are highly recommended to reduce invasive plant species.

Water: Water is being provided by Syringa Heights Water District, and Fire flow demands will be met with an on-site water tank. **City staff has no recommendations related to water**.

Sewer: Each lot is required to have an on-site septic system permitted and approved through Idaho Panhandle Health; no municipal sewer system is available. **City staff has no recommendations related to water**.

Storm drainage: Subdivisions in Bonner County are required to comply with the stormwater requirements of Bonner County Code 12-724.1 and 12-724.2. **City staff has no recommendations related to stormwater beyond what is required to comply with Bonner County Code**

Roads: Bonner County Road and Bridge has separate standards related to the requirements of road construction of new public roads. City staff has no recommendation related to the construction of the new internal road. The City of Sandpoint Multimodal Transportation Master Plan does include a "long term" capital improvement project to widen Baldy Mountain Road between Great Northern and Boyer Avenue, which includes a possible multiuse path or sidewalk on both sides of Baldy Mountain Road. **Bonner County may consider requiring a multiuse pathway along the south side of Baldy Mountain Road adjacent to this subdivision for potential future connection to the City of Sandpoint's multimodal network.**

4) City Council Action

Per the agreement between the City and County, the City has the opportunity to comment, whereas the County takes action which may or may not include City recommendations. By approving this agenda item, the City Council will be directing the comments listed in the staff report for consideration by the County as they process the Preliminary Plat for the Deerfield project.

5) Attachments

A: Area of City Impact 1994 Agreement with County

B: Deerfield Subdivision Application to Bonner County

C: Deerfield Preliminary Plat

457823

FILED BY Pcc.

'94 DEC 28 AM 08 46

MARIE SCOTT

RECORDER OF BONNER COUNTY BY DEP.

ORDINANCE NO. 261

SANDPOINT AREA OF CITY IMPACT AGREEMENT

BONNER COUNTY, IDAHO

AN ORDINANCE DEFINING THE PURPOSE OF THE AREA OF CITY IMPACT FOR THE CITY OF SANDPOINT; SPECIFYING THE FACTORS CONSIDERED IN IDENTIFYING THE AREA OF CITY IMPACT; IDENTIFYING THE COMPREHENSIVE PLAN THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTION OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF IMPACT; IDENTIFYING THE ZONING AND SUBDIVISION ORDINANCES THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTIONS OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF CITY IMPACT; PROVIDING FOR REVIEW AND COMMENT PROCEDURES BETWEEN JURISDICTIONS; PROVIDING FOR ADMINISTRATIVE JURISDICTION WITHIN THE AREA OF CITY IMPACT; ESTABLISHING AN EFFECTIVE DATE PURSUANT TO SECTION 67-6526, IDAHO CODE.

WHEREAS, Section 67-6526 Idaho Code, requires that the governing board identify an Area of City Impact and adopt by Ordinance an agreement providing for the application of plans and ordinances within said Area of City Impact; and

WHEREAS, the City of Sandpoint, Idaho has requested to add to the existing Area of City Impact agreement with Bonner County; and

WHEREAS, the Bonner County Planning and Zoning Commission held a duly noticed public hearing on September 22, 1994 and continued said hearing to October 13, 1994 on the request and recommended approval of the same; and

WHEREAS, the Bonner County Board of Commissioners held a duly noticed public hearing on November 1, 1994;

NOW THEREFORE BE IT ORDAINED by the Board of County Commissioners of Bonner County, Idaho that the following be and is hereby adopted as an Ordinance of Bonner County:

SECTION 1. AUTHORITY AND PURPOSE

Section 67-6526, Idaho Code, requires that Cities and Counties negotiate an Area of City Impact.

The purpose of establishing an Area of City Impact is to identify a logical fringe area adjoining the City of Sandpoint. The fringe area includes the unincorporated area surrounding Sandpoint that has a potential for development that could affect the provision of public services or the quality of life in Sandpoint, Idaho.

45782

SECTION 2. CONSIDERATION

The following factors were considered by the Planning and Zoning Commission and Board of County Commissioners in identifying the Area of City Impact for Sandpoint, Idaho.

1. Trade areas.
2. Geographic factors.
3. Area that can reasonably be expected to be annexed into the City in the future.
4. Areas where extension of city services is possible and reasonable.
5. Areas where growth is occurring or where growth is anticipated.
6. Areas in which to encourage and discourage growth or that which the city wants some control over in the future.

SECTION 3. GEOGRAPHIC AREA OF CITY IMPACT

The officially adopted geographic Area of City Impact for Sandpoint, Idaho is identified by Ordinance No. 262. All parcels of land lying all or in part within the Area of City Impact as delineated by Ordinance No. 262 shall be subject to provisions of this ordinance.

SECTION 4. COMPREHENSIVE PLAN

The Comprehensive Plan and subsequent amendments thereof as officially adopted by Bonner County, Idaho, shall apply to the unincorporated portions of Bonner County, Idaho, lying within the Sandpoint Area of City Impact.

SECTION 5. ZONING AND SUBDIVISION ORDINANCES

The Zoning and Subdivision Ordinances and subsequent amendments thereto as officially adopted by Bonner County, Idaho, shall apply to the unincorporated portion of Bonner County, Idaho lying within the Sandpoint Area of City Impact.

SECTION 6. REVIEW AND COMMENT

Any request for development, zone change, conditional use permit, variance or subdivision in the unincorporated portion of Bonner County, Idaho, lying within the Sandpoint Area of City Impact, shall be referred to the Planning and Zoning Commission and the City Council of Sandpoint, Idaho, for review and comment. The City of Sandpoint shall have a forty (40) day period within which to respond to any request as set forth above. If the City of Sandpoint does not respond within forty (40) days, the City of Sandpoint forfeits its right to comment on the request and processing shall continue under the County's administration.

457822

SECTION 7. ADMINISTRATIVE JURISDICTION

The administration of plans and ordinances which apply to the Sandpoint Area of City Impact shall be the duty of Bonner County.

SECTION 8. SEVERABILITY CLAUSE

If any section, paragraph, sentence or provisions hereof or the application thereof to any particular circumstances shall ever become invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances to which it may validly apply.

SECTION 9. EFFECTIVE DATE

This ordinance shall be in full force and effect upon its passage, approval and publication in one (1) issue of the Bonner County Daily Bee.

Regularly passed and approved as an Ordinance of Bonner County, Idaho, done this 21st day of December, 1994, upon the following roll call vote:

Chairman Eugene Brown	Aye	X	Nay	
Commissioner Susan MacLeod	Aye	X	Nay	
Commissioner Wayne Newcomb	Aye	X	Nay	

Eugene Brown, Chairman

Susan MacLeod, Commissioner

Wayne Newcomb, Commissioner

ATTEST:

MARIE SCOTT, CLERK

Becky Witte, Dep Clerk

720182

FILED BY
BC Planning
2001 JAN -2 A 10:50
Nora
MARIE SCOTT
BONNER COUNTY RECORDER
DEPUTY

ORDINANCE NO. 485

SANDPOINT AREA OF CITY IMPACT MAP

AN ORDINANCE OF BONNER COUNTY, IDAHO, CITING ITS AUTHORITY, AND PROVIDING FOR THE ADOPTION OF AN AMENDED MAP AND LEGAL DESCRIPTION FOR THE SANDPOINT AREA OF CITY IMPACT WITHIN THE UNINCORPORATED AREA OF BONNER COUNTY, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREIN, PROVIDING FOR SEVERABILITY, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the cities of Dover, Sandpoint and Bonner County desire to establish areas of city impact pursuant to the provisions of Idaho Code §67-6526; and

WHEREAS, the City of Dover, City of Sandpoint, and Bonner County were engaged in litigation to establish the City of Dover Area of City Impact (First District Court Civil Case No. CV 95-01111) due to overlapping interests; and

WHEREAS, the parties entered into a "Memorandum of Understanding and Settlement Agreement," dated May 24, 2001, to resolve the boundary lines of the areas of city impact; and

WHEREAS, the parties stipulated to certain maps designated as exhibits which are to govern the establishment of the boundaries of the disputed areas of the Areas of City Impact for Dover and Sandpoint; and

WHEREAS, the cities have delivered to Bonner County legal descriptions and maps depicting the stipulated boundaries of the areas of city impact and Bonner County desires to adopt ordinances creating the boundaries consistent with the settlement agreement.

NOW, THEREFORE, BE IT ORDAINED, by the Board of County Commissioners that the following be and is hereby adopted as an ordinance of Bonner County, Idaho:

SECTION 1: AUTHORITY

This ordinance is adopted pursuant to authority granted to Bonner County at Chapter 65 of Title 67, Idaho Code and pursuant to the provisions of the Areas of City Impact Negotiation Procedures of Idaho Code §67-6526(b) and the terms of the settlement agreement.

SECTION 2: AMENDING THE SANDPOINT AREA OF CITY IMPACT

The official Sandpoint Area of City Impact Map is hereby adopted, providing an amended area of city impact map to include within the unincorporated area of Bonner County the following described lands:

LEGAL DESCRIPTION OF SANDPOINT AREA OF CITY IMPACT:

The legal description of the Sandpoint Area of City Impact shall be:

Beginning at a point that is 50 feet north of the section line between Sections 10 and 3 and the thread of Sand Creek, Township 57 North, Range 2 West, Boise Meridian. This being the true point of beginning and the current intersection of the City limits of Sandpoint and Ponderay.

Thence northerly along said thread of Sand Creek to the north line of Section 3, Township 57 North, Range 2 West, Boise Meridian.

Thence continuing northerly along said thread of Sand Creek to the intersection of the north section line of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence west along said north section line to the northwest corner of the east half of the northwest quarter of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the southwest corner of the east half of the northwest quarter.

Thence west to the center of Section 27, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the south quarter corner of Section 34, Township 58 North, Range 2 West, Boise Meridian.

Thence west to the northwest corner of Section 5, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 5 to the southwest corner of Section 5.

Thence west along the north line of Section 7 to the northwest corner of Section 7, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 7 to the southwest corner of Section 18, Township 57 North, Range 2 West, Boise Meridian

Thence east along the south line of said Section 18 to the southeast corner of Section 18 and the northwest corner of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 20 to the southwest corner of the northwest quarter of the northwest quarter of Section 20.

Thence east to the southeast corner of the northwest quarter of the northwest quarter.

Thence south to the southwest corner of the southeast quarter of the northwest quarter.

Thence south 25 feet more or less to the south right-of-way line of Pine Street.

Thence east 1,780 feet more or less along said right-of-way line to a point on the northwest corner of a lot described as a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east 264.4 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 25 degrees 5 minutes east a distance of 81.3 feet, according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 50 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 300 feet according to a warranty dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 89 degrees 54 minutes east a distance of 182.6 feet according to a warranty deed dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 0 degrees 5 minutes east a distance of 180 feet according to a warranty dated March 2, 1987 recorded as Bonner County instrument #331854.

Thence south 44 degrees 0 minutes east a distance of 250.8 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence south 89 degrees 54 minutes east a distance of 248.7 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence on a 500 foot radius curve to the right a distance of 314.6 feet. Thence north 13 degrees 13 minutes west a distance of 403.3 feet. Thence on a 400 foot radius curve to the left a distance of 224.9 feet. Thence North 45 degrees 26 minutes west a distance of 81.7 feet. Thence on a 90 foot radius curve to the right a distance of 139.1 feet. Thence north 43 degrees 9 minutes west 22.5 feet to the south right-of-way line of Pine Street.

Thence east along the south right-of-way line of Pine Street to a point 25 feet south of the northeast corner of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the east line of said Section 20 to the southeast corner of the northeast quarter of the northeast quarter of the southeast quarter of Section 20.

Thence west along the south line of the north half of the northeast quarter to the center of the northeast quarter of the southeast quarter of said Section 20.

Thence north to the northeast corner of the south half of the northwest quarter of the northeast quarter of the southeast quarter of said Section 20.

Thence west to the southwest corner of the north half of the northwest quarter of the northeast quarter of the southeast quarter according to a warranty deed dated March 12, 1998 instrument #520603.

Thence south along the north south centerline of the southeast quarter of said Section 20 approximately 690 feet to the northeast corner of the City of Sandpoint Water Tank property, according to a Correction Deed dated August 14, 1979 Instrument #218119.

Thence west 174.90 feet; thence south 200 feet; thence east 25 feet to the northwest corner of Syringa Heights Water Association property as recorded on Page 112, book 128 Deeds Bonner County, Idaho.

Thence south 100 feet to the east/west centerline of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence east to the north/south centerline of the east half of the southeast quarter of said Section 20.

Thence south along said centerline to the northwest corner of Lot 1 of the Indian Ridge Subdivision to Bonner County according to a plat recorded March 27, 1973 as Instrument #147961, on Page 77 Book #3 of Plats.

Thence south 89 degrees 57 minutes 32 seconds east 180.1 feet along north line of said Lot 1 of the Indian Ridge Subdivision to the northeast corner of said Lot 1.

Thence south 0 degrees 18 minutes 26 seconds east 120.8 feet to the southeast corner of said Lot 1.

Thence north 89 degrees 57 minutes 32 seconds east 60.00 feet according to plat recorded as Bonner county Instrument #147961 to the southwest corner of Lot 2 of said Indian Ridge Subdivision.

Thence north 0 degrees 18 minutes 26 seconds west 181.5 feet to the northwest corner of said Lot 2.

Thence north 89 degrees 57 minutes 32 seconds east 420 feet to the east line of said Section 20.

Thence north along said section line to a point that is 200 feet south of the east/west centerline of the southwest quarter of Section 21, Township 57 North, Range 2 West, Boise Meridian.

Thence east 300 feet to a point which is 200 feet south of the of the east/west center line of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence north 200 feet to the east/west centerline of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence east along said line to the north /south centerline of the southwest quarter of said Section 21.

Thence north to a point which is 25 feet south of the east/west centerline of said Section 21, which is the south right-of-way line of Pine Street.

Thence east along said right-of-way line the intersection of the thread of Big Chuck's Slough.

Thence south along said thread of Big Chuck's Slough to the intersection of the existing City of Sandpoint limits.

And

Beginning at a point which is north 508 feet more or less from the south section line of Section 21, Township 57 North, Range 2 West, Boise Meridian and the intersection of the thread of Big Chuck's Slough and the existing City of Sandpoint limits.

Thence in a southerly direction along the thread of Big Chucks Slough to the meander line of the Pend Oreille River.

Thence along the meander line in an easterly direction to the north/south centerline of Section 28, Township 57 North, Range 2 West, Boise Meridian. This being the current City limits of Sandpoint.

SECTION 3. EFFECT OF ADOPTION OF MAP
That the Sandpoint Area of City Impact within the unincorporated area of Bonner County, Idaho as particularly described in Section 2 above and also set forth on the map attached as Exhibit A, "Sandpoint Area of City Impact," and incorporated herein by reference shall be in effect until amended or modified as allowed by law.

SECTION 4. ADMINISTRATIVE JURISDICTION
That the administrative jurisdiction of the plans and ordinances which apply to the Sandpoint Area of City Impact delineated by the map incorporated herein shall be the duty of Bonner County, Idaho, which shall apply the same plans and ordinances for the unincorporated areas of the County lying within the area of city impact as those areas lying outside the area of city impact, as set forth in Ordinance No. 261, adopted December 28, 1994 and recorded at Instrument #457823, records of Bonner County, Idaho, until amended or modified as allowed by law.

SECTION 5. REPEALER CLAUSE:
That Bonner County Ordinance No. 262 setting forth the geographic boundaries of the Sandpoint Area of City Impact, recorded December 28, 1994, at Instrument #457824, records of Bonner County, Idaho, is repealed in its entirety and all other ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY CLAUSE:

The provisions of this Ordinance are hereby declared to be individually severable. Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions.

SECTION 7. PUBLICATION EFFECTIVE DATE:

This Ordinance shall be in full force and effect upon its passage and publication in one (1) issue of the Bonner County Daily Bee newspaper.

Regularly considered, passed and approved as an ordinance of Bonner County, Idaho, done this 2nd day of January, 2007, upon the following roll call vote:

Chairman Joseph E. Young: ✓

Commissioner Karl J. Dye: ✓

Commissioner Marcia L. Phillips: ✓

BONNER COUNTY BOARD OF COMMISSIONERS

Chairman Joseph E. Young

Commissioner Karl J. Dye

Commissioner Marcia L. Phillips

ATTEST:

Pamela J. Wagner, Deputy Clerk 1-2-07

Marie Scott, Clerk Date

Docusign Envelope ID: 8C33CB48-E1E8-42BA-B918-23932C173C4E

BONNER COUNTY PLANNING DEPARTMENT

1500 HIGHWAY 2, SUITE 208, SANDPOINT, ID 83864 (208) 265-1458 (208) 265-1463 (FAX)
planning@bonnercountyid.gov (email) www.bonnercountyid.gov (web page)

PRELIMINARY PLAT APPLICATION

FOR OFFICE USE ONLY:

FILE # S0001-25	RECEIVED: RECEIVED FEB 03 2025 Bonner County Planning Department

Proposed subdivision name: Deerfield

APPLICANT INFORMATION:

Landowner's name: Deerfield LLC
Mailing address: 615 Lakeview Blvd
City: Sandpoint | State: ID | Zip Code: 83864
Telephone: 208-920-9090 | Fax:
E-mail: Rick.a.howarth@iCloud.com

REPRESENTATIVE'S INFORMATION:

Representative's name: Dan Tadic
Company name: HMH Engineering
Mailing address: 476864 Highway 95, Suite 3
City: Ponderay | State: ID | Zip Code: 83852
Telephone: 208-635-5825 | Fax:
E-mail: dtadic@hmh-llc.com

ADDITIONAL APPLICANT REPRESENTATIVE INFORMATION:

Name/Relationship to the project: Garry Schickedanz / Owner's Agent
Company name:
Mailing address: 217 Cedar Street #320
City: Sandpoint | State: ID | Zip Code: 83864
Telephone: 561-346-5258 | Fax:
E-mail: gerhards@schickedanzfl.com

PARCEL INFORMATION:

Section #: 16 | Township: 57N | Range: 02W | Parcel acreage: 32.67
Parcel # (s): RP57N02W164952A
Legal description: 16-57N-2W E2SW LESS TRACTS

Current zoning: Suburban | Current use: Undeveloped

What zoning districts border the project site? Suburban and Residential Single-Family

North: Suburban | East: Suburban and Residential Single-Family (disc golf course property/City of Sandpoint)

South: Suburban | West: Suburban

Comprehensive plan designation: Suburban Growth Area

Uses of the surrounding land (describe lot sizes, structures, uses): large lot residential

North: large lot residential approx. 10-acres in size with single family homes and accessory structures

South: large lot residential ranging in size from 2.5-acres to 13-acres with single family homes and accessory structures

East: large lot residential ranging in size from 3.8-acres to 10-acres with single family homes and accessory structures, and a public disc golf course approx. 32-acres in size

West: large lot residential ranging in size from 1-acre to 40-acres with single family homes and accessory structures

Nearest city: Sandpoint | Distance to the nearest city: adjacent on east property line

Detailed Directions to Site: From Bonner County Administration Building head north on Division St and travel approximately 1.4 miles, turn west onto Baldy Mountain Road and travel approximately 0.6 miles. The subject property is located on the south side of Baldy Mountain Road directly across from Anderson Road.

SUBDIVISION TYPE:

- ☐ Short Plat 5-10 Lots
- ■ Regular Plat 11+ Lots 24-lot subdivision
- ☐ Plat with a Planned Unit Development
- ☐ Conservation Plat
- ☐ Cottage Housing Plat

PROJECT PROPOSAL:

Number of lots: 24 | Smallest lot size: 1.00 | Largest lot size: 2.95 acres

Date of the pre-application meeting: October 17, 2024

Intended use of future lots:

- ■ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Agricultural
- ☐ Utility
- ☐ Mixed

If there are mixed uses, please explain: No

What type of dwelling units will the residential project include: Single Family

- ■ Single-family dwelling
- ☐ Duplex
- ☐ Multi-family dwelling
- ☐ Townhouse

Proposed number of dwelling units: 24

Average density (Dwelling units/acre): 1.34 du/acre (not including submerged lands)

Is any bonus density proposed? ☐ Yes ■ No

If yes, indicate bonus density action (open space, trail dedication, etc) and the formula used to achieve bonus: N/A

How many acres of submerged land does the proposal include? 0.70 acres

Docusign Envelope ID: 8C33CB48-E1E8-42BA-B918-23932C173C4E

Number of acres to be dedicated as open space/common area: 2.22-acres

What is the percentage of open space to total acres: 7% open space (Stormwater tract for HOA)

Number of acres of open space that is submerged: 0.57 acres (stormwater/open space tract)

Describe proposed use and maintenance of open space: The 2.22-acre open space tract will be used for stormwater treatment for the subdivision. The HOA will be responsible, through their CC&Rs, to maintain the stormwater facilites, and general maintenance (such as weed control, etc) of the tract.

Describe in detail any proposed trails or sidewalk systems, including trail type, ownership, width, surface type, etc. The HOA will have access to the open space/stormwater tract which fronts Syringa Creek. The HOA may choose to install an informal gravel trail along the northern portion of the tract to allow for pedestrian access from Deerfield to the City of Sandpoint owned disc golf property which lies directly to the east of the open space/stormwater tract. This short trail would be utilized by residents only with no public parking provided. This will be dependent on and coordinated with the City of Sandpoint.

Is dedication of land for public use planned? ☐ Yes ■ No

If yes, describe use and number of acres: N/A

ENVIRONMENTAL FEATURES:

How has the subdivision been designed to avoid natural hazards? A wetland delineation was conducted and found wetlands associated with Syringa Creek which is located at the southern most boundary of the project site. Syringa Creek flows through one lot and the proposed open space/stormwater tract. These lots are large enough to accommodate an upland building pad and stormwater pond without adversely impacting Syringa Creek. Treated stormwater runoff from the development will discharge to Syringa Creek following existing drainage patterns. The wetlands should not be impacted by any lot development.

Describe any planned berming, grading, waterfront landscaping, contouring or filling of lands within the proposed subdivision: Grading activities will be primarily limited to work within the right-of-way: road construction, stormwater conveyance and utilities. Grading will also occur outside the proposed right-of-way for the proposed stormwater pond and fire suppression storage tank. Future lot owners/developers will grade out the individual lots.

During the course of the proposed project will any land disturbing activities occur on slopes of 30% or greater? (BCRC 12-761) ■ Yes ☐ No

If yes, attach required conceptual engineering plan, per BCRC 12-761

Is the proposed project site located within a critical wildlife area, as identified by Bonner County's "Critical Wildlife Habitat" Comprehensive Plan Map? ☐ Yes ■ No

If yes, summarize habitat type and explain how the project has been designed to protect the critical wildlife habitat?(BCRC 12-741) N/A

ACCESS INFORMATION:

Please check the appropriate boxes:

☐ Private Easement ☐ Existing ☐ Proposed

Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and easement width. Include recorded instrument number for existing easements & name, if existing: N/A

☒ Public Road ☐ Existing ☒ Proposed
Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade right-of-way width and name, if existing: The proposed access road for the subdivision will be a privately maintained public road with a paved surface. The right-of-way width is 60'. The travel width of the proposed road is 24'. The road grade is at the steepest 2.10%. The proposed road name is Deerfield Dr.

☐ Combination of Public Road/Private Easement ☐ Existing ☐ Proposed
Describe travel surface (e.g., gravel, dirt, paved, etc.), travel way width, road grade and right-of-way/easement width and road name, if existing: N/A

Is public road dedication proposed as part of this land division? ☒ Yes ☐ No

Road maintenance will be provided by: Deerfield HOA

Please describe any proposed road improvements (Include surface type, maximum and typical grades, width of right-of-way, width of improved surface, curbing, etc.): The proposed surface is to be asphalt, with a maximum grade of 2.10% and a typical grade of 0.50%. The proposed ROW width is 60' while the proposed pavement surface is 24'.

SERVICES:

Sewage disposal will be provided by: Individual Septic

☐ Existing Community System - List name of sewer district or provider and type of system: N/A

☐ Proposed Community System – List type & proposed ownership: N/A

☒ Individual system – List type: Each lot is proposed to have its own on-site septic system

Explain the type of sewage system, capacity, maintenance plan, location of facilities, if applicable and other details: Each lot is proposed to have its own on-site septic system. Capacity will be determined by size of residence proposed and permits will be reviewed and approved through Idaho Panhandle Health. Standard plat language and setbacks will be adhered to. See letter from PHD included with application package.

Water will be supplied by: Syringa Heights Water District

☒ Existing public or community system - List name of provider: Syringa Heights Water District

☐ Proposed Community System – List type & proposed ownership:

☐ Individual well

Docusign Envelope ID: 8C33CB48-E1E8-42BA-B918-23932C173C4E

Please explain the water source, capacity, system maintenance plan, storage and delivery system and other details: Water will be supplied by Syringa Heights Water District, a June 4, 2024 will serve letter from the water district indicates that have the capacity and willingness to serve up to 28 lots with this proposed subdivision. A 6" line will be extended along Baldy Mountain Road and through the subdivision with service lines stubbed to each lot and a fire storage tank/reservoir.

Distance (in miles) to the nearest:

Public/Community Sewer System: City of Sandpoint (0.45 miles)	Solid Waste Collection Facility: Bonner County Solid Waste (10.1 miles)
Public/Community Water System: Syringa Heights Water District (0.0 miles)	Fire Station: Selkirk Fire Rescue & EMS (1.9 miles)
Elementary School: Farmin-Stidwell Elementary (1.2 miles)	Secondary Schools: Sandpoint Middle School and High School (1.9 miles)
County Road: Baldy Mountain Road (0.0 miles)	County Road Name: Baldy Mountain Road

Which fire district will serve the project site? Northside Fire District

Which power company will serve the project site? Avista

SITE INFORMATION:

Please provide a detailed description of the following land features:

Topography (lay of the land), including estimated maximum slope, rock outcroppings, benches, etc: The site generally slopes from the north to the south with the highest point being in the northeast corner of the property. The southernmost portion of the site is the steepest with a slope of approximately 24-43% on the HOA open space/stormwater lot. This steep embankment slopes downward from the flatter buildable upland areas to Syringa Creek which borders the southern portion of the site. Several natural drainages cut through the site and drain generally from the northeast to southwest. The upland portions of the site have a moderate slope ranging from approximately 1% - 8% slopes. There are no other substantial geologic or topographic feature on the site.

Water courses (lakes, streams, rivers & other bodies of water): Syringa Creek borders the southernmost property line and a wetland delineation has been conducted. Several natural seasonal drainages cut through the site and drain generally from the northeast to southwest.

Is site within a floodplain? ☒ Yes ☐ No Firm Panel #: 16017C0715E Map Designation: Zone A

Springs & wells: N/A

Existing structures (size & use): N/A

Land cover (timber, pastures, etc): Open Timber, Forested, Pasture

Are wetlands present on site? ☒ Yes ☐ No Source of information: Wetland Delineation

Other pertinent information (attach additional pages if needed):

How is the proposed subdivision in accordance with the specific objectives of the comprehensive plan? (Please see attached copy of the goals and objectives):

Property Rights: The proposed subdivision is in alignment with the Bonner County zoning ordinance, setback standards, and environmental mitigations. These regulations have not destroyed the fundamental property right nor imposed substantial and significant limitations on the property. The proposed land use application does not impose substantial and significant limitations to adjacent properties.

Population: The Bonner County population trends and projections anticipates Bonner County growing by a rate of 1.1% over the next six years. This project will help alleviate the current shortage of housing in the county while also developing in the ACI, which will be important as this section of the comprehensive plan indicates that there has been a shift in populations from more rural areas to more urbanized areas. This is a clear indicator that housing is needed in areas within and adjacent to the ACI of the urban areas.

School Facilities & Transportation: The proposed subdivision is located within the Bonner School District #84. The proposed subdivision will add 24 lots which could add addtional children to the schools, however it also increases property values. Idaho public schools are partially funded by property taxes, which these new lots and residences will contribute to. In Bonner County only 24.6% of households have children. The average number of children per household in Bonner County is 0.615. This equates to approximately an additional 16 children into the Bonner County School District #84.

Economic Development: The location of the proposed subdivision is in close proximity to the City of Sandpoint. These lots could offer housing to members of the workforce who already live in the area but do not own a home, or could provide housing for new members of the workforce moving to the County from out of the region or state. Currently one of the biggest barriers to businesses gaining new employees is the lack of housing.

Land Use: These larger lots directly adjacent to the City limits of Sandpoint will help transition from smaller lots with higher density within the city limits to the larger, rural developments in the County. This transition will help maintain the rural character of the county within the ACI.

Natural Resources: Syringa Creek will be protected to the greatest extent practicable while still allowing for the site to be developed. One buildable lots will be located at the southern portion of the site however the steep slope and natural vegetation provide for a large buffer from the creek and associated wetland. Minimal disturbance and vegetation removal will occur during subdivision infrastructure improvements and BMPs will be implemented throughout construction.

Hazardous Areas: There are no known hazard areas on the subject property with exception to the floodplain associated with Syringa Creek. The buildable portion of the two lots that are encumbered by the Special Flood Hazard Area are significantly elevated above the base flood elevation. The proposed development complies with fire protection standards, ingress/egress, and floodplain development regulations.

Public Services: The Syringa Heights Water District has provided a will serve letter for the proposed subdivision. The lots will be served by individual septic systems. Avista will provide power and gas to the development.

Transportation: The proposed access road associated with the development will meet county road standards and will be a public road that is privately maintained thereby not impacting the County as far as maintenance is concerned. Sight distances from the approach of the new access road and Baldy Mountain Road have been analyzed and the new intersection will not create a hazard. A trip generation letter has been provided.

Recreation: The site does not remove any recreational opportunites from the residents of Bonner County. The development may encourage residents of the new subdivision to utilize the City Disc Golf Course as the site is directly adjacent to the subject property, Additionally, the close proximity of the new subdivision to the City of Sandpoint makes alternative methods of transportation, such as walking and biking, to and from work feasible. The open space/stormwater tract that will be owned and maintained by the HOA could benefit the residents of the subdivision with a large outdoor area for viewing wildlife and enjoying the natural area adjacent to Syringa Creek.

Special Areas or Sites: The proposed subdivision will protect and retain the ecologically sensitive area adjacent to Syringa Creek. There are no known culturally significant sites on the subject property.

Housing: This large lot subdivsion that is directly adjacent to the City of Sandpoint will provide single-family residential development opportunities. So long as zoning and utilities can support it, the option for ADUs (Additional Dwelling Units) on each lot could provide for affordable housing options as rental units or for independent living options for the aging population.

Community Design: As mentioned above this subdivision will act as a transition zone within the ACI that transitions the smaller, dense housing located within the City of Sandpoint, to the larger rural lots located in the unincorporated portions of Bonner County. This supports good community design while protecting natural resources and maintaining the rural character of the County.

Implementation: (Not required to complete this element) This proposed subdivision is in line with the current zoning regulations of Bonner County.

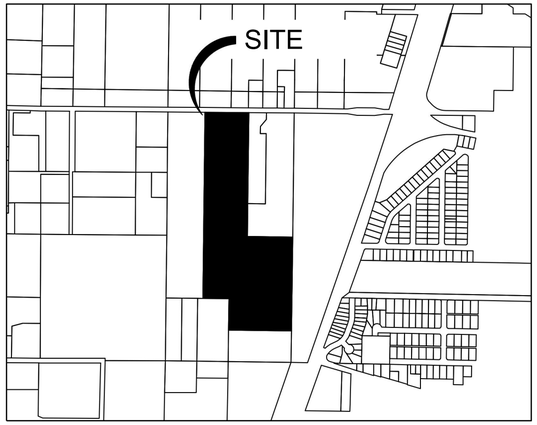
I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to Bonner County employees and representatives, elected or appointed officials to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Landowner's signature: Signed by: Richard Howarth C8C5C2F84D05469... Date: 2/3/2025

Landowner's signature: DocuSigned by: Garry Schickedanz CF09574E1FD3456... Date: 2/3/2025

DEERFIELD

SITUATE IN THE E1/2 OF THE SW1/4 OF SECTION 16
TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN
BONNER COUNTY, IDAHO



N

Vicinity Map:

SCALE: 1" = 1,000'

PANHANDLE HEALTH DISTRICT CERTIFICATE:

SANITARY RESTRICTIONS, AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13, ARE IN FORCE. NO OWNERS SHALL CONSTRUCT ANY BUILDING, DWELLING, OR SHELTER WHICH NECESSITATES THE SUPPLYING OF WATER OR SEWAGE FACILITIES FOR PERSONS USING SUCH PREMISES UNTIL SANITARY RESTRICTION REQUIREMENTS ARE SATISFIED.

THIS PLAT APPROVED THIS_____ DAY OF_____, 2025

_____
PANHANDLE HEALTH DISTRICT

COUNTY SURVEYOR'S CERTIFICATE:

I, HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT OF "DEERFIELD" AND CHECKED THE PLAT AND COMPUTATIONS THEREON AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE IDAHO STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

_____
BONNER COUNTY SURVEYOR DATE:

SURVEYOR'S CERTIFICATE:

THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECTION, AND IS BASED UPON AN ACTUAL FIELD SURVEY, IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 13, TITLE 50 OF THE IDAHO CODE. I HEREBY CERTIFY THAT ALL CORNERS AND MONUMENTS SHOWN HEREON AS SET MONUMENTS HAVE BEEN ESTABLISHED ON THE GROUND; THAT ALL PROVISIONS OF APPLICABLE STATE LAW AND LOCAL ORDINANCE HAVE BEEN COMPLIED WITH.

PROFESSIONAL LAND SURVEYOR LICENSED 20888 STATE OF IDAHO DANIEL O. INLOES
PRELIMINARY

_____ _____
DANIEL O. INLOES, PLS 20888: DATE:

OWNER'S CERTIFICATE:

THIS IS TO CERTIFY THAT DEERFIELD LLC, MANAGED BY RICHARD A. HOWARTH, IS THE SOLE OWNERS OF THE REAL PROPERTY DESCRIBED IN THIS CERTIFICATION AND HAVE CAUSED THE SAME TO BE DIVIDED INTO RESIDENTIAL LOTS. THE SAME TO BE KNOWN AS DEERFIELD, BEING SITUATE IN THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO BEING ALL THAT CERTAIN PARCEL OF LAND DESCRIBED IN QUITCLAIM DEED INSTRUMENT No. 976337, RECORDED 2/12/2021, BONNER COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER QUARTER CORNER OF SAID SECTION 16, SAID CENTER QUARTER BEARS:

- SOUTH 89°22'58" EAST, 2650.83 FEET DISTANCE FROM THE WEST QUARTER CORNER OF SAID SECTION 16, BEING A 2-1/2" ALUMINUM CAP MONUMENT PER CP&F RECORD INSTR. No. 940885, BONNER COUNTY RECORDS;
- NORTH 0°37'06" EAST, 2632.32 FEET DISTANCE FROM THE SOUTH QUARTER CORNER OF SAID SECTION 16, BEING A 2" ALUMINUM CAP MARKED "LS 813" PER CP&F INSTR. No. _____, BONNER COUNTY RECORDS;
- SOUTH 0°37'06" EAST, 2629.86 FEET DISTANT FROM THE NORTH QUARTER CORNER OF SAID SECTION 16, BEING A 2" ALUMINUM CAP MARKED "PLS 7046" PER CP&F INSTR. No. 562182, BONNER COUNTY RECORDS;
- NORTH 89°22'58" WEST, 2644.52 FEET DISTANT FROM THE EAST QUARTER CORNER OF SAID SECTION 16, BEING A 3-1/4" ALUMINUM CAP PER CP&F INSTR. No. 865561, BONNER COUNTY RECORDS;
- NORTH 49°59'51" EAST, 22.71 FEET DISTANT FROM THE CENTER QUARTER OF SAID SECTION 16 PER WEST SANDPOINT SUBDIVISION, AS SAME IS SHOWN ON THE OFFICIAL PLAT THEREOF, RECORDED IN BOOK 1 OF PLATS AT PAGE 152 UNDER INSTR. No. 32090 ON DECEMBER 4, 1910, BONNER COUNTY RECORDS

THENCE SOUTH 0°37'06" WEST, ON THE NORTH/SOUTH MID-SECTION LINE OF SAID SECTION 16, 40.44 FEET;
THENCE NORTH 89°04'33" WEST, 467.38 FEET TO A 1" IRON PIPE, BEING THE **POINT OF BEGINNING**;

THENCE SOUTH 00° 37' 06" WEST, 1274.72 FEET TO A 5/8" REBAR MARKED "INLOES PLS 20888" (HEREINAFTER DESCRIBED AS "A SET MONUMENT");
THENCE SOUTH 89° 03' 40" EAST, 467.70 FEET TO A SET MONUMENT ON THE NORTH/SOUTH MID-SECTION LINE PER THE PLAT OF WEST SANDPOINT SUBDIVISION (FROM WHICH THE CENTER QUARTER CORNER OF SECTION 16 PER WEST SANDPOINT SUBDIVISION BEARS NORTH 0°14'28" EAST, 1300.48 FEET DISTANT);
THENCE SOUTH 00° 14' 28" WEST, ON THE NORTH/SOUTH MID-SECTION LINE PER THE PLAT OF WEST SANDPOINT SUBDIVISION, 994.66 FEET TO THE NORTHEAST CORNER OF THE S1/2 SE1/4 SE1/4 SW1/4 OF SAID SECTION 16 TO A SET MONUMENT (FROM WHICH A 1" PIPE BEARS NORTH 89°22'58" WEST, 1.50 FEET DISTANT);
THENCE ON THE NORTH BOUNDARY OF THE S1/2 SE1/4 SE1/4 SW1/4 OF SAID SECTION 16, NORTH 89° 22' 58" WEST, 658.23 FEET TO THE NORTHWEST CORNER THEREOF, BEING A 1" IRON PIPE;
THENCE NORTH 00° 55' 15" EAST ON THE EAST BOUNDARY OF THE SW1/4 SE1/4 SW1/4 OF SAID SECTION 16, 333.39 FEET TO THE NORTHEAST CORNER THEREOF, BEING A 1/2" REBAR WITH NO CAP AND REPLACED WITH SET MONUMENT;
THENCE NORTH 89° 34' 33" WEST ON THE NORTH BOUNDARY OF THE SW1/4 SE1/4 SW1/4 OF SAID SECTION 16, 272.86 FEET, BEING A FOUND 5/8" REBAR WITH NO CAP;
THENCE NORTH 00° 20' 36" EAST, 1942.03 FEET TO A SET MONUMENT;
THENCE SOUTH 89° 04' 33" EAST, 464.41 FEET TO THE **POINT OF BEGINNING**.

THE ABOVE DESCRIBED CONTAINS 32.646 ACRES (±11,422,057 SQ.FT.) MORE OR LESS.

BE IT FURTHER KNOWN THAT:

- THE OWNER HEREBY DEDICATES A STRIP OF VARYING WIDTH TO THE PUBLIC ALONG BALDY MOUNTAIN ROAD WHICH RESULTS IN THE SOUTHERLY RIGHT OF WAY WIDTH EQUALING 30.00 FEET FROM THE EXISTING CENTERLINE OF BALDY MOUNTAIN ROAD.
- THE OWNER HEREBY DEDICATED THE ROADS SHOWN WITHIN THIS PLAT TO THE PUBLIC AND ARE TO BE PRIVATELY MAINTAINED BY THE HOMEOWNERS ASSOCIATION, AS SPECIFIED IN THE CC&R's.
- AS SHOWN ON THIS PLAT, TRACT "A" WITHIN BLOCK 2 WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION FOR FOR THE PURPOSE OF WATER STORAGE, AS DESCRIBED IN THE CC&R'S.
- THE OWNER HEREBY RESERVES A BLANKET FIRE TURNAROUND EASEMENT OVER THE ENTIRETY OF TRACT "A" WITHIN BLOCK 2.
- AS SHOWN ON THIS PLAT, THE OWNER HEREBY RESERVES A FIRE TURNAROUND EASEMENT OVER A PORTION OF LOT 13, WITHIN BLOCK 1.
- AS SHOWN ON THIS PLAT, THE STORM WATER TRACT WITHIN BLOCK 1 WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION FOR THE PURPOSE OF STORM WATER CONVEYANCE AND RETENTION, AS DESCRIBED IN THE CC&R'S.
- ALL LOT LINES COMMON TO PUBLIC RIGHTS-OF-WAY HAVE A 10.00' PUBLIC UTILITY AND STORM WATER EASEMENT ADJACENT TO SAID RIGHT-OF-WAY WITHIN SAID LOTS.
- A 10.00' PUBLIC UTILITY AND STORM WATER EASEMENT CENTERED ON THE COMMON LOT LINE OF LOT 6 AND LOT 1, BLOCK 1, IS HEREBY RESERVED BY THE HOMEOWNERS ASSOCIATION.
- AS SHOWN ON THIS PLAT, THE HOMEOWNERS ASSOCIATION HEREBY RESERVES AND RETAINS AN EASEMENT OVER AND ACROSS THE SOUTHWEST CORNER OF LOT 11, BLOCK 1, FOR ACCESS TO THE STORM WATER TRACT.
- DOMESTIC WATER FOR THIS PLAT IS SUPPLIED BY SYRINGA HEIGHTS WATER DISTRICT.
- DOMESTIC SEWER FOR THIS PLAT IS SUPPLIED BY INDIVIDUAL SEPTIC SYSTEMS.
- DOMESTIC SOLID WASTE DISPOSAL IS THE RESPONSIBILITY OF THE LOT OWNERS.

_____
DEERFIELD, LLC DATE
MANAGER

NOTARY PUBLIC CERTIFICATE:

ACKNOWLEDGEMENT

STATE OF IDAHO }
}SS
COUNTY OF _____}

ON THIS _____ DAY OF _____, IN THE YEAR OF 2025, BEFORE ME PERSONALLY APPEARED _____, KNOW OR IDENTIFIED TO ME TO BE THE MANAGER OF DEERFIELD LLC, WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGE TO ME THAT THEY EXECUTED THE SAME. I HAVE HEREUNTO SET MY HAND AND SEAL THE DATE LAST ABOVE WRITTEN.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

RECORDER'S CERTIFICATE:

FILED THIS_____ DAY OF _____ , 2025,

AT _____ O'CLOCK ___.M. IN BOOK_____ OF PLATS AT PAGE_____.

AT THE REQUEST OF HMH ENGINEERING

INSTRUMENT NO._____. FEE:_____.

_____
BONNER COUNTY RECORDER

COUNTY COMMISSIONER'S CERTIFICATE:

THIS PLAT HAS BEEN APPROVED AND ACCEPTED BY THE BOARD OF COUNTY COMMISSIONERS OF BONNER COUNTY, IDAHO.

DATED THIS _____ DAY OF _____, IN THE YEAR OF 2025.

_____
CHAIRMAN OF THE BOARD OF COMMISSIONERS

PLANNING DIRECTOR CERTIFICATE:

THIS PLAT HAS BEEN EXAMINED FOR CONFORMANCE TO THE APPLICABLE ZONING AND SUBDIVISION CODES AND APPROVED.

DATED THIS _____ DAY OF _____, IN THE YEAR OF 2025.

_____
BONNER COUNTY PLANNING DIRECTOR, ET AL

COUNTY TREASURER'S CERTIFICATE:

I, HEREBY CERTIFY THAT THE REQUIRED TAXES ON THE HEREIN DESCRIBED PROPERTY HAVE BEEN FULLY PAID UP TO AND INCLUDING THE YEAR_____

DATED THIS_____ DAY OF_____, 2025.

_____
BONNER COUNTY TREASURER

SYRINGA HEIGHTS WATER DISTRICT CERTIFICATE:

THIS PLAT HAS BEEN APPROVED AND ACCEPTED BY THE SYRINGA HEIGHTS WATER DISTRICT, BONNER COUNTY, IDAHO.

DATED THIS _____ DAY OF _____, IN THE YEAR OF 2024.

_____
CHAIRMAN

CITY OF SANDPOINT CERTIFICATE:

I HEREBY CERTIFY THAT THIS PLAT WAS REVIEWED FOR POTENTIAL IMPACT TO THE CITY ON THIS_____ DAY OF _____, IN THE YEAR OF 2025

_____ _____
CITY CLERK DATE

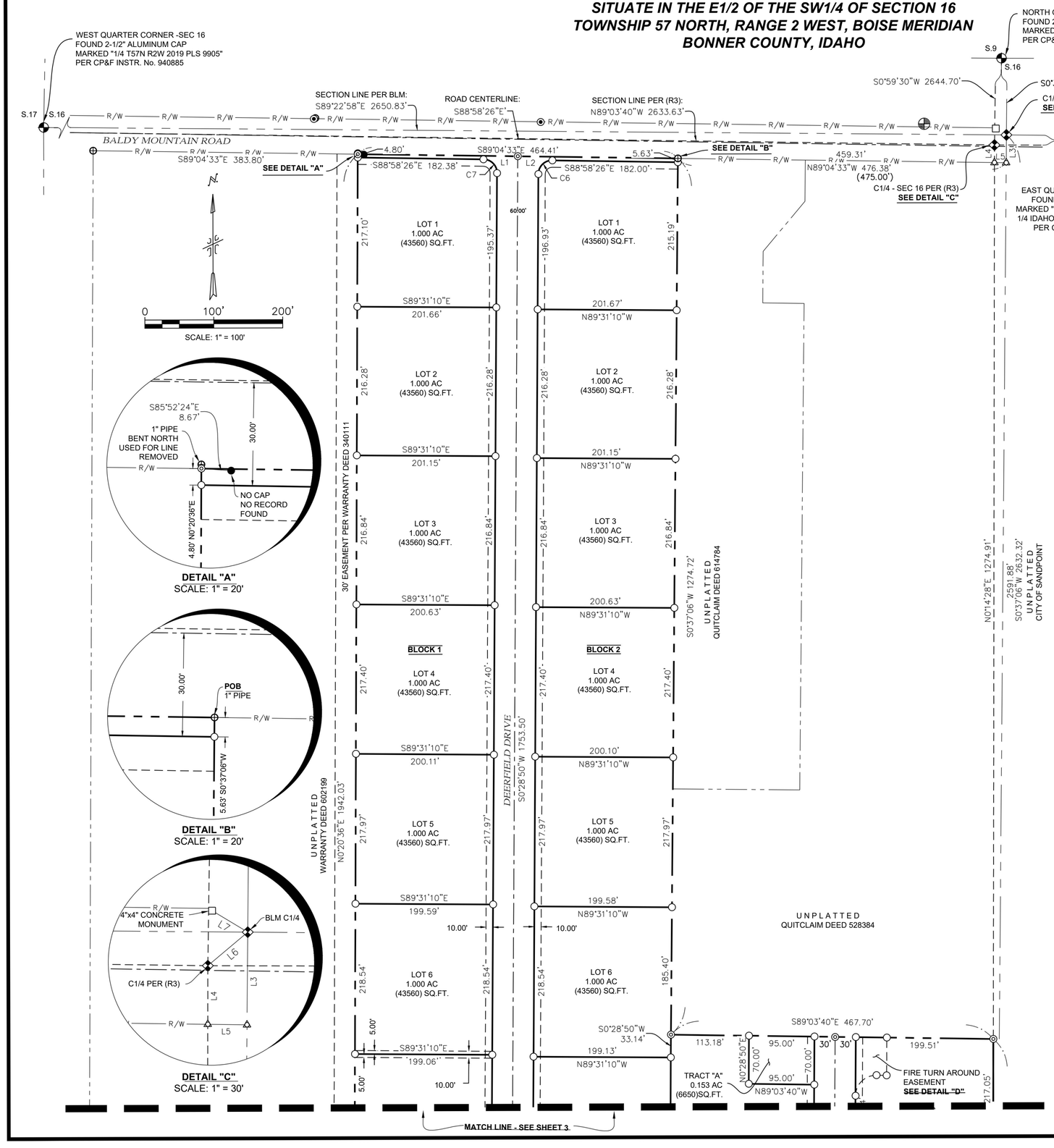
_____ _____
MAYOR DATE

PN: D24013

HMH engineering
476864 Highway 95, Suite 3
Ponderay, ID 83852
(208) 635-5825

DEERFIELD

SITUATE IN THE E1/2 OF THE SW1/4 OF SECTION 16 TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN BONNER COUNTY, IDAHO



NOTES:

1. SEE SHEET 3 FOR LINE AND CURVE TABLE.
2. THE LOTS WITHIN THIS PLAT MAY NOT BE FURTHER SUBDIVIDED WITHOUT WRITTEN APPROVAL OF THE BONNER COUNTY PLANNING DEPARTMENT & BONNER COUNTY COMMISSIONERS.
3. THE NUMBER AND TYPE OF DWELLINGS PERMITTED WITHIN THIS PLAT SHALL BE IN ACCORDANCE WITH IDAHO STATE CODE AND BONNER COUNTY PLANNING CODE.
4. STORM WATER TRACT IS TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
5. WATER STORAGE TRACT IS TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
6. ALL LOT LINES COMMON TO PUBLIC RIGHTS-OF-WAY HAVE A 10.00' PUBLIC UTILITY AND STORM WATER EASEMENT ADJACENT TO SAID RIGHT-OF-WAY WITHIN SAID LOTS.
7. THE SUBJECT PROPERTY IS LOCATED WITHIN FEMA FLOOD ZONE "X", AREA OF MINIMAL FLOOD HAZARD, AND FLOOD ZONE "A" PER FIRM PANEL 16017C0715E WITH AN EFFECTIVE DATE OF 11/18/2009.
8. ALL ROADS WITHIN THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC AS PRIVATELY MAINTAINED PUBLIC ROADS AND WILL BE CONSTRUCTED TO THE PRIVATELY MAINTAINED PUBLIC ROADS COUNTY STANDARDS. THEY HAVE NOT BEEN CONSTRUCTED TO COUNTY STANDARDS FOR COUNTY MAINTENANCE. THESE ROADS SHALL BE MAINTAINED AT THE SOLE EXPENSE OF THE PROPERTY OWNERS.
9. PURSUANT TO IDAHO CODE 50-1304(2)(L), PER PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATIONS NATIONAL PIPELINE MAPPING SYSTEM, A GAS TRANSMISSION NORTHWEST LLC NATURAL GAS PIPELINE EXIST ROUGHLY 1000' WEST OF THE NORTHWEST CORNER OF THIS PLAT.
10. THIS PLAT IS SUBJECT TO THE TERMS, CONDITIONS AND PROVISIONS AS OUTLINES IN THE COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R'S) RECORDED AS INSTRUMENT No. _____.

BASIS OF BEARING:

THIS PLAT WAS ESTABLISHED BY GPS CONTROL COORDINATES DERIVED FROM NGS OPUS SOLUTIONS USING A REFERENCE FRAME OF NAD83 (2011)(EPOCH: 2010.000) ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, (1103) - US SURVEY FT. REFER TO THE DRAWING FOR SPECIFIC LINE AND MONUMENTS USED. DISTANCES SHOWN HAVE BEEN CONVERTED FROM GRID TO GROUND USING A COMBINED ADJUSTMENT FACTOR (CAF) OF 1.0001188201.

SURVEYOR'S NARRATIVE:

THIS PLAT WAS PREPARED AT THE REQUEST OF DEERFIELD LLC TO ESTABLISH THE BOUNDARY DESCRIBED IN (R1) AND ESTABLISH LOTS AS SHOWN ON THIS PLAT.

- DOUBLE CENTER QUARTER
  - THE CENTER QUARTER CORNER OF SECTION 16 HAS BEEN ESTABLISHED IN TWO LOCATIONS. ONE LOCATION IS BASED ON THE PLAT OF WEST SANDPOINT SUBDIVISION (R2) AND ONE BASED ON BUREAU OF LAND MANAGMENT MANUAL OF INSTRUCTION. AN EXTENSIVE ATTEMPT WAS MADE TO LOCATE THESE TWO MONUMENTS, NEITHER OF WHICH WERE FOUND. FOR MORE INFORMATION REGARDING WHICH SURVEYS AND PLATS USED EACH CENTER QUARTER, SEE (R3). RECORD DISTANCES PER (R2) WERE USED TO ESTABLISH THE CALCULATED POSITION OF THE CENTER QUARTER, PER (R3). THE EAST, WEST, NORTH AND SOUTH QUARTER CORNERS WERE LOCATED TO ESTABLISH THE CALCULATED POSITION OF THE CENTER QUARTER PER BLM MANUAL OF INSTRUCTION.
- THE AS-CONSTRUCTED CENTERLINE OF BALDY MOUNTAIN ROAD WAS LOCATED TO ESTABLISH A 30.00' RIGHT OF WAY.
- THE NORTH BOUNDARY OF THE SUBJECT PROPERTY WAS ESTABLISHED FROM FOUND MONUMENTS AT THE NORTHWEST CORNER OF THAT CERTAIN PARCEL DESCRIBED IN WARRANTY DEED 602199 AND THE FOUND 1" PIPE MONUMENTING THE NORTHEAST CORNER OF THE SUBJECT PROPERTY.
  - THE MONUMENT AT THE NORTHEAST CORNER OF THE SUBJECT PROPERTY SUBSTANTIALLY FITS LINES OF OCCUPATION AND EXISTING FENCE LINES.
- THE EAST BOUNDARY OF THE SUBJECT PROPERTY ADJACENT TO LOTS 1 THROUGH 6, BLOCK 2 WAS ESTABLISH BY HOLDING THE FOUND 1" PIPE AT THE NORTHEAST CORNER OF THE SUBJECT PROPERTY HOLDING THE BEARING OF THE NORTH/SOUTH CENTERLINE OF SECTION 16, PER THE BLM SOLUTION.
- THE PROPERTY BOUNDARY ADJACENT TO THE NORTH BOUNDARY OF LOT 11 AND TRACT "A", BLOCK 2 AND LOT 14, BLOCK 1, WAS ESTABLISH BY DETERMINING THE EAST/WEST CENTER OF SECTION 16 BASED ON WEST SANDPOINT PLAT AND THE WEST QUARTER CORNER AND OFFSETTING THAT ALIGNMENT A RECORD DISTANCE OF 1300.38 FEET TO THE SOUTH. THIS SUBSTANTIALLY FITS EXISTING FENCE LINES AND LINES OF OCCUPATION.
- THE EAST BOUNDARY OF THE SUBJECT PARCEL ADJACENT TO THE EAST BOUNDARY OF THE STORM WATER TRACT AND LOTS 11 THROUGH 13, BLOCK 1, WAS ESTABLISHED BY HOLDING THE NORTH/SOUTH CENTERLINE OF SECTION 16 BASED ON THE SOUTH QUARTER CORNER AND THE CALCULATED POSITION OF THE CENTER QUARTER BASED ON WEST SANDPOINT SUBDIVISION.
- THE SOUTH BOUNDARY OF THE SUBJECT PARCEL WAS ESTABLISHED BY HOLDING FOUND MONUMENTS. THE FOUND 1" PIPE AT THE SOUTHEAST CORNER OF THE SUBJECT PARCEL WAS USED FOR LINE ONLY. THE SOUTH BOUNDARY LINE WAS EXTENDED TO THE NORTH/SOUTH CENTERLINE OF SECTION 16, BASED ON THE SOUTH QUARTER CORNER AND THE CALCULATED POSITION OF THE CENTER QUARTER BASED ON WEST SANDPOINT SUBDIVISION.
- THE WEST BOUNDARY OF THE SUBJECT PARCEL WAS ESTABLISHED BY HOLDING FOUND MONUMENTS.

BONNER COUNTY REFERENCES:

(R1) QUIT CLAIM DEED INSTRUMENT No. 976337 RECORDED 2/12/ 2021
(R2) WEST SANDPOINT SUBDIVISION, RECORDED DEC. 4, 1910 UNDER INSTRUMENT No. 32090 IN BOOK 1 OF PLATS AT PAGE 152.
(R3) RECORD OF SURVEY INSTRUMENT No. 942527 RECORDED BY MARK DUFFNER, PLS 9905, 2019.
(R4) RECORD OF SURVEY INSTRUMENT No. 563766 RECORDED BY GEORGE MARSHALL, PLS 7046, 2000.
(R5) RECORD OF SURVEY INSTRUMENT No. 562958 RECORDED BY GEORGE MARCHALL PLS 7046, 2020.
(R6) RECORD OF SURVEY INSTRUMENT No. 365249 RECORDED BY DAVID EVANS, PLS 5087, 1989.
(R7) RECORD OF SURVEY INSTRUMENT No. 347149 RECORDED BY ROBERT BRISTOL, PLS 882. 1988.

LEGEND:

- FOUND ALUMINUM CAP MONUMENT, AS DESCRIBED
- FOUND 5/8" REBAR, "BRISTOL PLS 882" OR AS DESCRIBED
- FOUND IRON PIPE, AS DESCRIBED
- FOUND 1/2" REBAR, AS DESCRIBED
- SET 5/8"x24" REBAR WITH YELLOW PLASTIC CAP STAMPED "INLOES PLS 20888"
- SET 1/2"x24" REBAR WITH YELLOW PLASTIC CAP STAMPED "INLOES PLS 20888", OR AS DESCRIBED
- SET ALUMINUM CAP ON 5/8"x24" REBAR
- CALCULATED POINT, NOTHING FOUND OR SET

- SUBJECT PROPERTY BOUNDARY
- INTERIOR LOT/BLOCK LINES
- ADJACENT PROPERTY BOUNDARY
- SECTION LINE (BLM SOLUTION)
- SECTION LINE (R3) SOLUTION
- EASEMENT LINE
- R/W — R/W — RIGHT OF WAY LINE

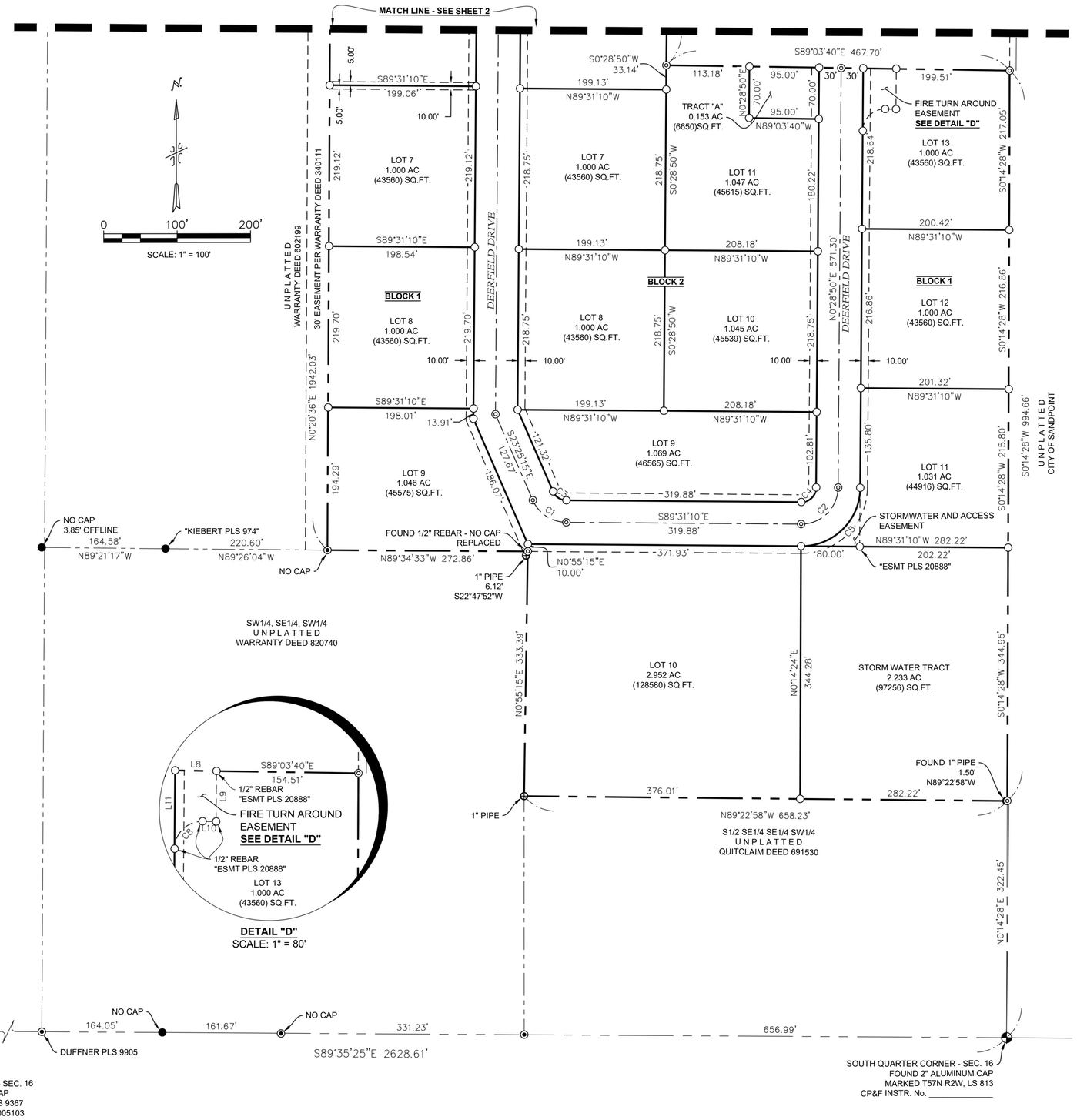
PROFESSIONAL LAND SURVEYOR LICENSED 20888 STATE OF IDAHO DANIEL O. INLOES
PRELIMINARY

PN:D24013

HMH engineering
476864 Highway 95, Suite 3
Ponderay, ID 83852
(208) 635-5825

DEERFIELD

SITUATE IN THE E1/2 OF THE SW1/4 OF SECTION 16
TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN
BONNER COUNTY, IDAHO



LEGEND:

- FOUND ALUMINUM CAP MONUMENT, AS DESCRIBED
- FOUND 5/8" REBAR, AS DESCRIBED
- FOUND IRON PIPE, AS DESCRIBED
- FOUND 1/2" REBAR, AS DESCRIBED
- SET 5/8"x24" REBAR WITH YELLOW PLASTIC CAP STAMPED "INLOES PLS 20888"
- SET 1/2"x24" REBAR WITH YELLOW PLASTIC CAP STAMPED "INLOES PLS 20888", OR AS DESCRIBED
- SET ALUMINUM CAP ON 5/8"x24" REBAR
- CALCULATED POINT, NOTHING FOUND OR SET
- SUBJECT PROPERTY BOUNDARY
- INTERIOR LOT/BLOCK LINES
- ADJACENT PROPERTY BOUNDARY
- SECTION LINE (BLM SOLUTION)
- SECTION LINE (R3) SOLUTION
- EASEMENT LINE
- R/W — R/W — RIGHT OF WAY LINE

Line Table		
Line #	Length	Direction
L1	232.20	S89°04'33"E
L2	232.21	S89°04'33"E
L3	40.44	S0°37'06"W
L4	25.56	N0°14'28"E
L5	17.07	S89°04'33"E
L6	22.71	S49°59'51"W
L7	18.12	N58°38'03"W
L8	45.00	S89°03'40"E
L9	55.00	S0°28'50"W
L10	14.76	N89°03'40"W
L11	85.24	S0°28'50"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Length	Chord Bearing
C1	57.68	50.00	66°05'55"	54.54	S56°28'13"E
C2	78.54	50.00	90°00'00"	70.71	N45°28'50"E
C3	23.07	20.00	66°05'56"	21.81	N56°28'12"W
C4	31.42	20.00	90°00'00"	28.28	S45°28'50"W
C5	125.66	80.00	90°00'00"	113.14	N45°28'50"E
C6	31.61	20.00	90°32'44"	28.42	N45°45'12"E
C7	31.23	20.00	89°27'16"	28.15	S44°14'48"E
C8	47.36	30.00	90°27'30"	42.60	S45°42'35"W

PRELIMINARY
PROFESSIONAL LAND SURVEYOR LICENSED 20888 STATE OF IDAHO DANIEL O. INLOES

PN:D24013

HMH engineering
476864 Highway 95, Suite 3
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(208) 635-5825

Item # 10.

AGENDA REPORT

Planning & Zoning Commission Meeting

TODAY'S DATE: April 30, 2025

MEETING DATE: May 7, 2025

TO: Mayor Grimm and City Council members

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing - Proposed Update to Sandpoint's Area of Impact

INTRODUCTION

The purpose of this staff report is to present to the Sandpoint City Council a proposed update to the City's Area of Impact (AI), formerly referred to as the Area of City Impact (ACI), in accordance with Idaho State Code Section 67-6526. The proposed modification seeks to align the AI boundary with the guidelines set forth in the new state law, which limit such areas to regions that are highly likely to be annexed within five (5) years and generally within two (2) miles of existing city limits.

A public hearing was be held during the March 18, 2025, meeting to receive public comment on the proposed changes and for the Commission to deliberate on a recommendation to the City Council regarding adoption of the revised AI boundary. At that hearing, the P&Z Commissioners voted unanimously to recommend to Council that they accept staff's proposed reduction in the Area of Impact Boundary and recommend the updated boundary to the Bonner County Board of Commissioners for adoption.

DESCRIPTION/BACKGROUND:

Idaho State Law, Title 67, Chapter 65 establishes the Local Land Use Planning Act, otherwise known as LLUPA, which is the State enabling legislation and requirements for cities and counties to engage in land use planning at the local level. A component of land use planning involves the adoption of a Comprehensive Plan (§67-6508) that includes and plans for the entirety of property within the jurisdiction. Additionally, as established in §67-6526, cities plan for areas outside their jurisdictional boundaries that are anticipated to be annexed for growth and development in the future. These areas are called Areas of Impact (formerly Areas of City Impact) and are proposed by cities and adopted as legislative acts by counties as the counties retain land use planning authority over these areas until such time as annexation occurs. The City of Sandpoint's current Area of City Impact was created by the County on January 2nd, 2007. Through the City's recent Comprehensive Planning effort which culminated in the adoption of a new Comprehensive Plan in July of 2024, the City is proposing a reduction to the future annexation area (Area of Impact).

The current Area of City Impact encompasses approximately **12.3 square miles** of unincorporated land adjacent to Sandpoint's city limits. Historically, this area has included large sections of undeveloped foothills and forestry lands, which are unlikely to be annexed in the foreseeable future. Legislative

changes enacted in 2024 require that areas of impact be limited to land that can feasibly be annexed and serviced within five years.

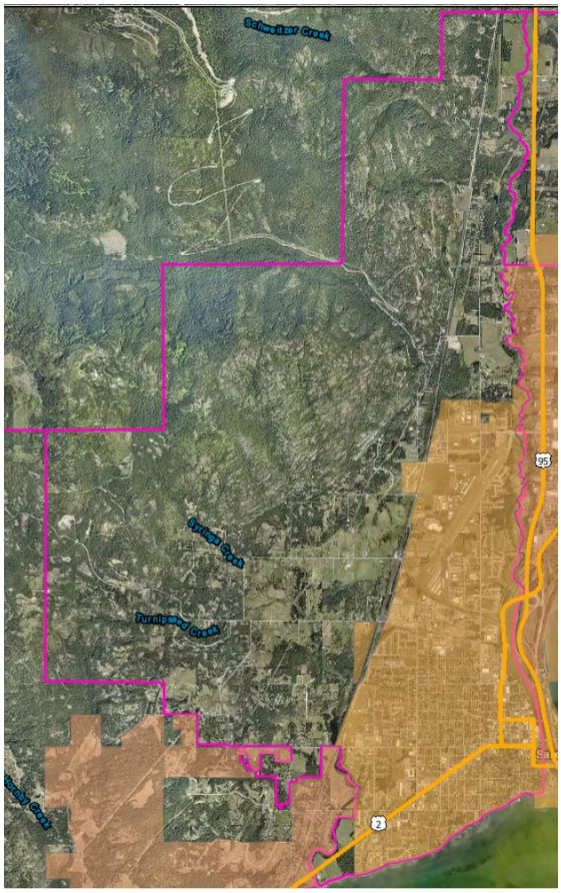
The 2024 Comprehensive Plan recommended reducing the AI to more closely align with the city's growth projections and serviceability, bringing it into compliance with the new state requirements.

PROPOSED AREA OF IMPACT

The revised AI boundary, as illustrated in Map 5 of the 2024 Comprehensive Plan, proposes a substantial reduction in the existing impact area, from its current 12.3 square miles to **3.4 square miles**. The proposed boundary is defined as follows:

- Extends southwest from city limits into vacant agricultural lands east of the slough between Ontario Street and the Pend Oreille River.
- Includes all properties between Sandpoint's western city limits north of Pine Street, incorporating both sides of Upland Drive up to Baldy Mountain Road.
- Follows Upland Drive north to Gooby Road, including properties along Gooby east of Upland.
- Encompasses properties along Mountain View Drive down to Leisure Lane, then north of Goodman to Woodland Drive, extending north to Schweitzer Mountain Road.
- Extends north from Schweitzer Mountain Road to Bronx Road and then east to Sand Creek. Includes all properties south of Bronx Road, east of Sand Creek, and north of City limits, including the neighborhoods of Sweetgrass Lane and Vedelwood Drive.

This proposed AI significantly reduces the footprint of the existing area, eliminating large portions of remote and undeveloped lands that are unlikely to be annexed or developed within the five-year planning horizon. No areas included in the proposed AI are not already in our existing Area of City Impact.



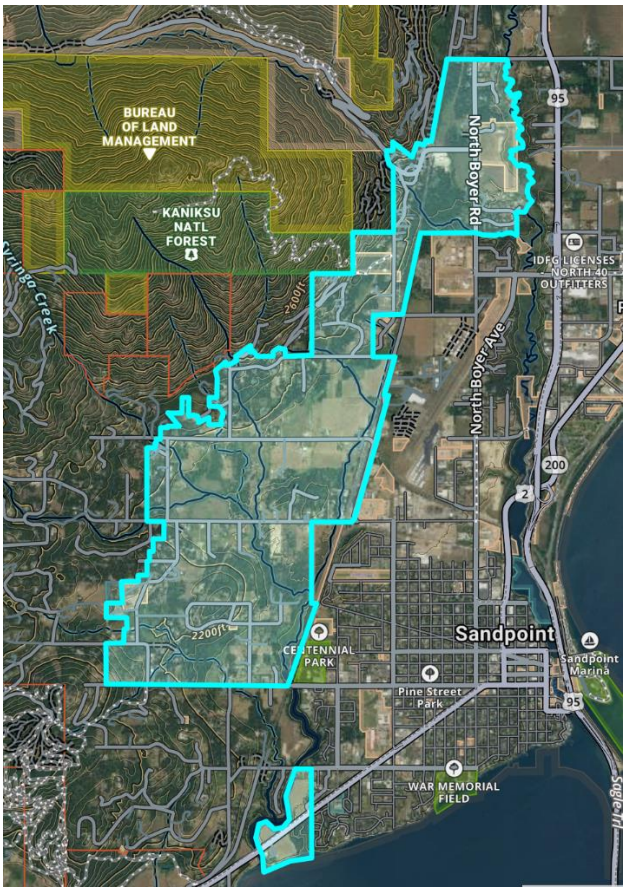


Figure 1: Existing Area of City Impact and Figure 2: Proposed Area of Impact

COMPLIANCE WITH IDAHO STATE CODE

Idaho State Code Section 67-6526 mandates that an area of impact:

1. Shall not exceed areas very likely to be annexed within the next five (5) years.
2. Shall not extend more than two (2) miles from existing city limits, except under special conditions.

The proposed AI reduction aligns with these statutory requirements by removing lands that are neither feasible nor intended for future annexation by the City of Sandpoint.

PUBLIC NOTIFICATION AND INPUT

In accordance with state and local regulations, notice of this public hearing was published in the local newspaper on April 22nd, 29th, and May 6th, 2025. The notice was also made available at City Hall and

on the City's website. Property owners and stakeholders were encouraged to submit written comments by March 13, 2025, for inclusion in the meeting packet, with late comments distributed at the hearing.



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OVERLAP WITH CITY OF DOVER

During joint planning meetings with the cities of Dover, Ponderay, and Kootenai, it emerged that Dover intends to include the area southwest of existing Sandpoint City limits, south of Ontario Street and east of the slough, in its own Area of Impact. The two cities' planning teams were unable to reach an agreement regarding which city should incorporate this land into its AI.

Sandpoint asserts that given the contiguous shared border with the City of Sandpoint's Northview subdivision, the ease of extending utilities into the contested area, and the natural geographical barrier created by the slough, the land in question is more logically included in Sandpoint's AI. Conversely, Dover argues that since they previously extended a sewer pipe over the bridge crossing the slough on Ontario Street, they have the capacity to serve the area with utilities and wish to include it in their AI.

Pursuant to Idaho State Code Section 67-6526, if the cities cannot reach an agreement, any or all involved cities may submit their requests to the board of county commissioners for consideration. Sandpoint Planning staff recommends including the contested area in Sandpoint's proposed AI boundary and allowing the County Commissioners to evaluate the merits of both cities' arguments before determining the appropriate AI designation.

STAFF RECOMMENDATION:

Planning staff recommends that the Sandpoint City Council approve the proposed update to the Area of Impact (AI) boundary and forward a recommendation to the Bonner County Board of Commissioners for adoption. The proposed AI boundary aligns with Idaho State Code Section 67-6526, ensuring that only areas likely to be annexed within the next five years are included.

Furthermore, given the unresolved boundary overlap with the City of Dover, staff recommends that the contested area be included in Sandpoint's proposed AI boundary and that the County Commissioners be given the opportunity to weigh the merits of both cities' claims before making a final determination. This approach ensures that the AI boundaries are established in a fair and lawful manner, in accordance with state regulations.

Staff further recommends that if the AI modification is approved by the City Council, negotiations with Bonner County proceed promptly to formalize the agreement and incorporate the changes into Sandpoint's planning framework.

NEXT STEPS

Upon recommendation by City Council, the next step involves negotiation with Bonner County for formal adoption of the new AI boundary. In cases where disagreements exist between cities regarding overlapping AI boundaries, the board of county commissioners will consider the respective requests and determine the final boundary placement per Idaho State Code Section 67-6526(3).

Once approved, the revised AI boundary will be incorporated into Sandpoint's comprehensive planning framework and zoning regulations in coordination with Bonner County.

ACTION:

Motion to approve, deny, or modify the proposed Area of Impact Boundary for recommendation to City Council and subsequent presentation to the Bonner County Board of Commissioners for consideration and eventual adoption.

WILL THERE BE ANY FINANCIAL IMPACT? No

HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- 2024 Comprehensive Plan Area of Impact Description
- 2024 Comprehensive Plan Proposed Area of Impact Boundary
- Current Sandpoint & Bonner County AI Agreement
- Notice of Public Hearing

Parks and Open Space

As detailed in Chapter 7 Parks and Recreation, the city's parks are spread throughout the community and serve as gathering places in addition to buffering development from natural hazards such as flooding. Due to the high value placed on parks and open spaces, ensuring that future residential developments incorporate these amenities is essential. Protecting areas of open space along floodplains and wetland areas is important to provide the community with recreational trails and wildlife corridors, as well as protecting water quality. The 2020 Parks and Recreation Master Plan identifies needed updates and improvements to facilities and programming and will need periodic updating to ensure current needs are being addressed.

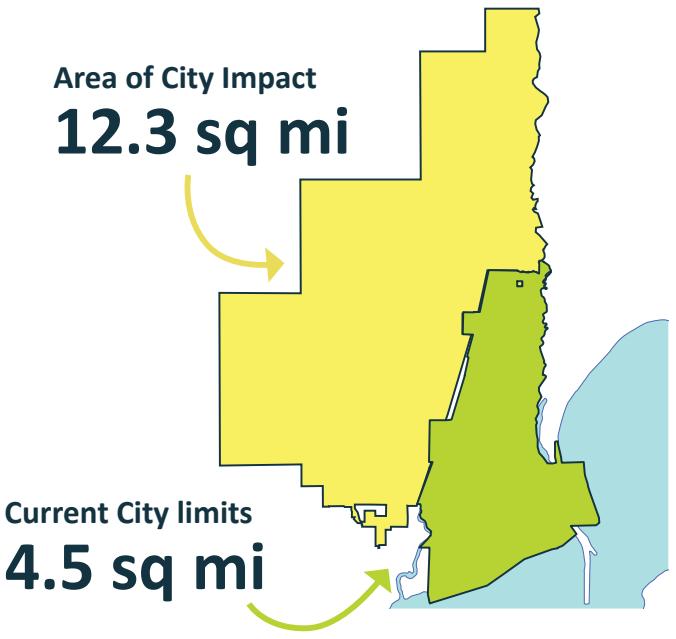
Quasi-Public/Institutional

The city serves as a regional service center with an abundance of health care, school, government, religious, and non-profit facilities present. This land use category encompasses approximately 29 percent of the City's land area that does not contribute to the tax base.

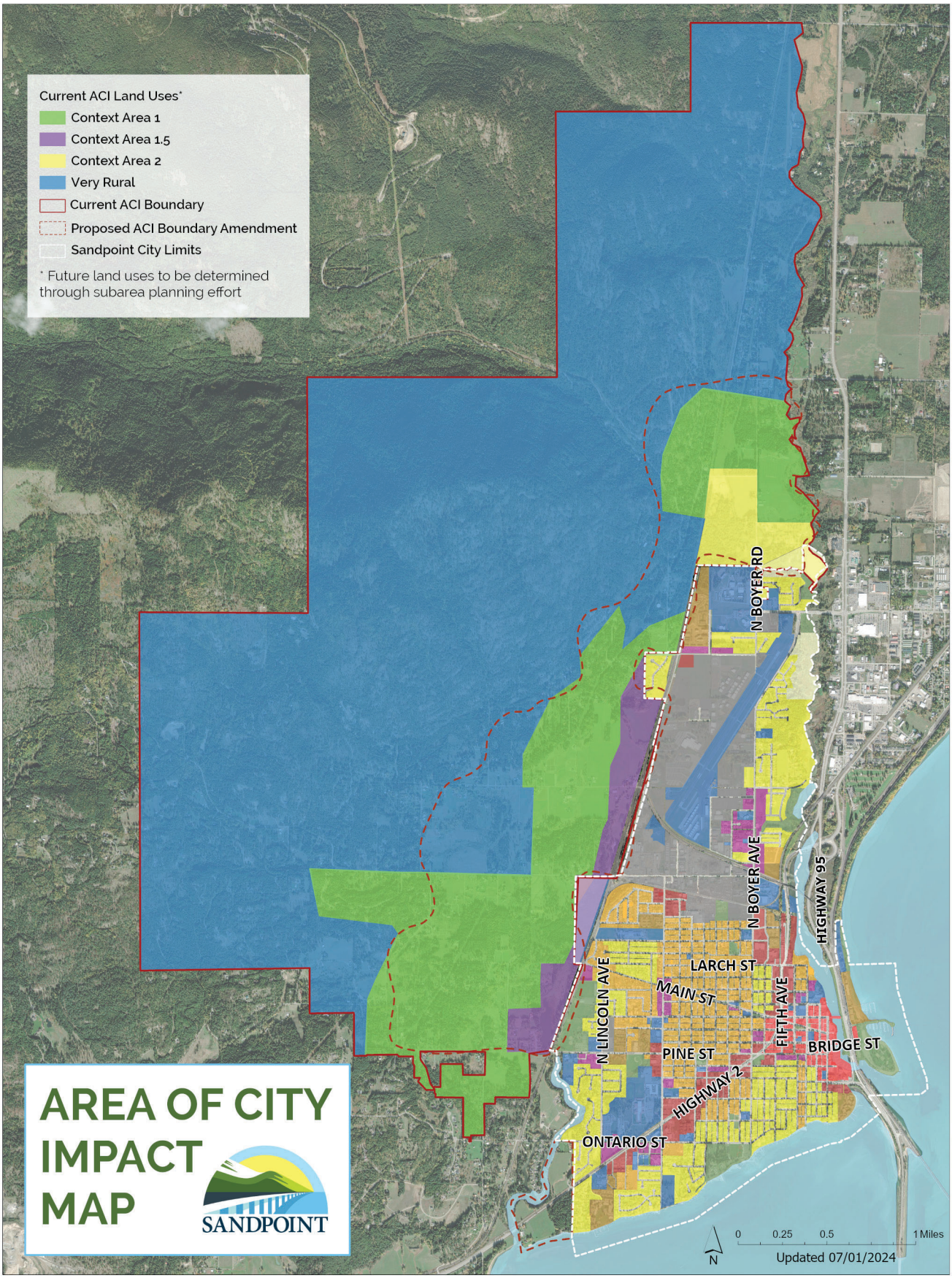
AREA OF CITY IMPACT (ACI)

Sandpoint's Area of City Impact (ACI) is unincorporated land adjacent to the city that is collaboratively designated by the City and County as land that may someday be considered for annexation into the city. As such, ACI lands are included in comprehensive planning to facilitate City goals and help coordinate development patterns between the city and the ACI. Under the current ACI ordinance, certain types of development within the ACI, while technically in unincorporated Bonner County, are subject to review and comment by the City of Sandpoint.

This Comprehensive Plan update considered the ACI as an area that could reasonably be served by the city within the next twenty years, specifically whether extension of city utilities would be economically and physically possible in the next 5-10 years. The City anticipates renegotiating the ACI boundary with Bonner County and would propose a boundary based on that analysis. As shown in Map 5 Area of City Impact, the boundary that the City would propose is significantly smaller than the currently adopted ACI. Due to legislative changes passed into Idaho law in 2024 that affected ACI requirements, the negotiation of a new boundary and agreement are included as implementation steps in Appendix A. Existing development in the ACI is predominantly low-density and rural. Where developed, some lands are utilized for farming, though most are homes on characteristically large-sized rural lots. Some isolated commercial uses exist in the ACI as well. As part of the ACI renegotiation, a sub-area plan will be developed that will detail future land uses, transportation, and utility corridors. It is anticipated that the predominant future land use in the ACI will be residential at densities that can support extension of utilities, but mixed-use areas and small commercial nodes consistent with the Neighborhood Mixed Use land use category may also be possible.



Map 5. Area of City Impact



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FILED BY
BC Planning
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Nora
MARIE SCOTT
BONNER COUNTY RECORDER
DEPUTY

ORDINANCE NO. 485

SANDPOINT AREA OF CITY IMPACT MAP

AN ORDINANCE OF BONNER COUNTY, IDAHO, CITING ITS AUTHORITY, AND PROVIDING FOR THE ADOPTION OF AN AMENDED MAP AND LEGAL DESCRIPTION FOR THE SANDPOINT AREA OF CITY IMPACT WITHIN THE UNINCORPORATED AREA OF BONNER COUNTY, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREIN, PROVIDING FOR SEVERABILITY, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the cities of Dover, Sandpoint and Bonner County desire to establish areas of city impact pursuant to the provisions of Idaho Code §67-6526; and

WHEREAS, the City of Dover, City of Sandpoint, and Bonner County were engaged in litigation to establish the City of Dover Area of City Impact (First District Court Civil Case No. CV 95-01111) due to overlapping interests; and

WHEREAS, the parties entered into a "Memorandum of Understanding and Settlement Agreement," dated May 24, 2001, to resolve the boundary lines of the areas of city impact; and

WHEREAS, the parties stipulated to certain maps designated as exhibits which are to govern the establishment of the boundaries of the disputed areas of the Areas of City Impact for Dover and Sandpoint; and

WHEREAS, the cities have delivered to Bonner County legal descriptions and maps depicting the stipulated boundaries of the areas of city impact and Bonner County desires to adopt ordinances creating the boundaries consistent with the settlement agreement.

NOW, THEREFORE, BE IT ORDAINED, by the Board of County Commissioners that the following be and is hereby adopted as an ordinance of Bonner County, Idaho:

SECTION 1: AUTHORITY

This ordinance is adopted pursuant to authority granted to Bonner County at Chapter 65 of Title 67, Idaho Code and pursuant to the provisions of the Areas of City Impact Negotiation Procedures of Idaho Code §67-6526(b) and the terms of the settlement agreement.

SECTION 2: AMENDING THE SANDPOINT AREA OF CITY IMPACT

The official Sandpoint Area of City Impact Map is hereby adopted, providing an amended area of city impact map to include within the unincorporated area of Bonner County the following described lands:

LEGAL DESCRIPTION OF SANDPOINT AREA OF CITY IMPACT:

The legal description of the Sandpoint Area of City Impact shall be:

Beginning at a point that is 50 feet north of the section line between Sections 10 and 3 and the thread of Sand Creek, Township 57 North, Range 2 West, Boise Meridian. This being the true point of beginning and the current intersection of the City limits of Sandpoint and Ponderay.

Thence northerly along said thread of Sand Creek to the north line of Section 3, Township 57 North, Range 2 West, Boise Meridian.

Thence continuing northerly along said thread of Sand Creek to the intersection of the north section line of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence west along said north section line to the northwest corner of the east half of the northwest quarter of Section 26, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the southwest corner of the east half of the northwest quarter.

Thence west to the center of Section 27, Township 58 North, Range 2 West, Boise Meridian.

Thence south to the south quarter corner of Section 34, Township 58 North, Range 2 West, Boise Meridian.

Thence west to the northwest corner of Section 5, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 5 to the southwest corner of Section 5.

Thence west along the north line of Section 7 to the northwest corner of Section 7, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 7 to the southwest corner of Section 18, Township 57 North, Range 2 West, Boise Meridian

Thence east along the south line of said Section 18 to the southeast corner of Section 18 and the northwest corner of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the west line of said Section 20 to the southwest corner of the northwest quarter of the northwest quarter of Section 20.

Thence east to the southeast corner of the northwest quarter of the northwest quarter.

Thence south to the southwest corner of the southeast quarter of the northwest quarter.

Thence south 25 feet more or less to the south right-of-way line of Pine Street.

Thence east 1,780 feet more or less along said right-of-way line to a point on the northwest corner of a lot described as a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east 264.4 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 25 degrees 5 minutes east a distance of 81.3 feet, according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 50 feet according to a warranty deed dated May 9, 1974 recorded as Bonner County instrument #157391.

Thence south 0 degrees 5 minutes east a distance of 300 feet according to a warranty dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 89 degrees 54 minutes east a distance of 182.6 feet according to a warranty deed dated October 18, 1976 recorded as Bonner County instrument #180423.

Thence south 0 degrees 5 minutes east a distance of 180 feet according to a warranty dated March 2, 1987 recorded as Bonner County instrument #331854.

Thence south 44 degrees 0 minutes east a distance of 250.8 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence south 89 degrees 54 minutes east a distance of 248.7 feet according to a warranty dated Mach 2, 1987 recorded as Bonner County instrument #331854.

Thence on a 500 foot radius curve to the right a distance of 314.6 feet. Thence north 13 degrees 13 minutes west a distance of 403.3 feet. Thence on a 400 foot radius curve to the left a distance of 224.9 feet. Thence North 45 degrees 26 minutes west a distance of 81.7 feet. Thence on a 90 foot radius curve to the right a distance of 139.1 feet. Thence north 43 degrees 9 minutes west 22.5 feet to the south right-of-way line of Pine Street.

Thence east along the south right-of-way line of Pine Street to a point 25 feet south of the northeast corner of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence south along the east line of said Section 20 to the southeast corner of the northeast quarter of the northeast quarter of the southeast quarter of Section 20.

Thence west along the south line of the north half of the northeast quarter to the center of the northeast quarter of the southeast quarter of said Section 20.

Thence north to the northeast corner of the south half of the northwest quarter of the northeast quarter of the southeast quarter of said Section 20.

Thence west to the southwest corner of the north half of the northwest quarter of the northeast quarter of the southeast quarter according to a warranty deed dated March 12, 1998 instrument #520603.

Thence south along the north south centerline of the southeast quarter of said Section 20 approximately 690 feet to the northeast corner of the City of Sandpoint Water Tank property, according to a Correction Deed dated August 14, 1979 Instrument #218119.

Thence west 174.90 feet; thence south 200 feet; thence east 25 feet to the northwest corner of Syringa Heights Water Association property as recorded on Page 112, book 128 Deeds Bonner County, Idaho.

Thence south 100 feet to the east/west centerline of the southeast quarter of Section 20, Township 57 North, Range 2 West, Boise Meridian.

Thence east to the north/south centerline of the east half of the southeast quarter of said Section 20.

Thence south along said centerline to the northwest corner of Lot 1 of the Indian Ridge Subdivision to Bonner County according to a plat recorded March 27, 1973 as Instrument #147961, on Page 77 Book #3 of Plats.

Thence south 89 degrees 57 minutes 32 seconds east 180.1 feet along north line of said Lot 1 of the Indian Ridge Subdivision to the northeast corner of said Lot 1.

Thence south 0 degrees 18 minutes 26 seconds east 120.8 feet to the southeast corner of said Lot 1.

Thence north 89 degrees 57 minutes 32 seconds east 60.00 feet according to plat recorded as Bonner county Instrument #147961 to the southwest corner of Lot 2 of said Indian Ridge Subdivision.

Thence north 0 degrees 18 minutes 26 seconds west 181.5 feet to the northwest corner of said Lot 2.

Thence north 89 degrees 57 minutes 32 seconds east 420 feet to the east line of said Section 20.

Thence north along said section line to a point that is 200 feet south of the east/west centerline of the southwest quarter of Section 21, Township 57 North, Range 2 West, Boise Meridian.

Thence east 300 feet to a point which is 200 feet south of the of the east/west center line of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence north 200 feet to the east/west centerline of the southwest quarter of said Section 21, according to a warranty deed dated August 13, 1981 recorded as Bonner county instrument #245990.

Thence east along said line to the north /south centerline of the southwest quarter of said Section 21.

Thence north to a point which is 25 feet south of the east/west centerline of said Section 21, which is the south right-of-way line of Pine Street.

Thence east along said right-of-way line the intersection of the thread of Big Chuck's Slough.

Thence south along said thread of Big Chuck's Slough to the intersection of the existing City of Sandpoint limits.

And

Beginning at a point which is north 508 feet more or less from the south section line of Section 21, Township 57 North, Range 2 West, Boise Meridian and the intersection of the thread of Big Chuck's Slough and the existing City of Sandpoint limits.

Thence in a southerly direction along the thread of Big Chucks Slough to the meander line of the Pend Oreille River.

Thence along the meander line in an easterly direction to the north/south centerline of Section 28, Township 57 North, Range 2 West, Boise Meridian. This being the current City limits of Sandpoint.

SECTION 3. EFFECT OF ADOPTION OF MAP
That the Sandpoint Area of City Impact within the unincorporated area of Bonner County, Idaho as particularly described in Section 2 above and also set forth on the map attached as Exhibit A, "Sandpoint Area of City Impact," and incorporated herein by reference shall be in effect until amended or modified as allowed by law.

SECTION 4. ADMINISTRATIVE JURISDICTION
That the administrative jurisdiction of the plans and ordinances which apply to the Sandpoint Area of City Impact delineated by the map incorporated herein shall be the duty of Bonner County, Idaho, which shall apply the same plans and ordinances for the unincorporated areas of the County lying within the area of city impact as those areas lying outside the area of city impact, as set forth in Ordinance No. 261, adopted December 28, 1994 and recorded at Instrument #457823, records of Bonner County, Idaho, until amended or modified as allowed by law.

SECTION 5. REPEALER CLAUSE:
That Bonner County Ordinance No. 262 setting forth the geographic boundaries of the Sandpoint Area of City Impact, recorded December 28, 1994, at Instrument #457824, records of Bonner County, Idaho, is repealed in its entirety and all other ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY CLAUSE:

The provisions of this Ordinance are hereby declared to be individually severable. Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions.

SECTION 7. PUBLICATION EFFECTIVE DATE:

This Ordinance shall be in full force and effect upon its passage and publication in one (1) issue of the Bonner County Daily Bee newspaper.

Regularly considered, passed and approved as an ordinance of Bonner County, Idaho, done this 2nd day of January, 2007, upon the following roll call vote:

Chairman Joseph E. Young: ✓

Commissioner Karl J. Dye: ✓

Commissioner Marcia L. Phillips: ✓

BONNER COUNTY BOARD OF COMMISSIONERS

Chairman Joseph E. Young

Commissioner Karl J. Dye

Commissioner Marcia L. Phillips

ATTEST:

Pamela J. Wagner, Deputy Clerk 1-2-07

Marie Scott, Clerk Date

AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 30, 2025

MEETING DATE: Mat 7, 2025

TO: Mayor Grimm, members of the City Council

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Presentation/Discussion: Draft Parking Management Plan

DESCRIPTION/BACKGROUND:

In January this year the Planning and Zoning Commission was presented with an initial draft of a Parking Management Plan for downtown Sandpoint. Subsequent public engagement included presentations and discussions at the Parks & Recreation Commission, the Sustainability Committee, the Pedestrian and Bicycle Committee, the Greater Sandpoint Area Chamber of Commerce, the Downtown Business Association, and a community survey that received over 1,800 responses (53% of which were from City of Sandpoint residents). On April 15th the updated Draft Parking Management Plan was brought back to the P&Z Commission, where the commissioners provided feedback and suggested changes to the plan in preparation for this initial presentation to City Council.

The plan proposal has changed significantly since the early January draft last presented to the PZ Commission. Following the April 15th P&Z meeting, several additional changes have been incorporated into the draft plan. Below is an executive summary of the plan's various components and changes that have been implemented based on community engagement and meetings with various commissions:

EXECUTIVE SUMMARY:

The proposed parking management plan can be understood as a policy document that lays out the reasons for and specific policies required to address challenges around the availability of and utilization public parking in downtown Sandpoint. The plan includes three elements that, if adopted, will require action to implement in the years ahead:

1. **Paid parking:** Included in the plan is a proposal to implement paid parking at the City's off-street parking facilities across five public parking lots downtown and along the waterfront. Additionally, based on feedback at the April 15th P&Z meeting, limited paid parking at curbside street stalls currently experiencing the highest levels of occupancy is being proposed. While hourly parking fees are proposed at all lots and some street stalls, several parking pass options are proposed to allow Sandpoint and area residents to avoid the hourly rates non-passholders will pay. Parking pass options include:
    - Sandpoint taxpayer parking passes
    - Non-City taxpayer parking passes
    - Downtown business employee passes
    - Downtown resident passes
    - Marina slip holder passes

2. **Limited reintroduction of off-street parking requirements and parking in-lieu fees for residential development downtown:** At present, all developments within Sandpoint's downtown parking exempt zone are exempt from having to provide any off-street parking for new development or redevelopment of existing properties. The draft plan includes a proposal to restore parking requirements for *residential development only* within this zone, with the number of spaces required tied to total square footage of residential development to incentivize more compact, affordable housing developments in the downtown area. Parking in-lieu fees reflecting the true cost of providing structured off-street parking are also being proposed downtown to ensure that as residential development expands in Sandpoint, parking to accommodate this growth is either provided by the developers behind it or that the City is adequately reimbursed for the cost of maintaining and expanding access to public parking. Additionally, the plan proposes expanding commercial parking exempt zone to include commercially zoned properties along Superior Street and First Avenue that are not currently within the parking exempt zone.

IMPLEMENTATION STEPS:

If adopted, the Parking Management Plan will require several additional steps before its policies may be fully implemented. The table below shows the likely timeline for implementation of a plan from today through its eventual approval by Council and in the months that follow.

- **April 15th:** Feedback from PZ Commission on draft parking management plan
- **May 6th:** Title 9, Chapter 5, "Off-street parking requirements" ordinance review and feedback on proposed amendments.
- **May 7th:** Presentation of draft Parking Management Plan to Sandpoint City Council for feedback and deliberation.
- **May 7th – June:** Staff implements CC feedback into final draft of plan.
- **May 26th:** Public notice of a hearing at June 17th PZC meeting on ordinance amending Title 9, Chapter 5.
- **June 17th:** Public hearing at PZC meeting on ordinance amending Title 9, Chapter 5.
- **June 18th:** City Council considers final Parking Management Plan for adoption.
- **July 16th:** Public hearing at CC meeting on ordinance amending Title 9, Chapter 5.
- **July – September:** Request for proposals for implementation of paid parking policy, change signage necessary to implement changes to time limits on downtown curbside parking, public awareness campaign.
- **Fall 2025 – Spring 2026:** Selected contractor installs technology necessary to implement paid parking and parking pass with aim of beginning paid parking in spring 2026.

STAFF REQUEST:

At this time staff is looking for feedback from City Council on both the draft parking management plan and proposed parking pass fees. Staff will implement council feedback into a final draft to bring to the Council for consideration at the second meeting in June.

ACTION:

No council action is being taken, feedback and information only.

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Latest draft of Parking Management Plan

- Prosed amended code language for SSC Title 9, Chapter 5
- Survey Results Analysis
- Calculation worksheet for residential in-lieu fee
- 2012 City of Boise In-Lieu study.

City of Sandpoint Parking Management Plan

Proposal for Mayor Grimm and Sandpoint City Council

Jason Welker, Planning & Community Development Director

Draft updated 4/30/2025

Introduction

Sandpoint's downtown paid off-street parking policy is intended to increase availability and convenience at Sandpoint's public parking facilities. The "free parking" model currently employed has resulted in a utilization pattern under which some public parking facilities experience use levels far above their effective capacity and others far below. Sandpoint's downtown and City Beach parking lots and curbside parking stalls along parts of First Avenue and Cedar Street experience peak occupancy rates close to 100%, while street parking just a few blocks away from the commercial core sees occupancy rates of below 50%.

This policy's primary objective is to promote a more efficient utilization of public parking facilities to improve the likelihood of users finding an available parking spot in the locations where they are most desired.

The policy's secondary objective is to provide a funding mechanism to support the ongoing maintenance and development of public off-street parking facilities. A combination of affordable City taxpayer parking passes, non-City resident parking passes, downtown business and resident passes, and paid hourly parking for all non-passholders, combined with a proposal to reintroduce off-street parking requirements or parking in-lieu fees for residential development downtown, will generate revenue that can be put towards maintaining and improving the City's public parking infrastructure.

The policy is based on the findings of Sandpoint's 2022 Parking Demand Study, which included among its preliminary policies and strategies the proposal to "implement and manage a paid parking program" to "support a vibrant downtown core" and the 2024 Comprehensive Plan, which included among its goals and objectives:

- "Enhance access to businesses, shops, restaurants, and other destinations through parking management solutions" (Chapter 6, Goal 1, A);
- "Refurbish the existing (City) lot, add paid parking." (Chapter 9), and;
- "Ensure sufficient public parking to enable redevelopment of underutilized properties" (Chapter 9, Goal 5, J)

A paid parking policy will generate between $300,000 and $500,000 annually to maintain, enhance, and eventually expand downtown parking, most of that revenue coming from visitors and tourists whose use currently dominates Sandpoint's public parking facilities during peak demand periods, yet who pay nothing towards those facilities' maintenance or eventual replacement costs.

By monetizing parking, the City incentivizes efficient land use and encourages alternative modes of transportation, reducing the demand for expansive parking lots that consume valuable

urban space. Unpriced parking, on the other hand, distorts urban development patterns, promotes car dependency, and increases housing and commercial costs.

Who Pays for Sandpoint's "Free" Parking?

Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces falls on the City's **General Fund**, the **Parks Fund** (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to benefit from these facilities without contributing to their upkeep. Maintaining Sandpoint's public parking lots currently costs City of Sandpoint residents around **$85 per household per year**, while non-residents, who make up the bulk of the users at City parking lots, pay nothing.

By transitioning to a paid parking model, the largely non-resident users of Sandpoint's off-street parking facilities will share the financial responsibility for maintaining and replacing these essential public assets. This policy reflects the City's commitment to creating a fair, sustainable, and financially responsible system for managing its parking resources, ensuring that users contribute equitably to the long-term viability of Sandpoint's public amenities.

Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately **$290,375, or $575 per parking space**. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around $400 per parking stall. The eventual 20-year replacement cost is estimated at **$3,500 per stall (annualized to $175 per year)** based on local construction costs from recent parking lot projects completed in Sandpoint including the City lot at Third and Church Streets and the Travers Park parking lot.

This policy has been developed to correlate to the anticipated maintenance costs the City already bears (or in most cases, defers) in its provision of off-street parking, NOT as a general revenue source to be allocated to capital projects unrelated to downtown parking and related amenities.

Applicability

The paid parking policy applies **year-round** to the following **City-owned parking lots** and on-street parking facilities in the Commercial A district, including:

1. **City Lot at Third and Church Streets**
2. **Sand Creek Lot**
3. **Bridge Street lot**
4. **City Beah / RV Campground lot**
5. **Dock Street parking (Windbag Marina)**
6. **Pend Oreille Bay Trail Lot**

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7. **Curbside parking on the following downtown city blocks**

   a) First Avenue from Pine Street to Cedar Street

   b) Cedar Street from First Avenue to Third Avenue

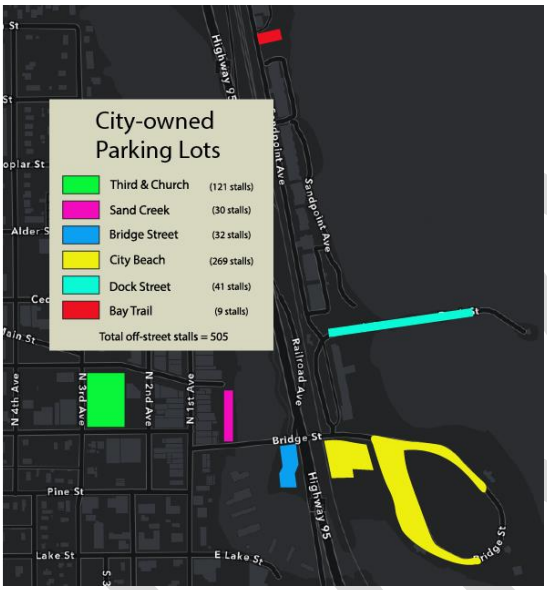
   c) Main Street from First Avenue to Second Avenue

   d) Church Street from First Avenue to Second Avenue

   e) Second Avenue from Pine Street to Alder Street

Peak season pricing will be implemented on weekends during peak periods (May 1 – September 30) for high-demand waterfront lots, including the Sand Creek Lot, Dock Street parking, City Beach Lot and Dock Street Lot.

The **North ITD Lot** and **South ITD Lot** across Fifth Avenue are excluded from this policy, as the City does not own these free public lots.



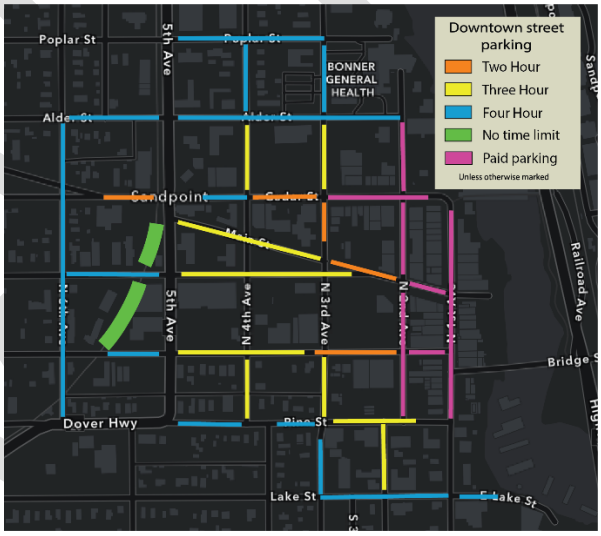


Figure 1: City-owned parking lots at which parking fees and passes are being proposed

Figure 2: Curbside parking time limits and proposed paid parking zones

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Parking Fees

Parking rates for both on-street and off-street public parking facilities will be established by resolution of the Sandpoint City Council and included in the City's annually adopted fee schedule. The rates will be designed to support effective parking management by maintaining occupancy levels at or below effective capacity (approximately 85% utilization). This may include the use of dynamic pricing strategies, particularly during peak periods, to manage demand in high-use areas such as the waterfront lots at City Beach, Sand Creek (Farmin's Landing), Bridge Street, and Dock Street. Rate structures may differentiate between peak and off-peak seasons, weekday and weekend use, and may include hourly, daily, and permit-based options as determined by City Council through the public fee adoption process.

Parking Pass Options

The policy includes several parking pass options to provide flexible and affordable alternatives to the standard hourly and daily parking rates. These passes include annual options for residents, non-residents, downtown business owners, downtown residents, and marina slip occupants, each tailored to meet the needs of frequent users while ensuring they contribute to the maintenance and replacement costs of Sandpoint's parking infrastructure.

City taxpayer and non-City taxpayer passes

For City of Sandpoint taxpayers, passes allow for up to three **or six** hours of free parking per visit (depending on the lot), providing a cost-effective solution for short-term parking while still generating revenue for the City. Non-city taxpayer passes are available for a modest price and allow for two **or three** hours of free parking per visit. Beyond the free parking included with a pass, all users will pay the regular hourly rate.

Downtown business and resident passes

Downtown business and resident passes, offered exclusively to businesses and full-time residents who live in the Commercial A zoning district, enable employees and residents to park at all City-owned lots and in the 3 and 4-hour time restricted curbside stalls for a monthly fee. Rates for business and resident parking passes are benchmarked against existing private off-street parking passes in the downtown core and are priced competitively to reflect the central location of the City lot at Third and Church Streets.

Marina slip occupant passes

Seasonal lessees of slips at Sandpoint's public marinas (Windbag and City Beach) have the option to purchase passes that grant parking for up to 24 hours at Dock Street stalls and all-day parking at City Beach lot to access their slips, ensuring convenient parking while addressing the unique needs of this user group.

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Summary of Parking Pass Options

Pass Type	Cost	Eligibility	Benefits
Resident Annual Pass	**$15**	City of Sandpoint residents	3 hours free parking per at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, **6 hours free parking at City Beach lot**
Non-Resident Annual Pass	**$30**	Non-City of Sandpoint residents	2 hours free parking per visit at at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, **3 hours free parking at City Beach lot**
Downtown Business (monthly)	**$40**	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	**$60**	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	**$150**	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	**$10/launch**	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users**)	**$15/launch**	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	**$50**	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	**$100**	Out-of-state residents	City Beach and Memorial Field boat launches

*Vehicles with boat trailers will be subject to passholder time limits for parking and will be charged at 2x the regular hourly rate of a passenger vehicle.

**Commercial operations using City Boach launches must pay on a per-launch basis (no season pass option)

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Parking Requirements and In-Lieu Fees for Residential Development within the Parking Exempt Zone

To support public parking infrastructure and ensure the long-term viability of downtown Sandpoint's parking system, this proposal would implement off-street parking requirements for new residential development within the downtown parking exempt zone. Developers will be required to either **provide parking** at a rate based on the square footage of residential development, or to pay a **parking in-lieu fee**, which will contribute toward the future construction of structured public parking facilities and other parking-related improvements.

Under current City code (Title 9, Chapter 5 "Off-street parking requirements"), no developments, residential or non-residential, within the downtown parking exempt zones, are required to provide off-street parking. This proposal includes the implementation of an off-street parking requirement for **residential development** within this zone, with the option for developers to pay parking in-lieu fees to support the City's Parking Improvement Fund.

Off-street parking requirements for Residential Development within Parking Exempt Area

The proposed off-street parking requirement for residential development in the parking exempt zone is for **one off-street parking space per 1,000 square feet of residential development, up to 1,500 sf per dwelling unit**. A maximum of 1.5 parking spaces will be required for units larger than 1,500 sf.

Example 1: A downtown condo development that includes ten units 1,200 square feet in size and six units 1,800 square feet in size shall be required to provide the following:

- For the 1,200 square foot units:

$$10\ units \times 1{,}200\ sf = 12{,}000\ sf$$

$$12{,}000 \div 1{,}000 = \mathbf{12\ parking\ spaces\ required}$$

- For the 1,800 square foot unit:

$$6\ unis \times 1.5\ spaces\ per\ unit = \mathbf{9\ parking\ spaces\ required}$$

- Total parking required for the 16-unit development = **21 parking spaces**

Example 2: A downtown workforce housing development that includes twenty 500 square-foot apartments shall be required to provide the following:

$$20\ units \times 500\ sf = 10{,}000\ sf$$

$$10{,}000 \div 1{,}000 = \mathbf{10\ parking\ spaces\ required}$$

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Why is less parking required for the smaller apartments? Tying parking requirements to square footage instead of number of units or bedrooms incentives developers to build smaller, more affordable housing units in downtown Sandpoint. Larger, more expensive residential development is required to either provide more parking per unit developed or pay more in in lieu fees. Keeping the parking requirement lower for smaller efficiency housing **helps keep such housing affordable** for local workers who may or may not require the parking that larger, higher end development provides.

In-Lieu Fees for Downtown Residential Development

Off-street parking requirements for residential development in the downtown parking exempt zone may be offset **by paying parking in-lieu fees into the City's parking improvement fund**. In the event an application for residential development within the exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such an application shall require review and approval of the planning commission as part of their development application review.

A parking in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the parking improvement fund, will be established.

Staff are recommending a parking in-lieu fee of $25,000 per space be established at the time this policy is adopted. This fee was arrived at by comparing parking in-lieu fees in 30 cities across North America (data assembled for a parking in-lieu report prepared for the City of Boise in 2012). The $25,000 figure further reflects a fair share of the current cost of structured parking facilities in North America, which are estimated to cost in the range of $30,000 - $50,000 per parking stall in 2025 dollars.

The goal of the parking in-lieu fee program applied to residential development in Sandpoint's parking exempt zone is to either:

- Incentivize developers to provide adequate off-street parking to meet the demands for their residential developments, or
- Require developers to pay a fair share of the cost of a City-developed parking structure through in-lieu fees that reflect the true cost of providing off-street parking for their residential developments.

Use of Funds

Revenue generated from the in-lieu parking fee shall be allocated to the **City's Parking Improvement Fund**, revenue for which is **used to improve public parking in the downtown area, to purchase or lease land, and to improve or expand city parking facilities.**

This policy ensures that as downtown Sandpoint continues to grow, residential development contributes equitably to the cost of maintaining a functional and accessible parking system while allowing flexibility for developers to provide their own off-street parking where feasible.

Revised Downtown Parking Exempt and Residential In-Lieu Zone

Exempted non-residential use and residential in-lieu area boundaries are described in Title 9, Chapter 5 of Sandpoint City Code. This plan proposes expanding the boundaries to the

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southeast to include commercially zoned properties along both sides of First Avenue and Superior Street.

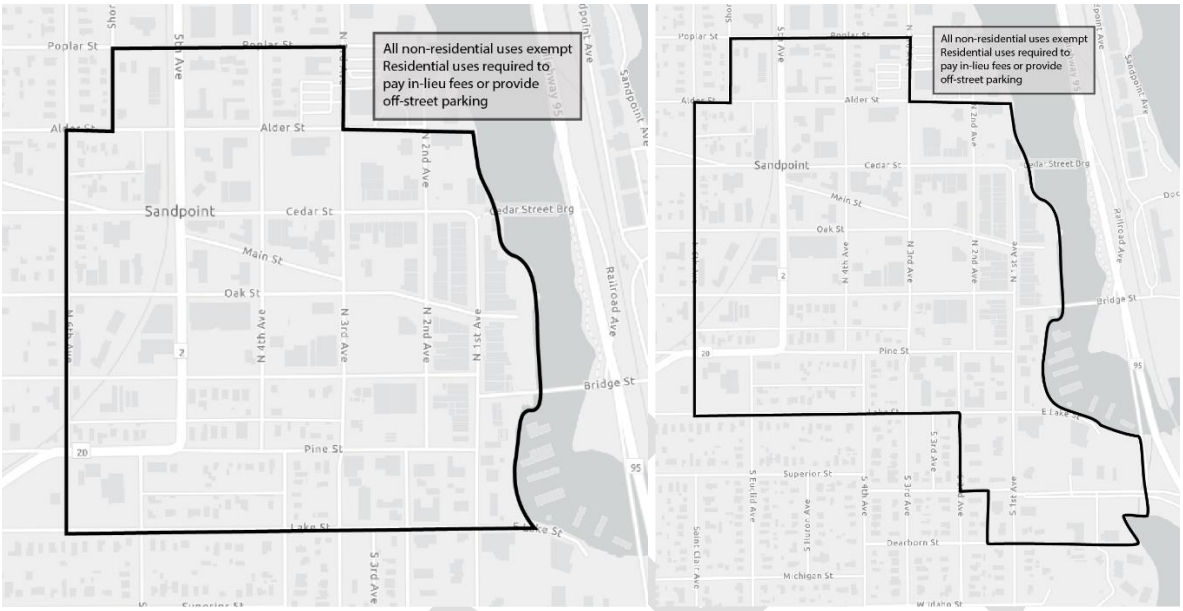


Figure 2: Non-residential parking exempt area (current)

Figure 5: Non-residential parking exempt area (proposed)

Compliance with LWCF Guidelines

This parking policy aligns with the **Land and Waterways Conservation Fund (LWCF)** guidelines by maintaining equitable public access to City-owned parking facilities and ensuring compliance with restrictions on discriminatory practices. LWCF regulations stipulate that facilities developed or improved with LWCF funds must remain accessible to the general public without imposing restrictions based on residency or other discriminatory criteria. This policy upholds these requirements by offering parking access to all users, regardless of residency, and structuring fees and passes in a way that does not exclude or unfairly burden any group.

Hourly and daily parking rates are applied uniformly, with no residency-based restrictions, ensuring that both residents and non-residents have equitable access to parking facilities. While the policy offers discounted annual parking passes for residents, this option is available alongside non-resident passes, which provide similar benefits for a modestly higher fee. These options maintain compliance by ensuring non-residents have access to similar parking privileges as residents without exclusion or disparity in service.

Furthermore, the policy balances compliance with LWCF guidelines while addressing the practical need for sustainable funding. By charging users modest fees to support the maintenance and eventual replacement of parking infrastructure, the City ensures the facilities remain accessible, safe, and functional for all users in the long term. This approach fulfills the dual goals of preserving public access and promoting the financial sustainability of facilities developed with LWCF assistance.

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Summary

Under the current free parking system, access to Sandpoint's public parking lots is rationed through a "first come, first serve" model that has led to a situation where, during peak demand periods, 97% of off-street parking stalls are occupied. Meanwhile, downtown on-street parking is occupied at only 51% at summer peak hour. Sandpoint's parking problem is a utilization problem, not a *supply problem.* The total number of public parking spaces downtown is adequate to meet the total peak demand for parking, as there are 559 empty parking spaces at the peak summer hour. The problem is that 545 of these are on-street stalls, and only 14 off-street. To solve this misallocation of demand for public parking, a paid parking plan that applies only to off-street parking is being proposed.

By attaching a price to what is currently an un-priced amenity, demand is expected to shift from scarce off-street parking to relatively abundant street parking**, increasing convenience and availability of off-street parking at highly valued waterfront and downtown parking lots to Sandpoint taxpayers**, who, with a resident parking pass will find it easier to park at the public facilities their property taxes are already going towards the maintenance and provision of.

Currently, Sandpoint generates no revenue from its off-street parking facilities. This leaves the City with a significant funding gap, as the estimated annual cost of maintaining and eventually replacing the 505 parking spaces is approximately **$290,375**. In the absence of paid parking, this financial burden falls entirely on City taxpayers, allowing non-resident users of Sandpoint's parking facilities to benefit without contributing to their upkeep.

Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

Furthermore, the proposal to reintroduce parking requirements or parking in-lieu fees for residential development downtown will relieve the City's public parking infrastructure from bearing the increased burden of residential demand for parking and require developers to contribute a fair share towards providing parking directly or supporting the City's eventual investment in a public parking structure through parking in lieu payments.

Finally, the proposed paid parking policy directly supports several goals and objectives of the 2024 Comprehensive Plan, particularly in the areas of Multimodal Transportation, Community Character and Design, and Jobs & Economic Development. By managing parking demand through pricing, the policy aligns with the Plan's focus on enhancing access to businesses and reducing congestion in high-demand areas (Chapter 6, Multimodal Transportation). It fosters efficient land use, preserving Sandpoint's vibrant downtown while reducing the need for expansive parking infrastructure that detracts from the city's character (Chapter 3, Community Character and Design).

The revenue generated supports infrastructure maintenance and economic growth by ensuring a steady funding stream for public facilities, thereby promoting fiscal sustainability and investment in Sandpoint's downtown economy (Chapter 9, Jobs & Economic Development). This integrated approach reflects the Plan's vision of creating a dynamic, accessible, and economically resilient community.

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Sandpoint Public Parking Satisfaction Survey

Response analysis

Introduction

Throughout the month of March the City collected responses to a survey aimed at gauging community satisfaction with the City's public parking facilities. Over 1,800 responses were collected, of which 53% came from City of Sandpoint residents and 47% from non-City residents (as self-reported by respondents).

The full results of the survey can be viewed here.

Around 4,000 narrative responses to three questions were collected. To help analyze, synthesize, and summarize those responses, a .csv file of all responses was exported and uploaded to ChatGPT pro, a large language model (LLM) Artificial Intelligence tool that excels in analysis of large quantities of data such as that collected through this survey.

In the sections below are the unedited results from when ChatGPT was provided several prompts to extract some meaning from the vast amounts of data collected through the survey, particularly the 4,000+ narrative comments.

Prompt 1: How do the primary modes of getting to Downtown Sandpoint differ between Sandpoint residents and non-Residents?

🚶 **City of Sandpoint Residents**

Top 3 primary modes:

- **Drive and park on the street**: 483 → **56.5%**
- **Drive and park in a public lot**: 176 → **20.6%**
- **Walk**: 101 → **11.8%**
- Also notable: **Ride a bike**: 95 → **11.1%**

🔷 *Takeaway:* City residents are **more likely to walk or bike** downtown than any other group, reflecting proximity and accessibility.

🚗 **Unincorporated Bonner County (e.g., Sagle, Selle Valley)**

Top 3 primary modes:

- **Drive and park on the street**: 339 → **59.6%**
- **Public parking lot**: 162 → **28.5%**
- **Private business parking**: 56 → **9.8%**
- Very few walk (8) or bike (4) → **0.7% - 1.4%**

🔷 *Takeaway:* Non-City residents overwhelmingly rely on **driving**, especially to **on-street and public lots**.

Prompt 2: How did the preferred means of paying for parking lot maintenance and improvements differ between Sandpoint residents and non-Sandpoint residents?

Key Insights by Residence Group:

✅ **City of Sandpoint Residents**

- **Most supported**:
  - **User fees**: 295 → **35.7%**
  - **State/federal grants**: 292 → **35.4%**
- **Less favored**:
  - **City property taxes**: 216 → **26.2%**
  - **Privatization**: 23 → **2.8%**

🔷 *Takeaway:* City residents lean slightly more toward **user-pays systems**, but there's also strong support for using grants. City property taxes are less favored.

🌲 **Non-Sandpoint Residents (Total = 729)**

- **State/federal grants**: 363 → **49.8%**
- **City property taxes**: 212 → **29.1%**
- **User fees**: 137 → **18.8%**

- **Privatization**: 17 → **2.3%**

🔷 *Takeaway:* This group places **greater reliance on grants and city taxes**—even though they don't pay those taxes—suggesting limited support for **user fees**.

Prompt 3: How did City residents and non-City residents differ in their willingness to buy a parking pass?

🏘️ **City Residents**

- **Yes**: 169 → **41%**
- **No**: 247 → **59%**

🌲 **Non-City Residents**

- **Yes**: 41→ **30%**
- **No**: 97 → **70%**

🔍 **Key Takeaways:**

- **City residents are more willing** to purchase a parking pass than non-residents.
- However, even among City residents, a **majority (59%) say no** — suggesting skepticism or a preference for free/time-limited parking remains strong.

Prompt 4: What themes emerged through responses to the question, "What questions do you have about parking in Sandpoint?"

🔄 **Concern About Policy Decisions & Transparency**

Many respondents questioned the City's decision-making around parking requirements and development.

"Why are developers being granted waivers to the amount of parking spaces they are required to provide?"
"Why is this coming up at the same time as the City Beach hotel development?"

💰 Questions About Paid Parking Implementation

People want clarity on how paid parking will work — particularly **who pays**, **where**, and **how it affects locals**.

"Why change parking in our small town at all?"
"Why not give all Bonner County residents a sticker for free parking?"

🏖️ Equity for Local vs. Tourist Use

There's a strong interest in ensuring that **locals (especially county residents)** aren't disadvantaged.

"If you offer free parking to locals only, please extend that to all county residents."
"Tourists should pay a little for City Beach parking."

🅿️ Infrastructure Ideas

Some respondents asked about **creative solutions** — including structured parking or expanded lots.

"Why can't Sandpoint get a grant to build a multi-level parking garage downtown?"

🚗 Seasonal and Use-Based Access

Respondents noted **seasonal congestion**, especially during the summer or when using **boat launches**.

"Availability during summer months when our city is overrun with tourists."
"Biggest concern is time limits on boat trailer parking at the launch."

Prompt 5: What themes emerged in response to the question, "What would you like the City to know as it works to improve the experiences of City residents and visitors using City parking facilities?"

🏠 Prioritize Locals Over Tourists

Many respondents want the City to **focus on the needs of residents**, not cater to tourists or development interests.

"Stop catering to tourists and focus on locals that have been here forever."
"Follow the wants of the public and not the big money."

💵 Strong Opposition to Paid Parking

There's widespread resistance to paying for parking — some would even prefer infrastructure stay unimproved.

"I would rather have potholes than have to pay to park."
"No one feels good about paying for parking."

📜 Prefer User Fees Over Property Taxes

Many expressed that **users (especially tourists)** should fund parking — not local taxpayers.

"It would not be fair for property owners to pay... let the people who use the parking pay for it."
"Make people pay for convenience, but do it with pay to park, not more tax."

🚶 Encourage Alternatives to Driving

Several responses supported **biking, walking**, and **remote/free lots** over expanding central parking.

"Incentivize not driving. Sandpoint is a small area and can easily be walked or biked."
"Have free parking on the periphery."

🛍️ Support Downtown Business Vitality

People are worried that paid parking could push shoppers away from downtown and harm local businesses.

"We need to encourage people to shop downtown, not push them further away."
"Paid parking is another excuse to shop online or in Ponderay."

🙏 **Appreciation for Public Engagement**

Several thanked the City for including the public in the planning process.

"Thank you for asking our opinion on something that will impact us all!"

Prompt 6: What themes emerged in responses to the question, "What improvements, if any, would you like to see in Sandpoint's public parking facilities?"

🛠️ **Basic Maintenance & Upkeep**

Many people called for **resurfacing lots**, fixing **potholes**, improving **lighting**, and **clear striping**.

"You should have kept up the city lot over the years by continuing funding in smaller amounts."

🌳 **More Shade, Trees, and Stormwater Features**

Respondents emphasized **shade and greenery**, citing climate, aesthetics, and comfort.

"Shade is of utmost importance. Parking lots have the potential to become massive heat sinks."

🪧 **Better Signage & Wayfinding**

Several respondents requested **clearer signs**, both for lot locations and time limits.

"Signage."
"More visible time limits, clearly posted."

🚙 **Dedicated or Expanded Use Areas**

Frequent requests included:

- **Separate parking for boat trailers vs. beachgoers**

- **Designated spaces for marina slip holders**
- **Angle parking to increase capacity**

"Windbag Marina slip owners need designated parking."
"Angle parking provides more parking spaces."

🅿️ Shuttle or Peripheral Parking Solutions

Some called for **remote lots with shuttles**, especially for busy destinations like City Beach.

"A parking lot with shuttle service to the beach would help congestion."

💡 Equity & Local Prioritization

Many felt parking should **serve locals first**, not just accommodate visitors or resorts.

"I don't believe locals should have to pay for parking improvements for high-end resorts and tourists."
"Time to prioritize locals over outsiders."

🚶 Alternative Modes & Transit

A few suggested **promoting alternatives** like biking or SPOT transit to reduce parking demand.

"I would like to see the SPOT option promoted better."

Prompt 7: What were the general differences in tone and opinion towards City's efforts to manage downtown parking between City residents and non-City residents

🏘️ City of Sandpoint Residents

Tone: Mixed — both critical and constructive
Themes:

- Frustration with **tax burden** and concerns about **fairness** if residents have to pay to park
- Some **support** for paid parking, as long as it's **reasonable and well-designed**
- Desire for **better planning**, such as **shuttle services** and longer time limits
- Specific concern about **out-of-state use** of local facilities

"We already pay property taxes. Money should be managed better."
"I support the implementation of paid parking in downtown Sandpoint."
"We need a plan in place to minimize the need to park at City Beach."

🌲 **Non-City Residents**

Tone: More defensive or aggrieved
Themes:

- Strong desire for **local (county) residents to be exempt** from paid parking
- Concern about **being labeled outsiders**
- Preference for **sales tax or tourist fees** over direct charges
- Perception that **parking is not a serious problem**

"Visitors can go to paid parking, locals (7B) should be free."
"You can start by not calling us in the unincorporated area outsiders for one..."
"We already pay enough in taxes... don't tax us more because of bad budgeting."

🔍 **Summary:**

- **City residents** are more willing to consider **paid parking** if implemented fairly and targeted at tourists.
- **Non-City residents** often feel **excluded or unfairly targeted** by parking proposals and express **stronger resistance** to change.

Summary:

Public feedback on the City's parking management efforts reveals a meaningful difference in tone between City of Sandpoint residents and those who live outside City

limits. City residents expressed a mix of frustration and constructive suggestions, often focusing on fairness, tax equity, and the need for thoughtful planning. While some opposed paid parking entirely, others supported it if implemented with reasonable rates, especially for tourists and non-residents. In contrast, non-City residents were more likely to express strong opposition to any paid parking, emphasizing their contributions through local commerce and requesting exemption based on 7B residency. Several respondents from outside the City also voiced frustration at feeling excluded or labeled as “outsiders.” This divide underscores the importance of transparent communication and a parking strategy that carefully balances local access, fairness, and financial sustainability.

Land use in Sandpoint	spaces per 1,000 sq feet
Banks	2.00
Restaurants	3.30
Offices	2.00
Retail	1.25
Other commercial	2.85
Clinics	2.00
Avg	**2.23**

Residential parking requirements	~spaces per 1,000 sq ft
<1,200 sq ft	1.00
1,200 - 1,600 sq ft	1.00
>1,600 sq ft (3br+ requires 2 parking spaces)	1.00

Ratio of non-residential to residential:

1996 average in lieu fee (per sq foot non-residential)*	$	31.00
In lieu fee adjusted for residential parking requirements (per sq foot)**	$	13.90
Construction price index, January 1996		137.70
Construction price index, January 2025		326.28
Construction inflation, 1996-2025		137%
Average residential parking in lieu fee in 2025 $ (construction inflation)	**$**	**32.95**
Consumer price index, January 1996		154.70
Consumer price index, January 2025		319.00
CPI inflation 1996-2025		106%
Averager residential parkign in lieu fee in 2025 $ (consumer inflation)	**$**	**28.64**

*Source: *Page 11 of Appendix 12, "In Lieu Fees" of Downtown Boise's 2012 Parking Strategic Plan, produced by Kimley Horn. Study looked at 30 City's parking in lieu fees for non-residential downtown development, adjusted to per square feet.*

**Sandpoint's residentail parking requirements average 1 per 1,000 square feet of residential floor space. Non-residential averages 2.23 spaces per 1,000 sq feet. Available data on in lieu fees for non-residential land uses are adjusted for our local ratio of non-residential to residential to establish a fair representation of how residential in lieu fees can reflect average fees charged by other cities.*

2.23

CAPITAL CITY DEVELOPMENT CORP

BOISE CITY OF TREES

DOWNTOWN BOISE

Parking Strategic Plan

APPENDIX I2

Parking Planning White Paper Series

Parking In Lieu Fees

Kimley»Horn

Expect More. Experience Better.



KIMLEY-HORN AND ASSOCIATES, INC.

Parking Planning White Paper Series

Parking In Lieu FEES

Kimley-Horn and Associates, Inc.

Parking In Lieu FEES

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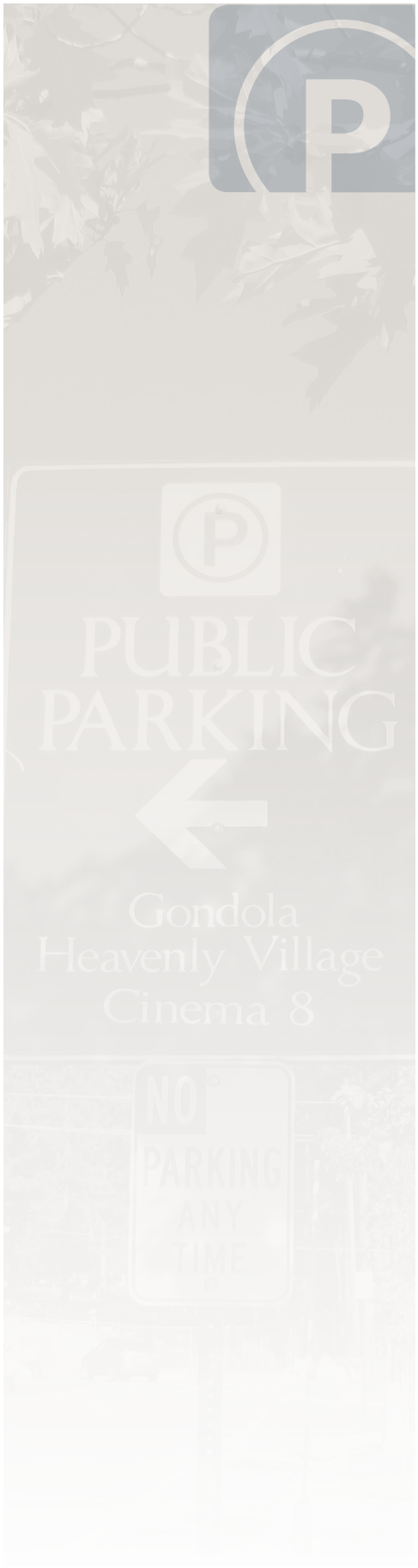
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Fees In Lieu of Required Parking

Introduction

Some cities allow developers to pay a fee in lieu of providing parking spaces required by zoning ordinances, and use this revenue to finance public parking spaces to replace the private parking spaces the developers would have been required to provide.

These in-lieu programs can reduce the cost of development, encourage shared parking, improve urban design, support historic preservation and allow development of sites that cannot physically accommodate the required parking. Establishment of in-lieu fees also reveals that the cost of complying with minimum parking requirements is more than four times the cost of the impact fees that cities levy for all other public purposes combined. The high cost of meeting parking requirements suggests other promising in-lieu policy options that allow developers to reduce parking demand rather than increase the parking supply and provide a mechanism to support alternative transportation modes that help accomplish that goal. Reducing parking demand can cost far less than increasing the parking supply.

Advantages of In-Lieu Fees

In-lieu fees have five major advantages for both cities and developers.

1. *A NEW OPTION.* In-lieu fees give developers an alternative to meeting the parking requirements on sites where providing all the required parking spaces would be difficult or extremely expensive.
2. *SHARED PARKING.* Public parking spaces allow shared use among different sites where the peak parking demands occur at different times. Shared public parking is more efficient and cost effective than single-use private parking because fewer spaces are needed to meet the total peak parking demand. Shared parking also allows visitors to leave their cars parked while making multiple trips on foot, and is one of the easiest ways to make better use of scarce urban land.
3. *BETTER URBAN DESIGN.* Cities can put public parking lots and structures where they have the lowest impact on vehicle and pedestrian circulation. Less on-site parking allows continuous storefronts without "dead" gaps for adjacent surface parking lots. To improve the streetscape, some cities dedicate the first floor of the public parking structures to retail uses. Developers can undertake infill projects without assembling large sites to accommodate on-site parking, and architects have a greater range of design options that can translate into more attractive buildings.



4. *FEWER VARIANCES.* Developers often request parking variances when providing the required parking would be difficult. These variances create unearned economic windfalls, granted to some but denied to others. If developers can pay cash rather than provide the required parking, cities do not have to grant parking variances and can therefore treat all developers consistently.

5. *HISTORIC PRESERVATION.* In-lieu fees allow adaptive reuse of historic buildings where the new use requires additional parking that is difficult to provide. The in-lieu policy therefore makes it easier to preserve historic buildings and rehabilitate historic areas.

Disadvantages of In-Lieu Fees

Officials in many cities recommended in-lieu fees, but some report that developers were initially skeptical. The following four points summarize the potential disadvantages mentioned by developers.

1. *LACK OF ON-SITE PARKING.* Parking is a valuable asset for any development. A lack of on-site, owner- controlled parking can reduce a development's attractiveness to tenants and customers. While a lack of on-site parking is a real disadvantage, developers who are concerned about this problem can normally provide the parking rather than pay the fee.

2. *HIGH FEES.* Cities may not construct and operate parking facilities as efficiently as the private sector. For example, cities may pay extra to improve the architectural design of parking lots and structures. The resulting in-lieu fees may be high. Although some cities charge high in-lieu fees, most set their in-lieu fees lower than the cost of providing a public parking space. Because the fixed cost for ramps, elevators, stairwells, and curb cuts can be spread among more spaces in large public parking structures, economies of scale in building these structures can further reduce the in-lieu fees.

3. *NO GUARANTEES.* Cities may intend to use the in-lieu fee revenue to finance public parking, but they do not guarantee when or where the parking spaces will be provided. To address this concern, some cities build public parking structures before receiving the in-lieu fees. The in-lieu fees are then used to retire the debt incurred to finance the structures. Other cities return the in-lieu fees if they do not provide the parking within a certain time. A city can also delay collecting the in-lieu fees until the revenue is needed to construct the public parking.

4. *FEWER PARKING SPACES.* In-lieu fees will reduce the parking supply if cities provide fewer than one public parking space for each in-lieu fee paid. A smaller parking supply can put an area at a competitive disadvantage. Cities may not provide one public parking space for each in-lieu fee paid, but if a city uses in-lieu fees to build public parking spaces rather than grant variances to reduce parking requirements, the in-lieu policy will increase rather than



decrease the parking supply. Even if an in-lieu policy does reduce the parking supply, shared public parking reduces the parking supply needed to meet the sum of all individual peak parking demands.

While the developers' concerns cannot be ignored, officials in most of the surveyed cities said that the fees had become a form of administrative relief for developers who do not want to provide the required parking spaces. In practice, the in-lieu fees have benefited developers by offering them an alternative to building expensive parking spaces.

In Lieu Parking Program Examples

Miami's Coconut Grove, Florida (an upscale neighborhood of Miami)

Coconut Grove adopted a fee-in-lieu program in 1993 and has experienced considerable success. The fee is $10,000 per stall, or payments of $50/month/stall. Developers have opted out of 938 spaces, generating approximately $3 million in revenues. The majority of the funds were used to develop a 416-space garage with ground floor retail. The fund also paid for a $250,000 study for a downtown circulator, and $100,000 for a Parking Mitigation Project, that included landscaping changes and installation of traffic control devices to improve parking and pedestrian access. Business licenses can be revoked after 90 days of non-payment.

Lake Forest, Illinois

Lake Forest has had a fee-in-lieu policy for about 15 years. All funds generated must pay for parking acquisition or development. The impetus was a desire to preserve the historic character of the downtown. The fee was recently increased from $14,000 to $22,000 per stall. The parking requirements are also relatively high in Lake Forest, at four spaces per thousand. Still, developers want to use the option because of the scarcity of developable land.

The city considers the program effective, and developers use the option frequently. Originally, it was an automatic opportunity for developers to pay instead of building. However, due to limited opportunities for the city to provide new facilities, they recently restricted the fee-in-lieu option to a special use permit.

Jackson, Wyoming

Jackson Wyoming adopted a fee-in-lieu policy in 1994, in conjunction with a new Comprehensive Plan and the adoption of parking minimums. The fee-in-lieu option was in response to concerns that the parking minimums would hinder economic development. The per-stall fee ranges from $1,000 (up to four stalls) to $10,000 (more than 41 stalls), depending on the number of stalls being opted out. The City does not have a specific obligation



regarding timeline or proximity of new parking, but the funds raised are restricted to construction of parking only.

The policy is used frequently. When the fee-in-lieu was adopted, existing properties that did not have parking were given transferable parking credits, so that even as the properties have been redeveloped, there has been no parking requirement. The City Planner interviewed felt that a Local Improvement District would have been more effective for providing parking.

Bend, Oregon

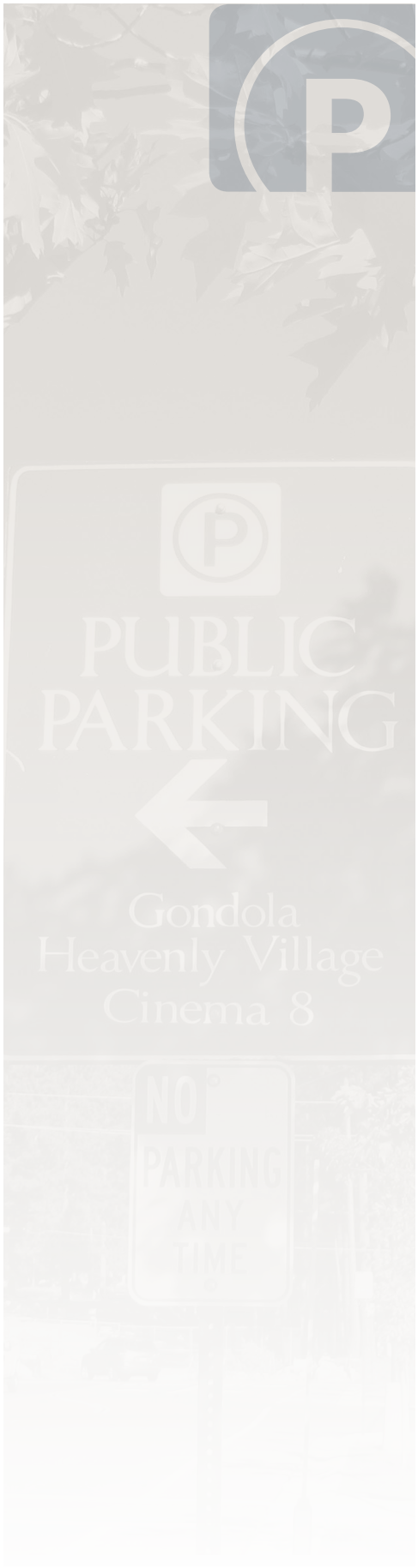
Bend's policy was adopted in 1992. It was initiated due to concerns about constrained land for development. Developers have the option of building, leasing off-site, or paying the fee. The option has been used frequently but the fee was set very low ($510 per stall). There are no specific obligations regarding timeline or proximity, but the fees must go into the parking fund and can pay for parking only (no TDM) either in or adjacent to the CBD. They are currently having their policy evaluated, with consideration of increased fee. The limited funds generated have become problematic with expectations from property owners for the city to provide for parking.

Skokie, Illinois

Skokie adopted its fee-in-lieu policy in 1976. It was used primarily in the early 1980s, and once in the 90s, but not since. The city has high downtown vacancy rates (up to 40%), and parking shortages was not severe. The impetus for the policy was a desire to maintain the urban landscape, and to keep employee parking in the periphery of the core. The fee was set at $3,500, which most businesses consider "outrageous". There were no specific guarantees regarding proximity, timeline, etc, but the money was limited to parking only. Developers do not have an option to variance out: they must either build parking or pay the fee. With adoption of a downtown redevelopment plan, the parking requirements were modified to a uniform one stall per 400 sf (commercial) and one per unit (residential). Most of the development recently has been mixed use with residential, so developers have provided parking.

Kirkland, Washington

The City of Kirkland adopted a fee-in-lieu policy in the late 1970s for use in the downtown core. The fee is set at $6,000 per stall, and has generated approximately $300,000. Some of the funds were used to conduct various parking studies. In addition, a portion of the funds was contributed to a parking structure the city recently built, but was not a significant share. The city has no specific obligations regarding proximity or timeline, but has not had problems with expectations on the part of property owners. The impetus was to reduce create shared parking facilities. The primary use of the program has been for changes in existing properties to uses that require more parking (such as changing retail to restaurant). It has not been used for new development or redevelopment projects, and therefore the funds



generated have been limited.

City of Parksville, BC Canada

The City of Parksville adopted the following specific amendments to their cash-in-lieu parking program:

Within the area identified as "Downtown Core" on Schedule "B" of the Official Community Plan, the Municipal Council will accept cash payment in lieu of the provision of on-site parking in the amount of $9,800.00 per space. (AMENDMENT BYLAW NO. 2000.25)

Notwithstanding the foregoing, 100% of the parking requirement may be met through cash-in-lieu payment or a combination of cash payment in lieu of parking and the provision of on-site parking is acceptable. (Amendment Bylaw No. 2000.25)

All monies received pursuant to the requirements of this Section shall be placed in a reserve fund established under Section 378 of the Municipal Act for the provision of new and existing off-street parking space, and the City shall use such funds only for that purpose.

The requirements contained in this Section shall not be applied to any land, building or structure existing at the date of the adoption of this Bylaw so long as the land, building or structure continues to be put to a use which does not require more off-street parking spaces than were required of the use existing at the time this Bylaw was adopted.

How Cities Set the Fees

Cities use two basic approaches to set their in-lieu fees. The first is to calculate the appropriate fee per space on a case-by-case basis for each project. The second is to have a uniform fee per space for all projects.

One city has employed both methods. Until 1994, Beverly Hills used the first approach – a specific fee for each project. The in-lieu fee for a project was the estimated land-and-construction cost per space to build a nearby public parking structure. Between 1978 and 1992, developers paid in-lieu fees for 52 parking spaces. The per-space fee set for each project was the sum of (1) the value of 60 square feet of land within a 300 foot radius of the site, and (2) the average construction cost per space in municipal parking structures. The average fee was $37,000 per space, and the highest was $53,000 per space. Therefore, in the extreme case, a developer was willing to pay the city $53,000 for the right not to provide a parking space (Beverly Hills 1992).

This case-by-case procedure required a land-value appraisal to estimate the cost of public parking near each project that applied to pay the fee. After waiting four to six months to be notified of the fee, applicants usually appealed to the City Council to reduce



it. Developers complained that not knowing the fee until after the appraisal created uncertainty in project planning. The case-by-case approach was complicated, time-consuming, and expensive.

To address these problems, Beverly Hills adopted the second approach in 1994 – it set uniform fees for all projects. These new fees are easier for the city to administer and for developers to use. Developers can easily incorporate the fee in a financial analysis and decide whether to provide the required parking or pay the fee. Thirty-seven of the 46 surveyed cities set uniform fees, probably because of their certainty, simplicity, and equity. Most cities' in-lieu fees do not cover the full cost of providing a public parking space. Cities aim to set their fees high enough

to pay for public parking, yet low enough to attract development. Most cities have no explicit policy, regarding how often to revise their fees, and some cities' fees have not changed for many years. A few cities automatically link their fees to an index of construction costs. For example, Beverly Hills and Palo Alto adjust their fees annually by the ENR Construction Cost Index, a measure of cost inflation in the construction industry.

Kirkland has two unusual in-lieu options. Developers can pay $6,000 per parking space not provided, and the subsequent owners must purchase one parking permit in a public lot for every three spaces not provided (because the city estimates that employees use one-third of the required parking spaces). Alternatively, developers pay no initial in-lieu fee but subsequent owners must purchase a parking permit in a public lot for each space not provided. This annual option reduces the capital cost of development and encourages the use of public parking. A property owner may cancel the annual agreement at any time by providing the required on-site parking.

German cities often have a graduated schedule of in-lieu fees (Ablösebeträge). The fees are highest in the city center and decline with distance from the center. For example, Hamburg's fee is $20,705 per parking space in the city center, and $11,300 in the area surrounding the center.

Vancouver has the most sophisticated method for calculating its in-lieu fee ($9,708 per space). This fee is the parking subsidy implicit in constructing a new public parking space, as measured by: (1) the land-and-construction cost per space in a public parking structure, minus (2) the present discounted value of the net operating income per space during the expected 30-year life of the structure, minus (3) the present discounted value of the residual property value of the structure, per space, after 30 years. The in-lieu fee is thus the expected net present cost per space – all parking costs minus all parking revenues – over the structure's life. Developers who pay the fees do not subsidize the city, and the city does not subsidize developers. Instead, developers subsidize parking.

To summarize, some cities set the fees on a case-by-case basis, but most set uniform fees for all development. Cities use a wide variety of methods to set their in-lieu fees, which range from $2,000 to $27,520 per parking space not provided.

Who Decides Whether to Provide Parking or Pay Fee?

Most cities allow developers to choose whether to pay the fee or provide the parking, but a few cities require developers to pay the fee rather than provide the parking. Officials in these latter cities cited several reasons for requiring developers to pay the fees: to centralize parking facilities, put more of the parking supply under public management, encourage shared parking, discourage the proliferation of surface parking lots, emphasize continuous shop fronts, improve pedestrian circulation, reduce traffic congestion, and improve urban design. Some cities allow property owners to remove existing required spaces by paying in-lieu fees. This option consolidates scattered parking spaces, facilitates reinvestment in older buildings, and encourages more efficient use of scarce land previously committed to surface parking.

Most American cities reduce their parking requirements in the central business district (CBD). In contrast, German cities often have uniform parking requirements throughout the city, but allow developers in the CBD to provide only part of the required parking, and require them to pay fees for the rest.

For example, developers may provide at most 25 percent of the parking required for land uses in the center of Hamburg, and must pay fees in lieu of providing the rest of the parking.

In-lieu fees in the United States are legally justified by the nexus between the fees and the cost of providing public parking spaces. American cities therefore offer the in-lieu option only where they are prepared to spend the fee revenue to provide new public parking facilities. The nexus argument does not necessarily imply that the in-lieu revenue must be used to provide public parking, however, because a variety of transportation improvements can substitute for more parking. For example, British and German cities often use the in-lieu revenue to improve public transportation.

THE IMPACT FEES IMPLICIT IN MINIMUM PARKING REQUIREMENTS

In some ways, parking requirements resemble impact fees. Many cities require developers to pay impact fees to finance public infrastructure – such as roads and schools – that development makes necessary. In Regulation for Revenue, Alan Altshuler and José Gómez-Ibáñez (1993) define these impact fees as "mandated expenditures by private land developers, required as a price for their

obtaining regulatory permits, in support of infrastructure and other public services" (vii).

Parking requirements resemble impact fees because developers provide the required infrastructure – parking spaces – to obtain building permits. In-lieu parking fees also resemble impact fees because developers pay the fees to obtain building permits, and cities then use the revenue to pay for public infrastructure – parking spaces– that the development makes necessary. When cities require developers to pay the fees rather than provide the parking, the in-lieu fees are impact fees.

We can use the in-lieu fees to estimate the impact fees implicit in parking requirements. Impact fees are usually levied per square foot of building area, while in-lieu fees are levied per required parking space not provided. To compare in-lieu fees with impact fees, we must first convert the in-lieu fees into a cost per square foot of building area. We can do this because cities usually require parking spaces in proportion to building area (on the assumption that building area determines parking demand). The in-lieu parking fees per square foot of building area reveal the impact fees implicit in the parking requirements themselves.

CITY	IN-LIEU PARKING FEE	LAND USE	PARKING REQUIREMENT	PARKING IMPACT FEE
	($/SPACE)		(SPACES PER 1,000 SQUARE FEET)	($/SQUARE FOOT)
(1)	(2)	(3)	(4)	(5)=(2)X(4)/1,000
Palo Alto, Calif.	$17,848	OFFICES	4.0	$71
Beverly Hills, Calif.	$20,180	OFFICES	2.9	$59
Walnut Creek, Calif.	$16,373	OFFICES	3.3	$55
Kingston upon Thames, UK	$20,800	OFFICES	2.3	$48
Carmel, Calif.	$27,520	OFFICES	1.7	$46
Mountain View, Calif.	$13,000	OFFICES	3.0	$39
Sutton, UK	$13,360	OFFICES	2.7	$36
Harrow, UK	$14,352	OFFICES	2.3	$33
Hamburg, Germany	$20,705	OFFICES	1.5	$32
Lake Forest, Ill.	$9,000	OFFICES	3.5	$32
Mill Valley, Calif.	$6,751	OFFICES	4.4	$30
Palm Springs, Calif.	$9,250	OFFICES	3.1	$28
Reykjavik, Iceland	$13,000	OFFICES	2.2	$28
Claremont, Calif.	$9,000	OFFICES	2.9	$26
Concord, Calif.	$8,500	OFFICES	2.9	$24
Davis, Calif.	$8,000	OFFICES	2.5	$20
Orlando, Fla.	$9,883	OFFICES	2.0	$20
Kitchener, Ontario	$14,599	OFFICES	1.3	$19
Chapel Hill, N.C.	$7,200	OFFICES	2.5	$18
Kirkland, Wash.	$6,000	OFFICES	2.9	$17
Hermosa Beach, Calif.	$6,000	OFFICES	2.6	$16
Berkeley, Calif.	$10,000	OFFICES	1.5	$15
Burnaby, British Columbia	$7,299	OFFICES	2.0	$15
Vancouver, British Columbia	$9,708	OFFICES	1.0	$10
State College, Penn.	$5,850	OFFICES	1.3	$8
Ottawa, Ontario	$10,043	OFFICES	0.7	$7
Calgary, Alberta	$9,781	OFFICES	0.7	$7
Port Elizabeth, South Africa	$1,846	OFFICES	2.3	$4
Waltham Forest, U.K.	$2,000	OFFICES	0.9	$2
MEAN	$11,305		2.3	$26
MEDIAN	$9,781		2.3	$24

In-lieu fees and parking requirements are for the city center in 1996. In-lieu fees and impact fees are expressed in US$. To obtain the parking requirement in spaces per 100 square meters, multiply the required spaces in Column 4 by 1 .076. To obtain the parking impact fee in dollars per square meter, multiply the impact fee in Column 5 by 10.76.

Minimum Parking Requirements Considered as Impact Fees

(for office buildings)

CITY	IN-LIEU PARKING FEE ($/SPACE)	LAND USE	PARKING REQUIREMENT (SPACES PER 1,000 SQUARE FEET)	PARKING IMPACT FEE ($/SQUARE FOOT)
(1)	(2)	(3)	(4)	(5)=(2)X(4)/1,000
Beverly Hills, Calif.	$20,180	RESTAURANT	22.2	$448
Palm Springs, Calif.	$9,250	CABARET	28.6	$264
Mountain View, Calif.	$13,000	ASSEMBLY HALL	18.0	$234
Kingston upon Thames, UK	$20,800	FOOD SUPERSTORE	7.7	$160
Davis, Calif.	$8,000	FUNERAL HOME	20.0	$160
Sutton, UK	$13,360	FOOD SUPERSTORE	8.5	$114
Kitchener, Ontario	$14,599	MANUFACTURING	7.7	$112
Calgary, Alberta	$9,781	BILLIARD PARLOR	10.3	$101
Ottawa, Ontario	$10,043	CHURCH	9.8	$98
Claremont, Calif.	$9,000	THEATER	10.0	$90
Hermosa Beach, Calif.	$6,000	THEATER	13.0	$78
Burnaby, British Columbia	$7,299	ART GALLERY	10.3	$75
Palo Alto, Calif.	$17,848	ALL USES	4.0	$71
Mill Valley, Calif.	$6,751	ASSEMBLY HALL	10.0	$68
Harrow, UK	$14,352	GARDEN CENTER	4.6	$67
Hamburg, Germany	$20,705	GARDEN CENTER	3.1	$64
Walnut Creek, Calif.	$16,373	NONRESIDENTIAL	3.3	$55
Kirkland, Wash.	$6,000	RESTAURANT	8.0	$48
Carmel, Calif.	$27,520	COMMERCIAL	1.7	$47
Concord, Calif.	$8,500	RESTAURANT	4.0	$34
Port Elizabeth, South Africa	$1,846	RECREATION HALL	18.6	$34
Reykjavik, Iceland	$13,000	NONRESIDENTIAL	2.2	$28
Lake Forest, Ill.	$9,000	RESTAURANT	2.5	$23
Orlando, Fla.	$9,883	NONRESIDENTIAL	2.0	$20
Chapel Hill, N.C.	$7,200	OFFICES	2.5	$18
Berkeley, Calif.	$10,000	NONRESIDENTIAL	1.5	$15
Vancouver, British Columbia	$9,708	NONRESIDENTIAL	1.0	$10
Waltham Forest, U.K.	$2,000	SHOPS	4.5	$9
State College, Penn.	$5,850	ALL USES	1.3	$8
MEAN	$11,305		8.3	$88
MEDIAN	$9,781		7.7	$67

In-lieu fees and parking requirements are for the city center in 1996. In-lieu fees and impact fees are expressed in US$. To obtain the parking requirement in spaces per 100 square meters, multiply the required spaces in Column 4 by 1.076. To obtain the parking impact fee in dollars per square meter, multiply the numbers in Column 5 by 10.76.
The land uses are those with the highest minimum parking requirements in each city.

Minimum Parking Requirements Considered as Impact Fees

(for land uses with the highest parking requirements)

The average parking impact fee for the U.S. cities in the Table above is $31 per square foot, which dwarfs the impact fees levied for all other public purposes. A 1991 survey of 100 U.S. cities found that the impact fees for all purposes (roads, schools, parks, water, sewers, flood control, and the like) averaged $6.97 per square foot of office buildings (see Altshuler and José Gómez-Ibáñez 1993, 40). The average parking impact fee for office buildings is thus 4.4 times the average impact fee for all other public purposes combined. If impact fees reveal a city's priorities for public services, many cities' highest priority is free parking.

Sources:

- Excerpts from: Journal of Planning Education and Research 18:307-320. © 1999 Association of Collegiate Schools of Planning. Donald C. Shoup
- Regulation for Revenue, Alan Altshuler and José Gomez-Ibáñez (1993)
- Planning Advisory Service. 19 64. Off-Street Parking Requirements.
- Report # 182. Chicago, Ill.: American Planning Association.
- Planning Advisory Service. 19 71. An Approach to determining
- Parking Demand. Report # 27 0. Chicago, Ill.: American Planning Association.

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City of Sandpoint Parking Study

Introduction

The City of Sandpoint (City) recognizes that parking is a growing challenge in the downtown and waterfront areas, particularly during the summer months. In 2016, the City implemented an updated downtown parking management plan based on resident downtown business, and property owner input. Phase 1 of the plan designated three 24-hour free parking lots, including the ITD Parking Lot, Downtown City Parking Lot, and Sand Creek Parking Lot geared toward moving business owner and employee parking off the street and into the lots to free up on-street parking to more transient users who are frequenting businesses and restaurants.

Phase 2 of the plan included adding 15-minute loading zones and extending many of the 2-hour zones to 3-hour and 4-hour zones and allowing permits. In 2017, the City reverted some of its downtown streets from one-way to two-way traffic and reconfigured parallel parking to angled parking which added additional parking spaces. In 2019, the City provided public access to the parking area near Marcia's Snack Shack which added additional parking spaces at City Beach.

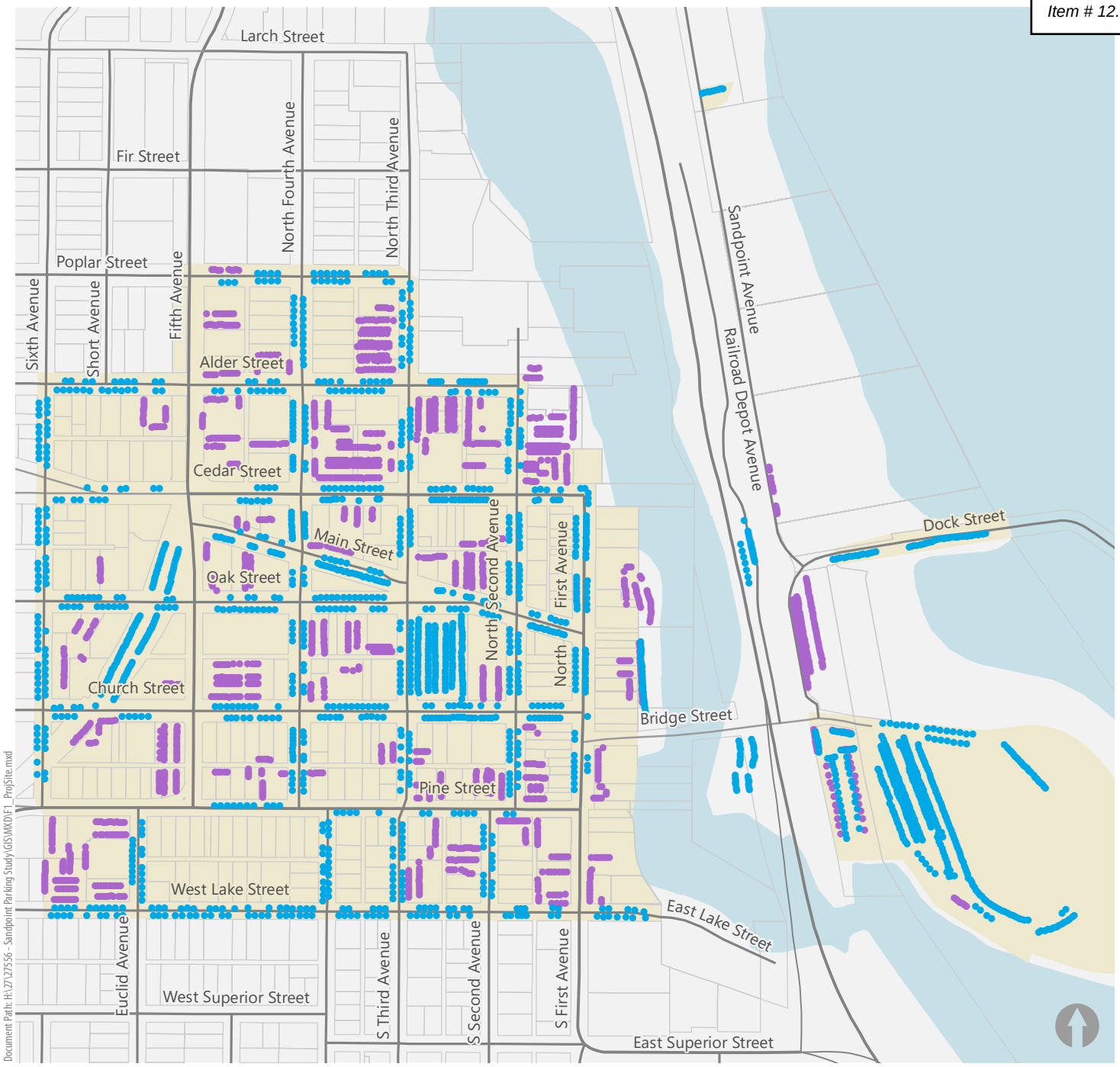
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light of new development that will displace several key parking areas.

This memorandum summarizes the results of a parking study conducted on behalf of the City to evaluate peak summer on-street and public off-street parking conditions in downtown Sandpoint and the waterfront area. The purpose of the study is to document the parking supply and demand. It also identifies high-level policies and strategies that could be considered to improve parking conditions in the future. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces.

Parking Study

Study Area

The parking study includes an inventory and evaluation of on- and off-street parking conditions in downtown Sandpoint and the waterfront area adjacent to Lake Pend Oreille and Sand Creek. As shown in the map below, the study area is bounded by Poplar Street to the north, West Lake Street to the south, Sixth Avenue to the west, and Lake Pend Oreille to the east. Land uses to the north, west, and south primarily consists of commercial, single family residential, and multifamily residential, while land uses to the east consists of commercial and recreational. Zoning within the study area consists of Commercial A (CA), Commercial C (CC), Residential Multifamily (RM), Residential Single Family (RS), and Mixed Use Residential (MUR), which is generally consistent with the mix of land uses.



- City Owned Parking
- Private Parking

Figure 1

Study Area

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Access Opportunities

The study area is located within and adjacent to a downtown urban environment with several multimodal access opportunities, including:

- **Pedestrian** – Pedestrian facilities include sidewalks on both sides of most streets and marked crosswalks at most major intersections, as well other pedestrian amenities typical of a downtown environment.
- **Bicycle** – Bicycle facilities include advisory bike lanes on Oak Street and shared lane pavement markings (or sharrows) on 3rd Street. There is also a shared-use path on the west side of 5th Street (Sandpoint-Dover Community Trail), along Bridge Street connecting downtown with City Beach, and along Sand Creek connecting Sandpoint with Ponderay. However, traffic volumes and travel speeds along many streets are sufficient to allow bicyclists to share the road with motorists.
- **Public Transit** – Selkirk Pend Oreille Transit (SPOT) green and blue line routes currently provide free transit service along Main Street, Church Street, and Third Avenue. Service is provided Monday through Sunday from 4:00 AM to 2:00 AM on 1-hour headways.
- **Motor Vehicle** – On-street parking is allowed on both sides of most streets. There are also several public and private off-street parking facilities that accommodate motor vehicles including limited RV and trucks/boat trailer parking.

Study Methodology

Data Collection

Parking supply and demand data was collected on a typical midweek day and a typical weekend day in July 2022. The data includes the total number of on- and off-street parking stalls and the total number of vehicles parked over the two-day period. The following provides of the data collection effort.

Parking Supply

The parking supply data is based on drone aerial imagery collected in May 2022 and field data collected in July 2022. The data includes the total number of on- and off-street parking stalls by location and type. For this study the stalls are separated into general use and specialty use stalls. The general use stalls consist of no-limit, time-restricted, permit, and other stalls available to most potential users while the specialty use stalls consist of Americans with Disability Act (ADA), loading, electric vehicle, and other stalls for special users. The general use stalls represent most stalls in the study area.

Parking Demand

The parking demand data includes the total number of vehicles parked between 7:00 AM and 8:00 PM in 1-hour intervals on each day of the study. The data includes partial license plate or other unique identifiers for all vehicles parked. The parking demand data is summarized by stall location and type and described in terms of occupancy, duration of stay, and turnover.

Occupancy

Occupancy refers to the total number of occupied stalls and is often shown as a percentage. Where time restricted and other stall types exist, additional information on the occupancy of the stalls is provided. A parking system is generally considered to be full or at its *effective capacity* when occupancy reaches or exceeds 85% in the peak hour. When more than 85% of stalls are occupied, patrons or other users may be discouraged from visiting local land uses or may add to area congestion by circling the area in search of available spaces.

Duration of Stay

Duration of stay refers to the average length of time a vehicle remains in a stall. For this study, duration of stay is sampled in one-hour increments. Duration of stay information can be useful in determining the time stay needs of patrons. Average time stays can be used to calibrate the posted time stays to best accommodate priority users (e.g., retail customers). This information also can be used to identify the total number of vehicles, or percentage of vehicles, that violate the posted time restrictions when enforcement hours are in effect and the rate of vehicle turnover within a parking supply (see below).

Turnover

Turnover reflects the total number of vehicles that can or will use a parking stall over the course of a survey day. Turnover is typically measured over a 10-hour period. Parking managers use turnover as a measuring stick for how efficiently or inefficiently the parking system is operating and serving its intended user groups. For instance, if a stall has a 2-hour time restriction, then its intended minimum rate of turnover is 6.00 vehicles (12-hour day divided by 2-hour stall). As such, if turnover were demonstrated to be at a rate of less than 6.00, the system would be deemed inefficient. A rate in excess of 6.00 would indicate a system that is operating in excess of its designed efficiency.

The turnover data also shows a number of parking use characteristics that provide valuable information about how the parking system is functioning. The tables displayed in the following sections include turnover by stall type, number of unique vehicles, total vehicle hours parked, and stays of 5 hours or more. *Number of Unique Vehicles* is an aggregate measure of how many customers, visitors, and employees are accessing the parking district and can be used as a baseline for commercial growth – more customers and visitors correlate to a more vibrant district. The closer the number of *Unique Vehicles* is to *Total Vehicle Hours Parked*, the more efficient (i.e., higher turnover rate) the parking system is working, which allows more customers to access the district using the same number of stalls. Finally, *Stays of 5 Hours or More* is a useful metric in that it can be used to estimate the number of employees using commercial stalls, which is helpful when designing and implementing a district-specific parking management plan.

Data Analysis

The parking supply data was analyzed and summarized by location and type while the parking demand data was analyzed and summarized in terms of occupancy, duration of stay, and turnover. The parking occupancy data was analyzed on an hourly basis by stall, by block face, and by the overall study area. The duration of stay and turnover data was analyzed by stall and by the overall study area. The following sections summarize the results of the parking study.

PARKING SUPPLY

This section provides detailed information on the on-street and off-street parking supply in downtown Sandpoint and the waterfront area. This information serves as a baseline for evaluating the parking demand data summarized later in this report.

Downtown Sandpoint

On-street Parking Supply

On-street parking is allowed on both sides of most streets in downtown Sandpoint. Table 1 summarizes the on-street parking supply data, including the total number of general use and specialty use stalls, and the percent of the stalls in relation to the overall parking supply. *A detailed summary of the on-street parking supply by street is provided in Attachment A.*

Table 1: On-Street Parking Supply – Downtown Sandpoint

Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	**1,052**	**92%**
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	**45**	**8%**
Total On-Street Stalls	**1,097**	**100%**

As shown in Table 1, there are 1,097 on-street parking stalls in downtown Sandpoint, including 1,052 general use stalls and 45 specialty use stalls. The general use stalls include short- and medium-term time limit or permit stalls that reflect the commercial nature of the downtown area as well as no-limit stalls that reflect nearby residential uses. The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.

The specialty use stalls include Americans with Disabilities Act (ADA) stalls, loading only stalls, and stalls signed as "No Parking." The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds state standards in terms of number of stalls provided.[1] However, evaluating the number of stalls that are in compliance with the ADA Standards for Accessible Design (23 CFR Part 36) was beyond the scope of this project as it requires evaluating ramp slopes, measuring stall dimensions and accessible routes. Based on observations, many marked ADA parking stalls may not meet the minimum design standards.

The loading stalls represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area. Some of the 20-minute parking stalls also function as loading zones but because they are dual purpose were counted as general use stalls. The stalls signed as "No Parking" also represent less than 1% of the on-street parking supply; however, these *stalls* represent locations where on-street parking is prohibited, but vehicles were observed parking during the study. Figure 2 illustrates the distribution of general use stalls throughout the study area and Figure 2A illustrates the specialty use stalls.

[1] Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply as well. Based on the code, 2% of the first 1,000 stalls should be accessible parking, then one for each additional 100 stalls.

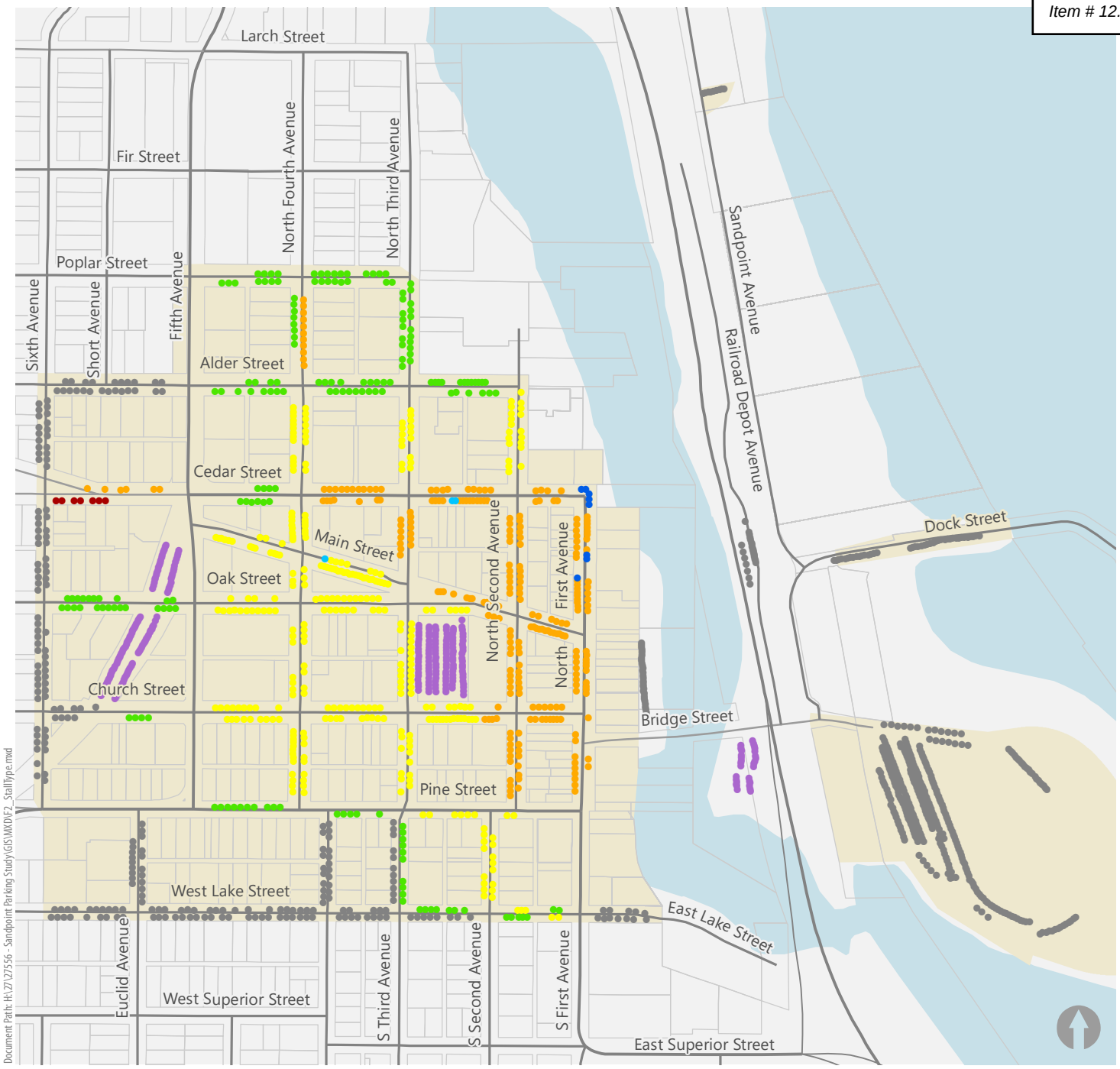

Larch Street
Fir Street
Poplar Street
Alder Street
Cedar Street
Main Street
Oak Street
Church Street
Pine Street
West Lake Street
West Superior Street
East Lake Street
East Superior Street
Bridge Street
Dock Street
Sixth Avenue
Short Avenue
Fifth Avenue
North Fourth Avenue
North Third Avenue
North Second Avenue
North First Avenue
Sandpoint Avenue
Railroad Depot Avenue
Euclid Avenue
S Third Avenue
S Second Avenue
S First Avenue
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2_StallType.mxd
No Designation
20-Minute Loading
3 Hour or Permit
24 Hour
Loading Only
2 Hour
4 Hour or Permit
No Parking

Figure 2

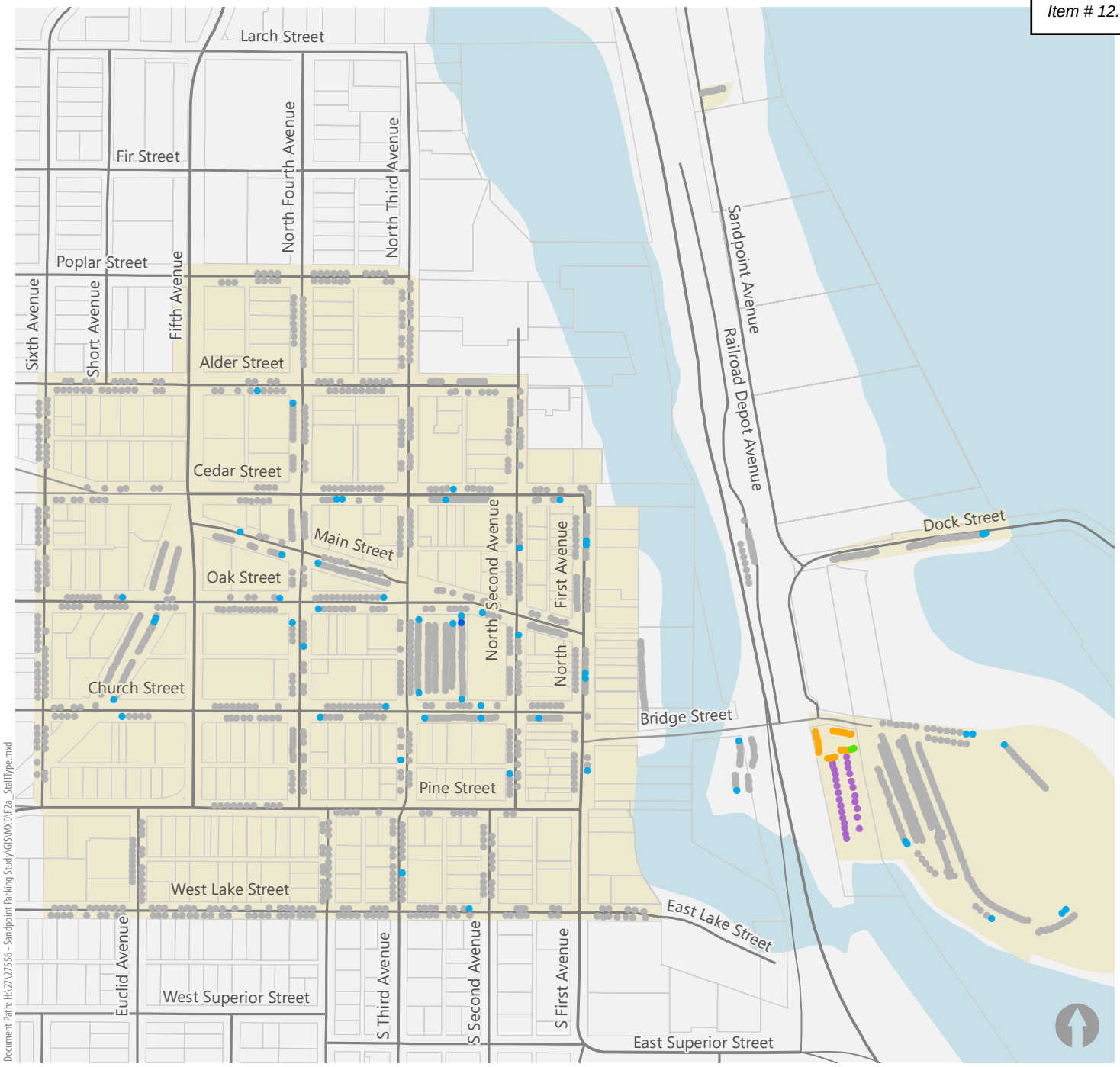

Larch Street
Fir Street
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Cedar Street
Main Street
Oak Street
Church Street
Pine Street
West Lake Street
West Superior Street
East Lake Street
East Superior Street
Bridge Street
Dock Street
Sixth Avenue
Short Avenue
Fifth Avenue
North Fourth Avenue
North Third Avenue
North Second Avenue
First Avenue
North
Sandpoint Avenue
Railroad Depot Avenue
Euclid Avenue
S Third Avenue
S Second Avenue
S First Avenue
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2a_StallType.mxd
General Use
ADA Stall
E-Vehicle Charging
Police Only
Permit Only
RV Stall

Figure 2a

Future Parking Supply

The City is planning to redevelop the property (Farmin's Landing) along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. This will result in the loss of 30 no-limit parking stalls on the east side of Gunning Alley. With this change, there will be 1,067 on-street parking stalls in the downtown, including 1,022 general use stalls and 45 specialty use stalls. As indicated in the parking demand section below, this change will have minimal impact to the on-street parking system.

Off-Street Parking Supply

Off-street parking is provided by the City as well as several commercial businesses. Table 2 summarizes the off-street parking supply data for three downtown City lots. There are 240 off-street parking stalls, including 231 general use stalls and 9 specialty use stalls. The off-street stall types reflect the need for long-term parking within close proximity to the downtown. Figure 2 above illustrates the distribution of general use stalls and Figure 2A illustrates the specialty use stalls.

Table 2: Off-Street Parking Supply – Downtown Sandpoint

Stall Type	City Lot	North ITD Lot	South ITD Lot	Total Stalls	% of Total
General Use Stalls					
24 hours	121	34	76	231	96%
Total General Use Stalls	**121**	**34**	**76**	**231**	96%
Specialty Use Stalls					
ADA	5	0	3	8	3%
Police Only	1	0	0	1	<1%
Total Specialty Use Stalls	**6**	**0**	**3**	**9**	4%
Total Off-Street Stalls	**127**	**34**	**79**	**240**	**100%**

Future Parking Supply

At some point in the next five to ten years, the Idaho Transportation Department (ITD) intends to construct the "Couplet" realigning Fifth Avenue. The realignment will result in the loss of 113 off-street stalls in downtown Sandpoint. With this change, there will be 127 off-street stalls in downtown Sandpoint, including 121 general use stalls and 6 specialty use stalls. As indicated below, this change will have a significant impact on the on-street and off-street parking system. As part of the Parking Management Plan, the loss of this parking as well as future growth and development should be considered to inform management strategies and to right size future parking facilities.

Waterfront Area

On-Street Parking Supply

On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround. As shown in Table 3, there are 43 on-street parking stalls, including 41 general use stalls and 2 specialty use stalls. The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area. *A summary of the on-street parking supply is provided in Attachment A.*

Table 3: On-Street Parking Supply – Waterfront Area

Stall Type	Stalls	% of Total
General Use Stalls		
No Limit	41	95%
General Use Stalls	**41**	**95%**
Specialty Use Stalls		
ADA	2	5%
Specialty Stalls	**2**	**5%**
Total On-Street Stalls	**43**	**100%**

Off-Street Parking Supply

Off-street parking in the waterfront area is provided by the City and several commercial businesses. As shown in Table 4, there are five City lots with 406 off-street parking stalls, including 343 general use stalls and 63 specialty use stalls. The general use stalls include 24-hour and no-limit stalls that reflect the recreational nature of the waterfront area.

Table 4: Off-Street Parking Supply – Waterfront Area

Stall Type	City Beach Lot	City Sand Creek Lot	RV Park Car Lot	RV Park Lot	Pend Oreille Bay Trail Lot	Total Stalls	% of Total
General Use Stalls							
24 hours		30				30	7%
No Limit	304				9	313	77%
Total General Use Stalls	**304**	**30**	**0**	**0**	**9**	**343**	84%
Specialty Use Stalls							
ADA	8	2				10	2%
Permit Only[1]			25			25	6%
Electric Vehicle			2			2	<1%
RV Stalls				26		26	6%
Total Specialty Use Stalls	**8**	**2**	**27**	**26**	**0**	**63**	16%
Total Off-Street Stalls	**312**	**32**	**27**	**26**	**9**	**406**	**100%**

1. Stalls are available to a limited number of permit holders and are not included in the general use parking supply.

PARKING DEMAND

This information serves as a baseline for evaluating the system performance during peak demand and identifying potential policies and strategies to be considered in a Parking Management Plan.

Downtown Sandpoint

On-Street Parking Demand

Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the on-street parking demand data for by occupancy, duration of stay, and turnover.

Occupancy

The data in Chart 1 reflect the general use parking stalls only as the specialty use stalls are not available to all users. On-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM. The overall on-street parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Chart 1: On-Street Parking Occupancy – Downtown Sandpoint

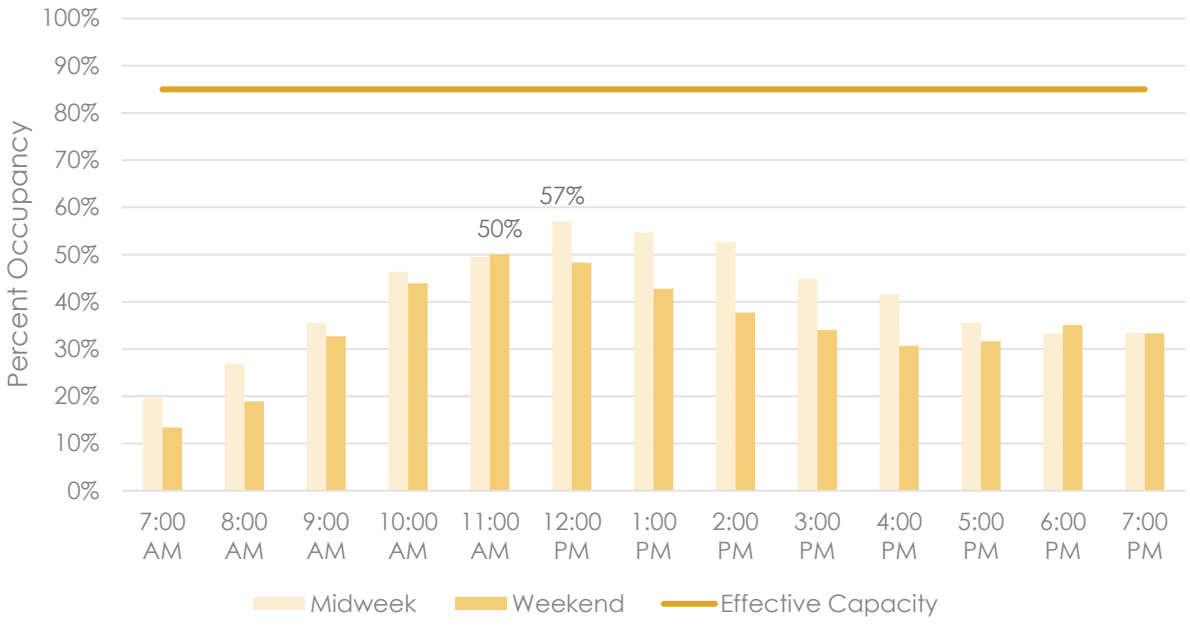


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM. Those that are at or above *effective capacity* are primarily located within the eastern portion of the study area along First Avenue and within one block of First Avenue.

Similarly, most block faces are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above are more centrally located along Fourth Avenue and within one block of Fourth Avenue.

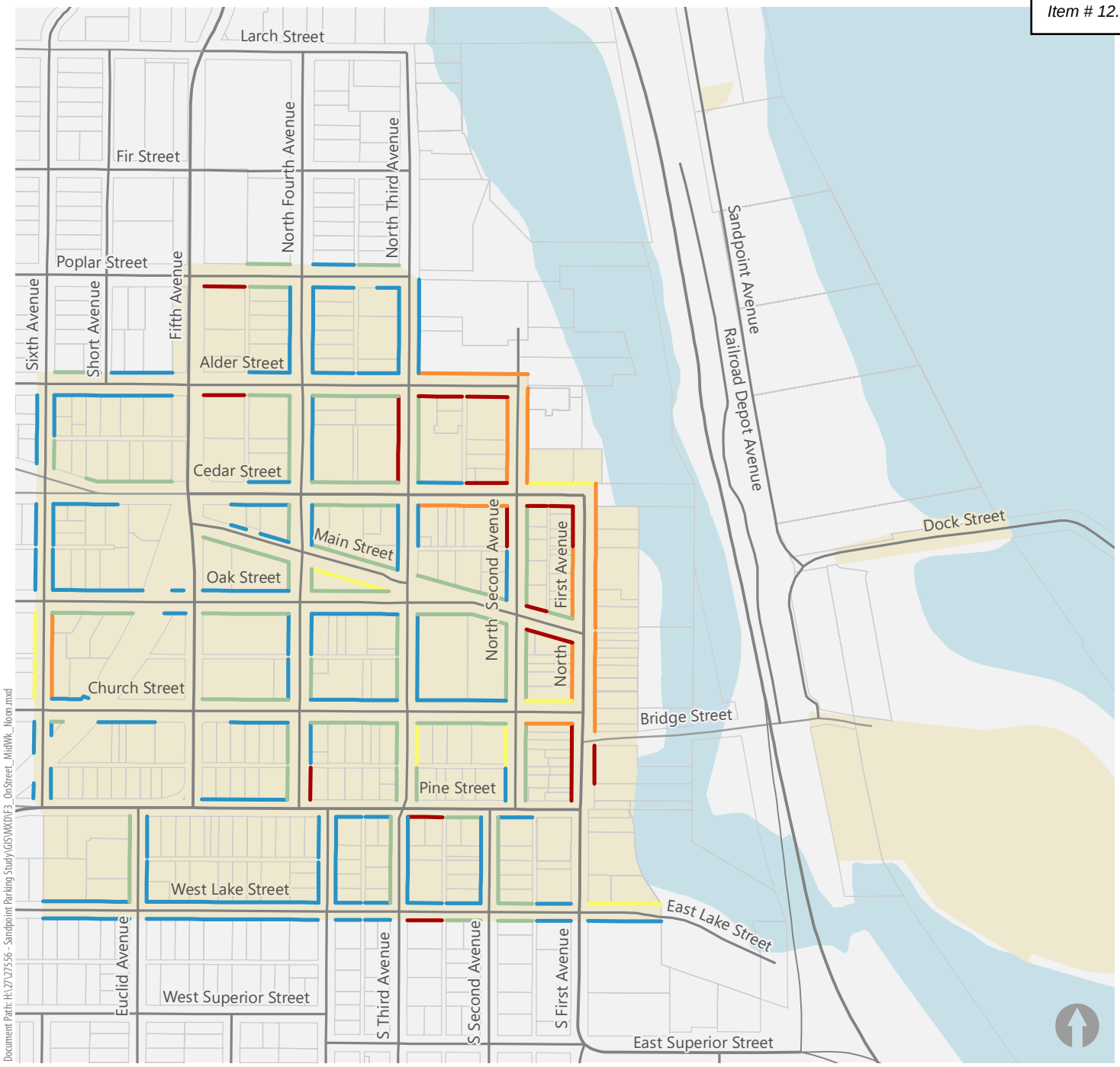


Figure 3

On-Street Peak Occupancy - Midweek (12:00

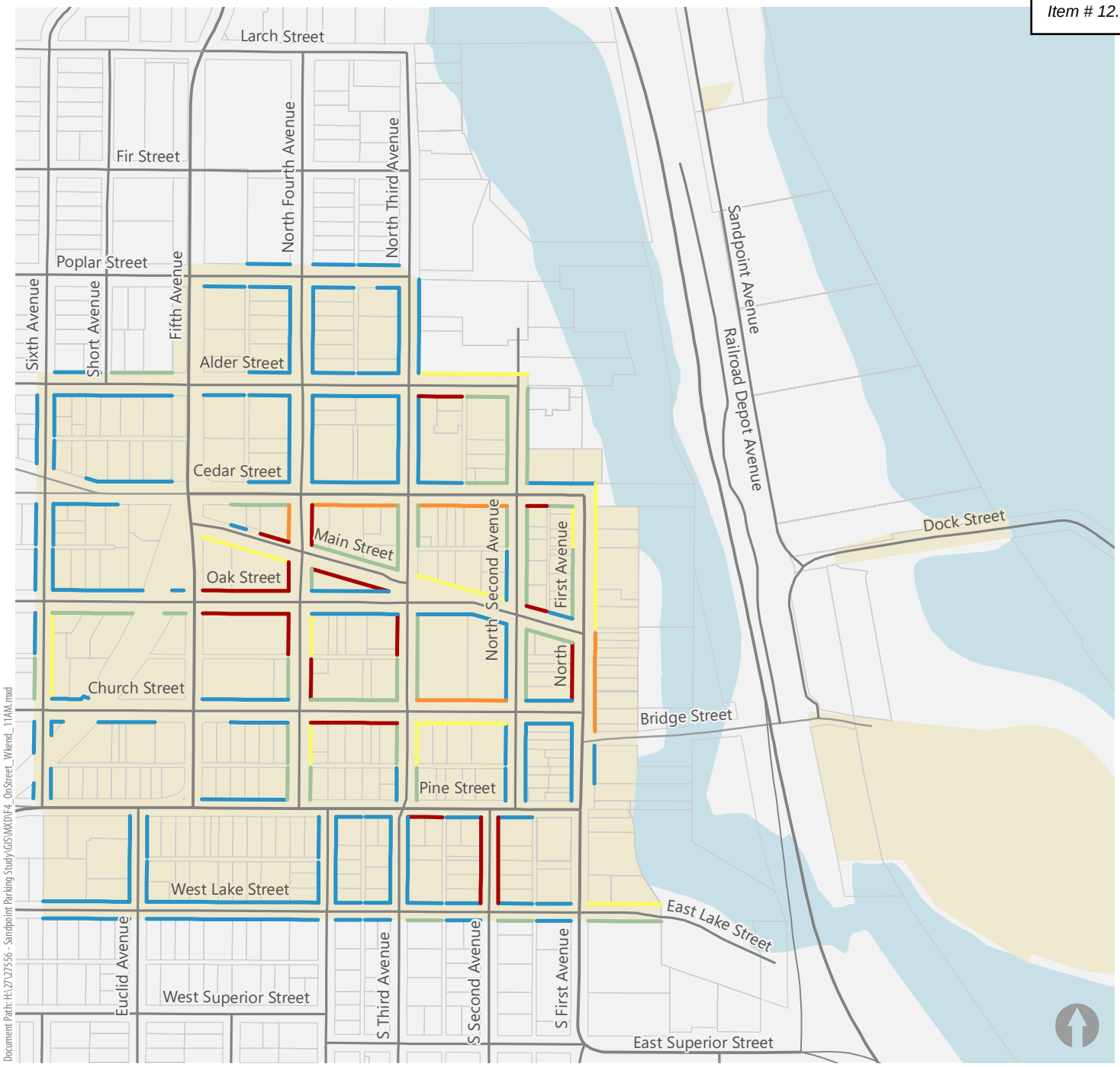


Figure 4

On-Street Peak Occupancy - Weekend (11:00

Table 5 summarizes detailed information on on-street parking occupancy in downtown Sandpoint, including the peak hour and peak occupancy rate by stall type. The peak hours and peak occupancy rates are the same or similar across all stall types on the weekday and weekend day with a few exceptions. There appears to be the greatest demand for 2-hour stalls midweek and the least demand for the 4-hour and no-limit. Also shown in Table 5, the peak occupancy rates are all well below the *effective capacity* of the parking supply and there are many stalls available during the peak hours.

Table 5: On-Street Parking Occupancy – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
General Use[1]	1,052	12:00 PM	57%	452	11:00 AM	50%	525
Usage by Stall Type							
20 Minutes	8	12:00 PM	63%	3	11:00 AM	63%	3
2 Hours	255	12:00 PM	78%	57	12:00 PM	65%	88
3 Hours or Permit	328	12:00 PM	62%	125	11:00 AM	69%	101
4 Hours or Permit	182	2:00 PM	51%	89	11:00 AM	30%	128
No Limit	279	12:00 PM	41%	166	12:00 PM	34%	183

1. Data for the specialty use stalls was also evaluated but not included in Table 5. The data shows that the peak hour for ADA stalls also occurs at 12:00 PM with a peak occupancy rate of approximately 34%, leaving 23 stalls available.

Duration of Stay

Table 6 summarizes the duration of stay data. The average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The average duration of stay in these stalls exceeds the designated time limits during the midweek and on the weekend. The violation rates in these stalls also exceed average rates for downtown environments and suggests that visitors need more time than is allowed or employees of local businesses may be occupying these stalls, and/or enforcement is low, particularly on the weekend.

Table 6: On-Street Parking Duration of Stay – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
General Use	1,052	2.48	17%	2.73	19%
Usage by Stall Type					
20 Minutes[1]	8	1.79	26%	2.00	29%
2 Hours	255	2.05	25%	2.30	30%
3 Hours or Permit	328	2.16	15%	2.14	15%
4 Hours or Permit	182	2.77	17%	2.84	15%
No Limit	279	3.61	N/A	4.37	N/A

1. The parking demand data was collected in 1-hour increments, therefore, the average duration of stay data in the 20-minute stalls could be skewed; however, the violation rate reflects vehicles parked for 2-hours or more.

Turnover

Tables 7A and 7B summarize the parking turnover data. As shown, most stalls operate below their designed capacity for the 12-hour period. The 2-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0. The turnover rate in the 3-hour and 4-hour stalls is also below the designed capacity of 4.0 and 3.0; however, the rates could be skewed by permit holders. The relatively high violation rates in the 20-minute and 2-hour stalls suggests increased enforcement would be an effective tool in bringing the system into better compliance and increase the system's carrying capacity, particularly during enforcement hours.

Table 7A: On-street Parking Turnover (Midweek) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	2.21	2,325	5,590	204
Usage by Stall Type					
20 Minutes	8	2.38	19	34	0
2 Hours	255	3.44	878	1,802	40
3 Hours or Permit	328	2.40	788	1,706	51
4 Hours or Permit	182	1.72	313	866	42
No Limit	279	1.17	327	1,182	71

Table 7B: On-street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	1.78	1,871	4,762	180
Usage by Stall Type					
20 Minutes	8	2.13	17	34	0
2 Hours	255	2.84	725	1,670	51
3 Hours or Permit	328	2.17	713	1,523	47
4 Hours or Permit	182	1.02	186	529	24
No Limit	279	0.82	230	1,006	58

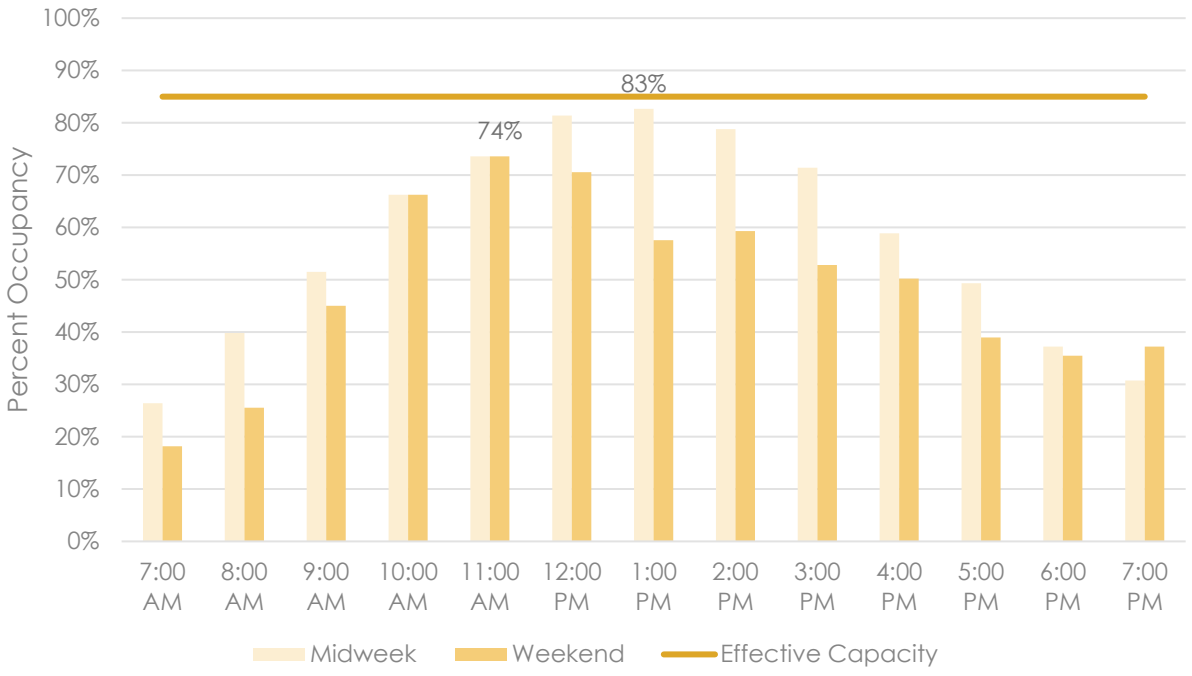
Off-Street Parking Demand

Like on-street demand, off-street parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the off-street parking demand data for downtown Sandpoint by occupancy, duration of stay, and turnover.

Occupancy

Chart 2 displays the off-street parking occupancy data for each hour of the study. The data in Chart 2 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 2: Off-Street Parking Occupancy – Downtown Sandpoint



The overall parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM. Also shown in Chart 2, overall parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above also include the City Lot.

Table 8 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. The peak hours and occupancy rates differ by lot. There appears to the greatest demand in the City Lot during the midweek and on the weekend with peak occupancy rates above the *effective capacity*. Also shown in Table 8, peak occupancy rates are at or below the *effective capacity* in all other lots and in the overall off-street parking supply.

Table 8: Off-Street Parking Occupancy – Downtown Sandpoint

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
North ITD Lot	34	11:00 AM	85%	5	12:00 PM[1]	50%	17
South ITD Lot	76	1:00 PM	59%	31	12:00 PM	53%	36
City Lot	121	1:00 PM	98%	3	11:00 AM	97%	4
Total	231	1:00 PM	83%	40	11:00 AM	74%	61

1. Multiple peak hours with the same occupancy rate and stalls available.

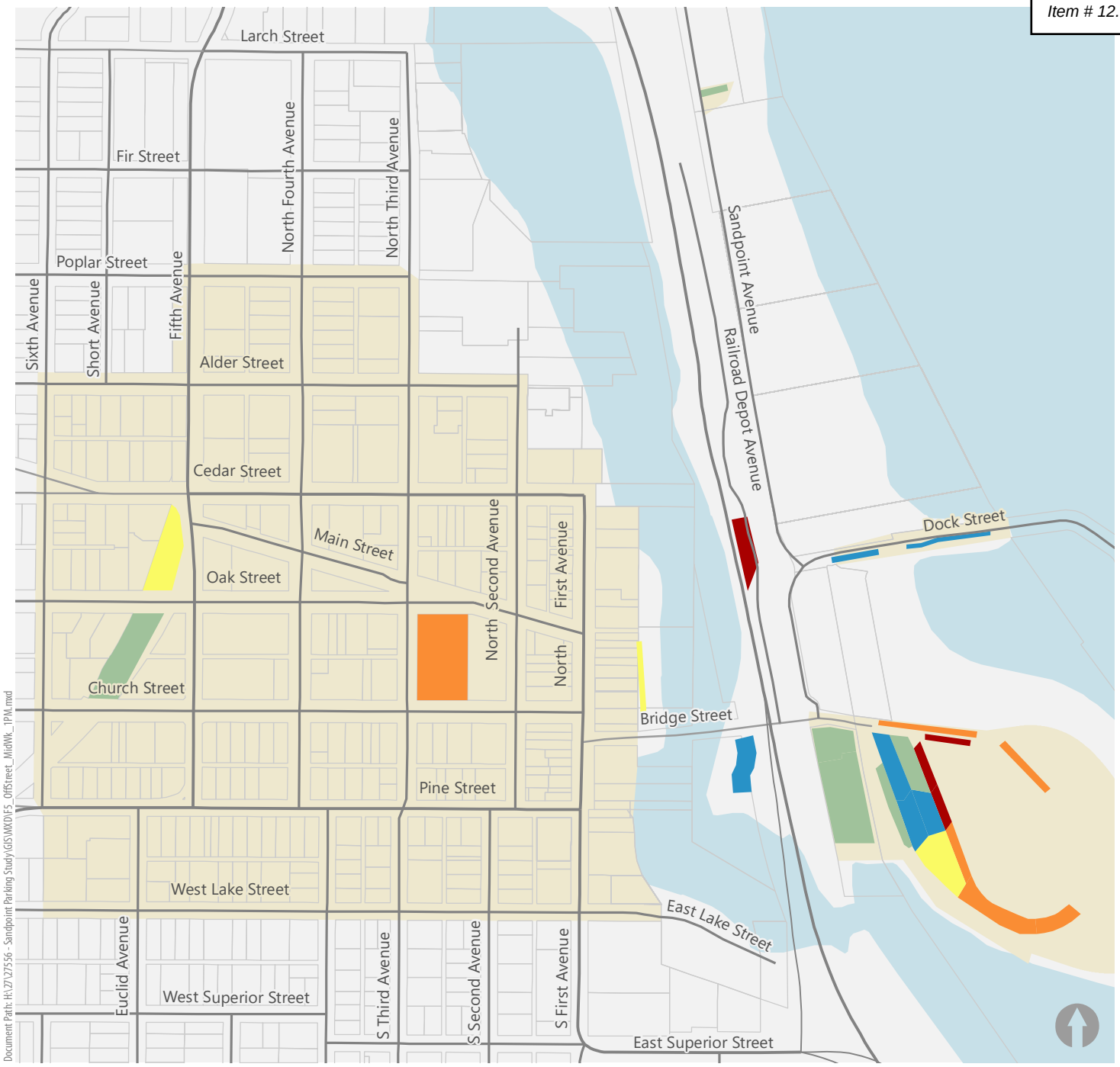


Figure 5

Off-Street Peak Occupancy - Midweek (1:00

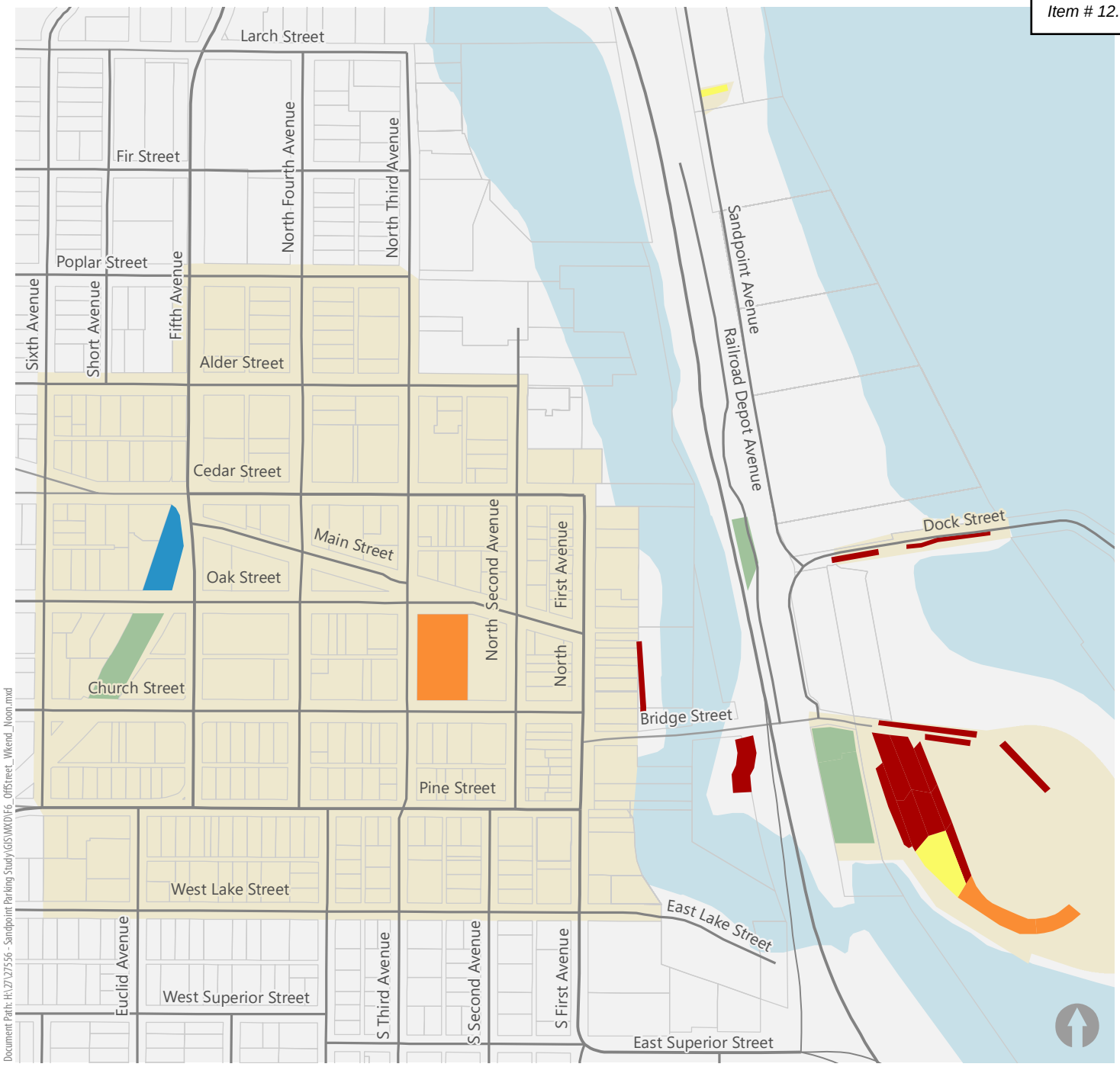


Figure 6

Off-Street Peak Occupancy - Weekend (12:00

Duration of Stay

Table 9 summarizes the off-street duration of stay data for downtown Sandpoint. The average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is well below the designated time limits of the lots/the duration of the study. The lack of violation rates reflects the nature of the parking data, which was collected over a 13-hour period, and therefore did not identify any vehicles parked in excess of 24-hours.

Table 9: Off-Street Parking Duration of Stay – Downtown Sandpoint

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
North ITD Lot	34	3.74	0%	3.56	0%
South ITD Lot	76	4.53	0%	3.88	0%
City Lot	121	4.74	0%	3.24	0%
Total	231	4.41	0%	3.38	0%

Turnover

Tables 10A and 10B summarize the off-street parking turnover for downtown Sandpoint. The lot with the highest turnover is the North ITD lot with a midweek turnover rate of 3.44 and weekend turnover rate of 3.03. Turnover in all other lots is relatively low.

Table 10A: Off-Street Parking Turnover (Midweek) – Downtown Sandpoint

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.44	117	437	29
South ITD Lot	76	0.79	60	272	22
City Lot	121	1.78	215	1,019	85
Total	231	1.70	392	1,728	136

Table 10B: Off-Street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.03	103	367	22
South ITD Lot	76	0.54	41	159	9
City Lot	121	2.37	287	931	48
Total	231	1.87	431	1,457	79

The off-street parking data indicates that a change to the off-street parking supply, such as the closure of one or more City and ITD lots, would impact the on-street and off-street parking systems, particularly during peak time periods. For example, closure of the North and South ITD lots would displace 74 vehicles

midweek and 57 vehicles on the weekend. The overall on-street system could accommodate the increase while remaining well below *effective capacity*; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City parking lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

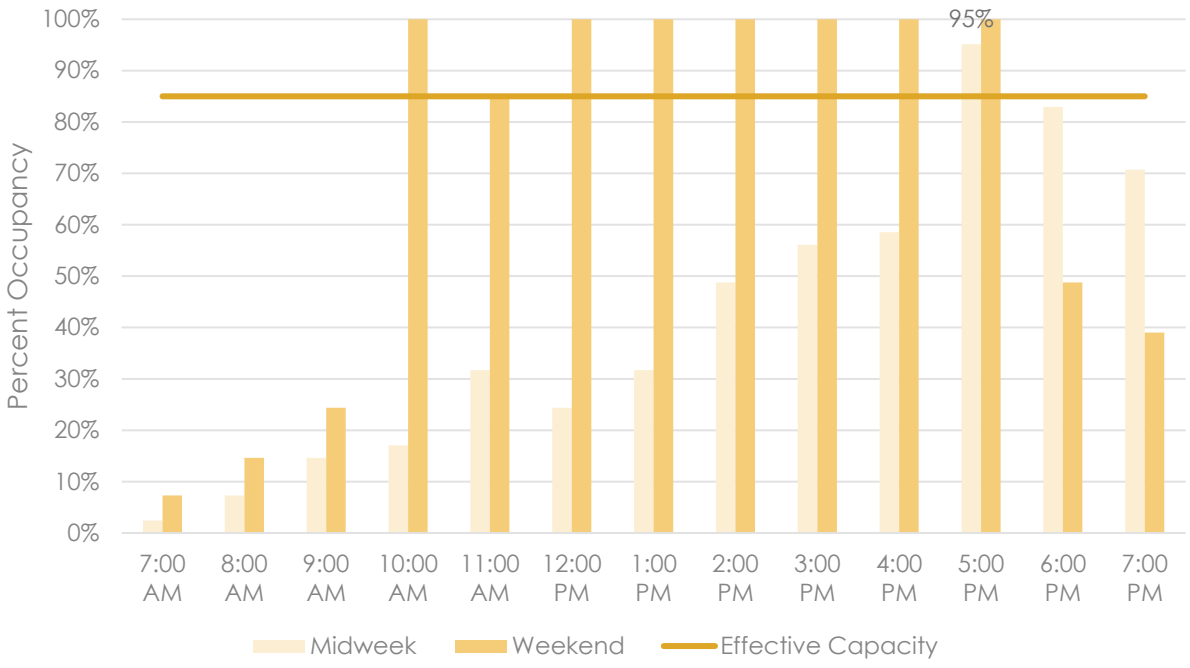
On-Street Parking Demand

Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the on-street parking demand data by occupancy, duration of stay, and turnover. The data reflect on-street parking demand along Dock Street from Sandpoint Avenue to the turnaround.

Occupancy

Chart 3 displays the on-street parking occupancy data for each hour of the study. The data in Chart 3 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 3: On-Street Parking Occupancy – Waterfront Area



The on-street parking occupancy varies significantly based on the day. During the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% until after 5:00 PM.

Table 11 summarizes detailed information on on-street parking occupancy, including the peak hour and peak occupancy rate by street, given that data is only available for one street in the waterfront area. Peak occupancy rates are above the *effective capacity* of the parking supply.

Table 11: On-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
Dock Street	41	5:00 PM	95%	5	10:00 PM[1]	100%	0
Total	41	5:00 PM	95%	5	10:00 PM[1]	100%	0

1. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 12 summarizes the duration of stay data for Dock Street. As shown, average duration of stay is significantly longer on the weekend then on the weekday. Also, given that all the general use stalls are 24-hour stalls, there are no violations.

Table 12: On-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
Dock Street	41	2.81	0%	4.24	0%

Turnover

Tables 13A and 13B summarize the parking turnover data for Dock Street. As shown, the turnover rate is above the designed capacity of the stalls.

Table 13A: On-street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	1.93	79	222	6

Table 13B: On-street Parking Turnover (Weekend) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	2.17	89	377	41

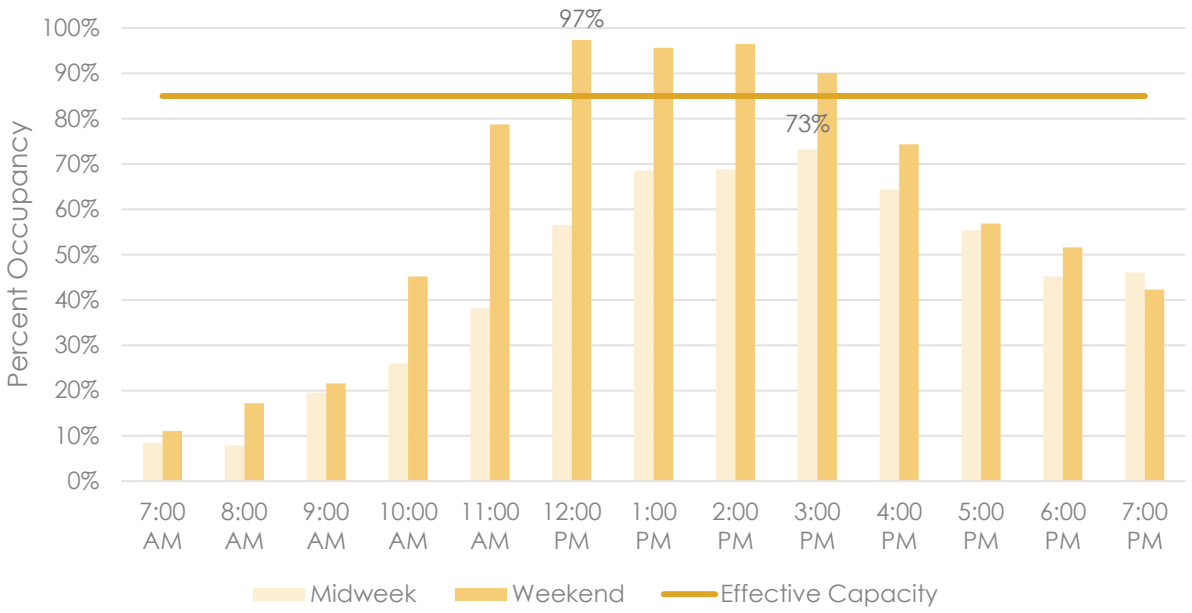
Off-Street Parking Demand

Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the off-street parking demand data for the waterfront area by occupancy, duration of stay, and turnover.

Occupancy

Chart 4 displays the off-street parking occupancy data for each hour of the study. The data in Chart 4 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 4: Off-Street Parking Occupancy – Waterfront Area



As shown in Chart 4, off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM. Also shown in Chart 1, parking occupancy is below the *effective capacity* of the parking supply during all hours of the midweek day and all but four hours of the weekend day.

Figure 5 (above) illustrates the midweek peak hour occupancy data by lot and Figure 6 (above) illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Beach Lot. Similarly, most lots are below *effective capacity* during the weekend peak (12:00 PM). Those that are at or above include the City Beach Lot.

Table 14 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. As shown, the peak hours and occupancy rates differ by lot. There appears to be the greatest demand in the Pend Oreille Bay Trail Lot midweek and in the Sand Creek Lot and the City Beach lot on the weekend with peak occupancy rates above *effective capacity*.

Table 14: Off-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
City Beach Lot	304	3:00 PM	75%	76	12:00 PM	98%	7
Sand Creek Lot	30	2:00 PM	70%	9	12:00 PM[1]	100%	0
Pend Oreille Bay Trail Lot	9	11:00 AM	89%	1	2:00 PM[1]	89%	1
Total	343	3:00 PM[1]	73%	92	12:00 PM	97%	9

[1]. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 15 summarizes the duration of stay data. As shown, average duration of stay is similar in the City Beach Lot and Sand Creek Lot while duration of stay in the Pend Oreille Bay Trail lot is much lower.

Table 15: Off-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
City Beach Lot	304	2.42	0%	2.69	0%
Sand Creek Lot	30	2.45	0%	2.51	0%
Pend Oreille Bay Trail Lot	9	1.49	0%	1.98	0%
Total	343	2.36	0%	2.58	0%

Turnover

Tables 16A and 16B summarize the off-street parking turnover. As shown, turnover in the City Beach Lot and Sand Creek Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

Table 16A: Off-Street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.37	720	1,744	37
Sand Creek Lot	30	2.13	64	157	6
Pend Oreille Bay Trail Lot	9	6.88	55	82	1
Total	**343**	**2.45**	**839**	**1,983**	**44**

Table 16B: Off-Street Parking Turnover (Weekend) – Waterfront Area

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.88	874	2,347	95
Sand Creek Lot	30	3.13	94	236	7
Pend Oreille Bay Trail Lot	9	4.89	44	87	3
Total	**343**	**2.95**	**1,012**	**2,670**	**105**

PARKING SUMMARY

Downtown Sandpoint

- **On-Street Parking Supply** – On-street parking is allowed on both sides of most streets in downtown Sandpoint.
  - There are 1,097 on-street parking stalls, including 1,052 general use stalls (stalls available to all users) and 45 specialty use stalls.
  - The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The 20-minute stalls are also signed as loading zones.
  - The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.
  - The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds State standards; however, an assessment of stalls is recommended to determine if they are in compliance with ADA design standards and optimally located.
  - The loading stalls (not including the loading zones also signed for 20-minute parking) represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area.

  The City is planning to redevelop the property known as Farmin's Landing along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. The redevelopment will have a minimal impact to the on-street parking system.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the North and South ITD Lots and the City Lot.
  - There are 240 off-street parking stalls in downtown Sandpoint, including 231 general use stalls and 9 specialty use stalls.
  - The off-street stall types reflect the need for long-term parking within close proximity to downtown Sandpoint.

  The Idaho Transportation Department (ITD) is planning to realign Fifth Avenue (Highway 2/200) to accommodate the increased traffic volume which will result in the loss of the North and South ITD lots. This change and the conversion of other public and/or private parking lots that are heavily utilized will have a significant impact on the on-street and off-street parking system.
- **On-Street Parking Demand** – Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. This includes oversized vehicles - RVs and trucks with boat trailers.
  - **Parking Occupancy** – on-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM, which is below the *effective capacity* of the parking supply.
  - **Duration of Stay** – average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The violation rates in these stalls also exceed average rates for downtown environments.
  - **Turnover** – most stalls operate below their designed capacity for the 12-hour study period. The two-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0 (12-hour study / 2-hour time limits = 6 potential turnovers).
- **Parking Demand** – Like on-street demand, off-street parking demand is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities.

- **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM, which is below the *effective capacity* of the parking supply.
- **Duration of Stay** – average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is below the designated time limits of the lots/the duration of the study. No violations were identified in the time stays.
- **Turnover** – Turnover in the off-street parking stalls is relatively low, which is by design; however, the lot with the highest turnover is the North ITD lot.

Redevelopment of the North and South ITD lots would displace 74 vehicles midweek and 57 vehicles on the weekend including some oversize vehicles. The overall on-street system could accommodate the increase (with the exception of oversize vehicles) while remaining well below effective capacity; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

- **On-Street Parking Supply** – On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround.
  - There are 43 on-street parking stalls, including 41 general use stalls (stalls available to all users) and 2 specialty use stalls.
  - The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the City Beach Lot, Sand Creek Lot, RV passenger Lot, RV Park Lot, and Pend Oreille Bay Trail Lot.
  - There are 406 off-street parking stalls in the waterfront area, including 343 general use stalls and 63 specialty use stalls.
  - The off-street stall types reflect the recreational nature of the waterfront area and include limited parking for RV and truck/trailer parking.
- **On-Street Parking Demand** – Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – during the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% through 5:00 PM.
  - **Duration of Stay** – average duration of stay is significantly longer on the weekend then on the weekday and given that all the stalls are 24-hour stall, there are no violations.
  - **Turnover** – The stalls operate above their designed capacity for the 12-hour study period.
- **Off-Street Parking Demand** – Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM, which is above the *effective capacity* of the parking supply.
    - The Trail Lot exceeds effective capacity on the weekday and the City Beach Lot, Diamond Lot, and Trail Lot exceed effective capacity on the weekday
  - **Duration of Stay** – average duration of stay is similar in the City Beach Lot and Diamond Lot while duration of stay in the Trail lot is much lower.

- **Turnover** – Turnover in the City Beach Lot and Diamond Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

PRELIMINARY POLICIES AND STRATEGIES

To support a vibrant downtown core, a pro-active approach is recommended for management of parking and street assets to address local needs as well as the seasonal fluctuation in tourism/visitation. Per the Sandpoint Comprehensive Plan (2009, updated in 2019), the planning vision for parking is stated as

"Improved parking conditions are recognized as key to the community's success. The town is committed to applying creative, cost-effective methods to address public parking needs while preserving our traditional urban environment.

Preliminary policies and strategies the City could implement within downtown Sandpoint are summarized below. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces as it balances the needs of local residents, businesses and visitors, particularly in the summer months, and future growth.

- Increase driver awareness of parking options
  - Develop neighborhood parking maps in coordination with local businesses
  - Provide wayfinding and signage that guides motorists to off-street parking lots, especially for RVs and trucks with trailers
  - Provide consistent branding at off-street parking lots, such as a common "P"
- Increase travel options
  - Improve safety for people walking, biking, and taking transit by implementing the multimodal transportation plan concepts and making improvements to the Pedestrian Priority Network
  - Work with SPOT to improve the frequency of service along the downtown corridor and/or consider implementing a local circulator
  - Increase transit-supportive programs, such as community/visitor awareness campaigns and special event mitigation
  - Consider micro-mobility options (e.g., e-scooters, e-bikes)
- Manage existing parking supply
  - Review existing zoning policies and standards to ensure the downtown and waterfront develops and parking is managed in support of a long-term vision
  - Allow adjacent or nearby land uses to share a common parking supply where peak demands occur at different times
  - Adjust time limits to reflect on- and off-street parking demand and the needs of adjacent land uses
  - Establish policies for reviewing and approving truck loading zones and ADA stalls for adjacent land uses
  - Consider employee parking permit/incentives programs
- Enhance enforcement policies/practices
  - Consider investment in parking management technology and tools to simplify enforcement.
  - Focus enforcement efforts during peak hours.
- Manage permit program

- Limit the total number of permits issued per residential units.
- Constrain the number of permits available to residents with access to off-street parking.

- Implement and manage paid parking program
  - First-hour free programs
  - Demand based or progressive pricing programs
  - Validations programs

- Create new parking supply
  - Convert areas signed as "No Parking" areas to parking stalls given that they currently being used as on-street parking
  - Reconfigure existing off-street parking facilities to provide incremental improvements to parking capacity such as the City Beach concept that increases parking separates boat parking from the general stalls
  - Establish remote parking areas that are well served by transit and can serve as a hub for accessing downtown. This should be accomplished through formal agreements
  - Require special event organizers to encourage and promote use of remote parking areas and coordinate with the SPOT transit service or others to provide shuttle access to larger events
  - Establish public-private partnerships to open access to existing private parking facilities or construct a new parking facility on the City Lot that serves both public and private users

CONCLUSION

Development of a Parking Management Plan specific to Sandpoint is the recommended next step. The Parking Management Plan will provide parking management strategies to maximize the use of the existing supply. Because of the cost to construct, operate and maintain parking facilities, most cities exhaust parking management strategies first and monitor their effectiveness before increasing the parking supply. Even with robust parking management strategies, new surface parking and/or a parking garage may be merited in the next five or so years for the following reasons:

- The incremental conversion of downtown public parking lots to other uses (such as the ITD lots) and the redevelopment of private parking lots that are heavily utilized will have a significant impact on parking system during peak hours. Shifting parking to on-street stalls will strain the system and the City Lot already has peak occupancy rates above the *effective capacity*. This is largely related to employee parking leaving few spaces for local residents and visitors.
- Both on-street and off-street parking peak occupancy rates are above the *effective capacity* in the Waterfront area.
- Future development, increased tourism, and population growth has not been factored into the parking demand and could further stress the overall system.

As the need for additional parking is explored, key considerations should include an assessment of the following: site selection to ensure the facility will be well-utilized; the types of parking needed (passenger vehicles versus oversize recreational vehicles); right sizing the parking to balance peak demand with off-season demand and to future proof the facility; the costs to acquire land, construct, operate, and maintain the facility; impacts of the facility to the existing traffic flows and the need for off-site improvements; and the parking fee structure given the different types of users and seasonal nature of the demand.

Appendix A
Detailed Parking Supply Data

DETAILED PARKING SUPPLY DATA

The following tables provide a summary of the parking supply by street. Of note:

- 20-minute parking stalls also serve as loading zones but are counted as part of the general use stalls and not included in the loading zone count.
- ADA stalls counts are based on markings and do not include an evaluation of their compliance with ADA design standards

Table A1: On-Street Parking Supply

Location	General Use Stalls					Specialty Stalls			Total
	20-Min	2-Hour	3-Hour or Permit	4-Hour or Permit	No-Limit	ADA	Loading	Other	
First Ave	8	61				5			74
Second Ave		61	36			3			100
Third Ave		14	52	30	11	2			109
Fourth Ave		11	80	8	21	3			123
6th Ave					73				73
Alder St				48	24	1			73
Cedar St		54		10		5	2	7	78
Church St		19	58	4	9	7			97
Dock St Parking					41	2			43
Euclid Ave					20				20
Farmin's Landing					30				30
Lake St			5	14	91	1			111
Main St			47			3	1		51
Oak St		35	42	24		5			106
Pine St			8	15					23
Poplar St				29					29
Total Stalls	**8**	**255**	**328**	**182**	**320**	**37**	**3**	**7**	1140
	Total General Use Stalls - 1,093					**Total Specialty Stalls - 47**			

Table A2: Off-Street Parking Supply

Location	General Use Stalls			Specialty Stalls				Total
	24-hour	No-Limit	Permit Only	ADA	EV Charging	Police Only	RV	
City Beach Park Lot		290		8				298
City Lot	121			5		1		127
Diamond Parking	30			2				32
Employee Parking			25		2			27
North ITD Lot	34							34
RV Park							26	26
South ITD Lot	76			3				79
Trail Parking Lot		9						9
Total Stalls	**261**	**313**	**25**	**18**	**2**	**1**	**26**	**632**
Total Stalls	**Total General Use Stalls - 599**			**Total Specialty Stalls - 47**				**632**

SANDPOINT

CITY COUNCIL MEETING MINUTES

March 19, 2025 at 5:30 PM

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

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, March 19, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, City Council President
Councilor Joel Aispuro*
Councilor Justin Dick
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Rick Howarth

*Councilor Aispuro was absent at roll call, arriving at 5:52 p.m.

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel in the room serving as sergeant-at-arms for the meeting: Sandpoint Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

1. Mayor Grimm proclaimed April 2025 as Strengthening Families to Prevent Child Abuse Month in the City of Sandpoint.
2. Mayor Grimm proclaimed April 14-18, 2025, as Live Give 7B Week in the City of Sandpoint.
3. Following a brief introduction by Finance Director Sarah Lynds, Laura Parasida with Magnuson, McHugh, Dougherty, CPA, reviewed the City's audited financial statements for the fiscal year ending September 30, 2024. Information only; no Council action.
4. No Council comments or questions regarding the FY2024 4th Qtr. Financial Report, provided in the meeting packet.

Mayor Grimm noted a local newspaper article that reported area cities are still showing growth, even as growth across the State of Idaho appears to have slowed and remarked on the current vacancy rate at a local apartment complex. He provided an update on proposed legislation currently before the Idaho Legislature regarding local regulation of short-term/vacation rental homes. He remarked that, as it has been several months now since the City's citizen advisory boards were revived and have been meeting regularly, he is conducting a review of these boards and their operations. He further reported on ongoing concerns regarding the City's wastewater treatment plant.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval, and the Consent Calendar was **approved** by a unanimous vote of Council, as noted below.

Motion made by Councilor Ruehle, Seconded by Councilor Howarth.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

5. The minutes from Council's March 5, 2025, Regular Meeting were **approved** as presented.
6. Bills presented in the amount of $587,325.51 for regular payables were **approved** for payment.
7. **Resolution 25-011** Fourth Amendment to Senior Center Lease Agreement with Sandpoint Area Seniors, Inc. - **approved**
8. **Resolution 25-012** Baldy Mountain Communication Site Lease with Avista Corporation (City Agreement A25-1600-3) - **approved**
9. **Resolution 25-013** Declaration of Sole Source Supplier and Approval of Purchase Order 25-1495 for OXARC, Inc. - **approved**
10. **Resolution 25-014** Amendment to Salary Administration Policy - **approved**
11. **Resolution 25-015** Amendments to Personnel Policy - **approved**
12. The final plat for Phase 2 of the Boyer Farms development was **approved**.

Public Hearing – CANCELED

13. Development Agreement for University Place Phase 4 Planned Unit Development

    Mayor Grimm announced that, as reflected on the agenda, following a determination that this application had expired, the public hearing was canceled.

Old/Unfinished Business

14. Appeal of Denial of McGhee Development Water Service Application

    With information relayed confirming concurrence from the applicant, Council voted to further postpone the reopening of this hearing and decision until their May 7, 2025, regular meeting.

    Motion made by Councilor Dick, Seconded by Councilor Aispuro.
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

New Business - none

Executive Session

15. Council voted to convene in Executive Session pursuant to Idaho Code § 74-206(1)(f) for the purpose of communicating with legal counsel to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated.

    Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.

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

Those not participating in the session exited the room, and the meeting recording ended.

16. An executive session was held under Idaho Code § 74-206(1)(f), as described above.

Adjourn

Following conclusion of the executive session, the meeting was reconvened and then immediately adjourned at 7:52 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 April 16, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk