



## DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MEETING AGENDA

April 07, 2025 at 5:30 PM

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

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**Call to Order**

**Roll Call**

**Meeting Minutes Approval**

- 1.** Approval of the Minutes from the Committee's February 6, 2024, Meeting - *action item*

**Presentation**

- 2.** TischlerBise Presentation: Paying for Growth - Impact Fees in Idaho

**Adjourn**

### **Public Participation Options and Information**

Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto: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.



## DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MEETING MINUTES

February 6, 2024 at 5:30 PM

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

Sandpoint Planning and Zoning Commission Chair John Hastings, acting as presiding officer, called the meeting of the Sandpoint Development Impact Fee Advisory Committee to order on February 6, 2024, at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

### COMMITTEE MEMBERS PRESENT

John Hastings, Planning and Zoning Commissioner/Chair  
 Mose Dunkel, Planning and Zoning Commissioner/Vice Chair\*  
 Amelia Boyd, Planning and Zoning Commissioner  
 Grant Simmons, Planning and Zoning Commissioner  
 Wayne Benner, Planning and Zoning Commissioner  
 Ivan Rimar, Planning and Zoning Commissioner  
 Scott Wohlschlager, Committee Member At Large\*

### COMMITTEE MEMBERS ABSENT

Scott Torpie, Planning and Zoning Commissioner

\*Dunkel arrived at approximately 5:35 p.m. and Wohlschlager arrived at approx. 5:32 p.m.

Also present: Mayor Jeremy Grimm, City Planner Amy Tweeten, Associate Planner Sarah Gilmore, Finance Director Sarah Lynds, and City Attorney Fonda Jovick.

The minutes from the Board's December 19, 2023, meeting were unanimously approved as presented by the members present.

Motion made by Simmons, seconded by Benner  
 Voting Yea: Hastings, Boyd, Simmons, Benner, and Rimar

\*Minutes approved prior to Dunkel's and Wohlschlager's arrival.

Following roll call and meeting minutes approval, Mayor Grimm provided information regarding development impact fees and associated law, the history of Sandpoint's collection of impact fees and their categorization and allocation, associated deadlines for use of the monies collected, and the City's priority projects, followed by Committee discussion and questions fielded by Mayor Grimm and Ms. Jovick.

Following this introduction and discussion, Committee Member Simmons made a motion to recommend that City Council extend the transportation impact fee expenditure period for collections that took place between 2015 and 2017 in the amount of \$271,445 from eight (8) to eleven (11) years to allow the Downtown Two-Way Operation Capital Improvement Project (CIP) identified in the Development Impact Fee Study being implemented, citing the reason for this expenditure period extension as time needed for negotiation and permitting with the Idaho Transportation Department to implement the project.

The motion was seconded by Committee Member Boyd and approved by a unanimous vote of all Committee members present.

Following approval of that recommendation, Committee Member Simmons made a second motion to recommend that City Council transfer \$100,000 in transportation impact fees from CIP Project S-012, East-West Connection/Pine Street Signal, to Project S036, Ontario Street Realignment.

This motion was also seconded by Committee Member Boyd and approved by a unanimous vote of all Committee members present.

Mayor Grimm noted that the City would be issuing a Request for Proposals (RFP), seeking a consultant for an updated Development Impact Fee Study. He and Ms. Jovick also provided additional information relevant to the Committee and fielded questions from the members during a discussion amongst those present.

With no further business on the agenda, the meeting was adjourned at 6:18 p.m.

As documented in the requisite meeting record, these minutes, prepared by the City Clerk, were approved by the Committee during their meeting held on April 7, 2025.

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Mose Dunkel  
Committee Member/PZ Commission Chair

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Attest: Hayley Keys, Deputy City Clerk

## MEMORANDUM

TO: Jeremy Grimm, City of Sandpoint  
Jason Welker, City of Sandpoint

FROM: Colin McAweeney, TischlerBiseGalena  
Nicholas Huff, TischlerBiseGalena

DATE: January 7, 2025

RE: **DRAFT** Demographic Data and Development Projections for Impact Fee Study

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As part of our Work Scope, TischlerBise has prepared documentation on demographic data and development projections that will be used in the Sandpoint Impact Fee Study. The data estimates and projections are used in the study's calculations and to illustrate the possible future pace of service demands on the City's infrastructure. The demographic assumptions are used in the impact fee calculations to determine current and future levels of service.

This chapter includes discussion and findings on:

- Household/housing unit size
- Current population and housing unit estimates
- Residential projections
- Current employment and nonresidential floor area estimates
- Nonresidential projections
- Functional population
- Vehicle trip generation and projections

Note: calculations throughout this technical memo are based on an analysis conducted using Excel software. Results are discussed in the memo using one-and two-digit places (in most cases), which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore, the sums and products generated in the analysis may not equal the sum or product if the reader replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

## POPULATION AND HOUSING CHARACTERISTICS

Impact fees often use per capita standards and persons per housing unit or persons per household to derive proportionate share fee amounts. Housing types have varying household sizes and, consequently, a varying demand on City infrastructure and services. Thus, it is important to differentiate between housing types and size.

When persons per housing unit (PPHU) is used in the development impact fee calculations, infrastructure standards are derived using year-round population. In contrast, when persons per household (PPHH) is used in the development impact fee calculations, the fee methodology assumes all housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. Sandpoint and the surrounding area is home to a large number of second/vacation homes and hosts many visitors throughout the year. Thus, TischlerBise recommends that fees for residential development in Sandpoint be imposed according to persons per household.

Based on housing characteristics, TischlerBise recommends using two housing unit categories for the Impact Fee study: (1) Single Family and (2) Multifamily. Each housing type has different characteristics which results in a different demand on City facilities and services. Figure 1 shows the US Census American Community Survey 2022 5-Year Estimates data for Sandpoint. As a result, single family units have a household size of 2.47 persons and multifamily units have a household size of 2.13 persons. Additionally, there is a housing mix of 70 percent single family and 30 percent multifamily.

The estimates in Figure 1 are for PPHH calculations. Base year population and housing units are estimated with another, more recent data source.

**Figure 1. Persons per Household**

Housing Type	Persons	Housing Units	Persons per Housing Unit	Households	Persons per Household	Housing Unit Mix	Vacancy Rate
Single Family [1]	6,363	2,834	2.25	2,574	2.47	70%	10.1%
Multifamily [2]	2,058	1,223	1.68	968	2.13	30%	26.3%
Total	8,421	4,057	2.08	3,542	2.38		14.5%

[1] Includes attached and detached single family homes and mobile homes

[2] Includes all other types

Source: U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates

## RESIDENTIAL CONSTRUCTION TREND

To illustrate residential development trends in the city, Figure 2 lists the past five years of new construction. Over that time, there has been a total of 538 housing units constructed in the city. Additionally, there has been some growth of ADUs (accessory dwelling units) in the city. These are smaller sized dwellings which are more similar to an apartment and other multifamily housing types. Also, based on the seasonal and tourism nature of the area, development of ADUs and tiny homes are included in the residential projections.

Overall, over the past five years of residential development there has been an average of 108 housing units constructed annually.

**Figure 2. Annual New Construction Estimates by Housing Type**

Development	2019	2020	2021	2022	2023	Total	5-Year Average
Total Units	80	67	191	95	105	538	108

Source: Sandpoint Planning Department

## BASE YEAR HOUSING UNITS AND POPULATION

To calculate the base year (2024) housing stock, the total number of housing units found from the 2020 U.S Census is combined with the new residential building permits trends from 2021 to 2023 based on conversations with City staff. Shown in Figure 3, there is an estimated 3,136 single family units and 1,550 multifamily units in Sandpoint (totaling 4,686 housing units).

**Figure 3. Base Year Housing Units**

Housing Type	2020 Census[1]	New Housing Units [2]	Base Year 2024
Single Family	3,000	136	3,136
Multifamily	1,295	255	1,550
<b>Total</b>	<b>4,295</b>		<b>4,686</b>

[1] Source: TischlerBise analysis of U.S Census Bureau 2020 Decennial Census

[2] Source: City of Sandpoint building permit data

Furthermore, the nature of the influx of seasonal population in Sandpoint necessitates three types of populations to be included in the impact fee study:

- 1) Permanent Residents
- 2) Seasonal Residents
- 3) Visitors

As mentioned, the city is a destination for vacationers and because of the presence of temporary residents and visitors, city services have been sized to accommodate the additional demand. The seasonal population includes residents who have second homes in the city and the seasonal labor influx during peak tourism months.

The seasonal population includes residents of second and vacation homes who don't reside in Sandpoint year-round. The estimated seasonal housing units are found by taking the permanent housing units and multiplying by the vacancy rate (3,136 x 10.1 percent = 317 single family seasonal housing units). The seasonal population is found by applying the PPHH factors to the seasonal housing. Shown in Figure 4 there is an estimated 724 seasonal housing units and an estimated seasonal population of 1,651 residents in the base year.

**Figure 4. Seasonal Housing and Population**

Housing Type	Base Year Total Units	Vacancy Rate	Seasonal Housing	PPHH	Seasonal Population
Single Family	3,136	10.1%	317	2.47	782
Multifamily	1,550	26.3%	408	2.13	868
<b>Total</b>	<b>4,686</b>		<b>724</b>		<b>1,651</b>

Source: TischlerBise analysis of U.S Census Bureau 2020 Decennial Census; U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates vacancy rate factors; City of Sandpoint building permit data

The visitor population includes overnight visitors at lodging locations. From a survey done by TischlerBise, there are four lodging properties within city limits that total 192 rooms. Based on general lodging assumptions (two occupants and 95 percent occupied during peak season), a total of 365 overnight-visitors are estimated in the city shown in Figure 5.

**Figure 5. Lodging Rooms and Peak Visitors**

Property	Rooms
Cedar Street Hotel and Suites	68
Best Western Edgewater Resort	54
Dynamic by Hotel Inn	62
K2 Inn	8
<b>Total</b>	<b>192</b>

Total Lodging Rooms	192
Assumed Ave Occupancy	2
Assumed Occupancy Rate	95%
<b>Total Overnight-Visitors</b>	<b>365</b>

Source: TischlerBise survey of lodging property and general peak season lodging

The information above is summarized in Figure 6. Permanent housing population and seasonal housing population estimates are found by applying the PPH factors for each housing type to base year housing estimates. As a result, there is a permanent population estimate of 9,397 residents and a seasonal population estimate of 1,651 residents. Combined with the overnight visitor population of 365, there is an estimated peak population of 11,413 in the city.

**Figure 6. Base Year Housing and Population**

City of Sandpoint	Base Year 2024
Permanent Hsg Population [1]	9,397
Seasonal Hsg Population [2]	1,651
Overnight-Visitors [3]	365
Total Peak Population	11,413
<b>Housing Units [4]</b>	
Single Family	3,136
Multifamily	1,550
Total Housing Units	4,686

[1] TischlerBise analysis of occupied housing units and PPH factors

[2] TischlerBise analysis of vacant/seasonal housing units and PPH factors

[3] TischlerBise survey of available lodging rooms

[4] Source: TischlerBise analysis of U.S. Census Bureau 2020 Decennial Census, and City of Sandpoint Planning Department

## HOUSING UNIT AND POPULATION PROJECTIONS

To project residential growth, the past housing construction trends are assumed to continue through the next ten years. Thus, the five-year annual average totals are included in the projections to estimate housing growth in the city. Permanent and seasonal population growth is estimated based on housing development and PPHH by housing type. Overnight visitors are expected to grow at the same rate as the permanent and seasonal population. Planned developments based on conversations with City staff are included in the first two years of projections.

As a result, there are 1,314 new housing units projected in the city over the next ten years, 374 units single family and 940 units multifamily. Based on the housing development, peak population is estimated to grow by 3,372 residents or 30 percent.

**Figure 7. Residential Development Projections**

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Permanent Hsg Pop [1]	9,397	9,777	10,156	10,350	10,543	10,736	10,929	11,122	11,316	11,509	11,702	<b>2,305</b>
Seasonal Hsg Pop [1]	1,651	1,766	1,881	1,930	1,979	2,027	2,076	2,125	2,173	2,222	2,271	<b>620</b>
Overnight-Visitors [2]	365	604	699	713	728	742	756	770	784	798	812	<b>447</b>
<b>Total Peak Population</b>	<b>11,413</b>	<b>12,147</b>	<b>12,737</b>	<b>12,993</b>	<b>13,249</b>	<b>13,505</b>	<b>13,761</b>	<b>14,017</b>	<b>14,273</b>	<b>14,529</b>	<b>14,785</b>	<b>3,372</b>
<i>Percent Increase</i>		<i>6.43%</i>	<i>4.86%</i>	<i>2.01%</i>	<i>1.97%</i>	<i>1.93%</i>	<i>1.90%</i>	<i>1.86%</i>	<i>1.83%</i>	<i>1.79%</i>	<i>1.76%</i>	<b>30%</b>
<b>Housing Units [3]</b>												
Single Family	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	<b>374</b>
Multifamily [4]	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	<b>940</b>
<b>Total Housing Units</b>	<b>4,686</b>	<b>4,912</b>	<b>5,139</b>	<b>5,246</b>	<b>5,354</b>	<b>5,462</b>	<b>5,569</b>	<b>5,677</b>	<b>5,784</b>	<b>5,892</b>	<b>6,000</b>	<b>1,314</b>

[1] Population projected based on housing growth and persons per household factors.

[2] Visitor growth is assumed to grow at the same rate as permanent and seasonal population

[3] Housing projections are based on building permit trends provided by the City of Sandpoint Planning Department

[4] Includes ADUs and tiny homes which are considered to be occupied during peak season

## CURRENT EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA

The impact fee study will include nonresidential development as well. Utilizing ESRI Business Analyst data, 2024 total employment in the city is estimated at 7,656 jobs. ESRI Business Analyst profile data is then used to breakdown the employment total into industry sectors. Listed in Figure 8, there are an estimated 1,513 retail jobs, 2,303 office jobs, 1,461 industrial jobs, and 2,379 institutional jobs located in the city.

To estimate the nonresidential floor area, employee density factors from the Institute of Transportation Engineers (ITE) *Trip Generation* Manual (2021) are applied to job estimated. Figure 9 lists the land use type and density factors that are included in the analysis. Overall, there is 3,182,951 square feet estimated in the city. Industrial development has the largest share while institutional has a significant share as well.

**Figure 8. Base Year Employment and Nonresidential Floor Area**

City of Sandpoint	Base Year Jobs [1]	Sq. Ft. per Job [2]	Floor Area (sq. ft.)	Percent of Total
Retail	1,513	471	712,623	22%
Office	2,303	307	707,021	22%
Industrial	1,461	637	930,657	29%
Institutional	2,379	350	832,650	26%
<b>Total</b>	<b>7,656</b>		<b>3,182,951</b>	<b>100%</b>

[1] ESRI Business Analyst; TischlerBise Analysis

[2] Source: *Trip Generation*, Institute of Transportation Engineers, 11th Edition (2021)

**Figure 9. Institute of Transportation Engineers (ITE) Employment Density Factors**

Employment Industry	ITE Code	Land Use	Demand Unit	Emp per Dmd Unit	Sq. Ft. per Emp
Retail	820	Shopping Center	1,000 Sq Ft	2.12	471
Office	710	General Office	1,000 Sq Ft	3.26	307
Industrial	110	Light Industrial	1,000 Sq Ft	1.57	637
Institutional	610	Hospital	1,000 Sq Ft	2.86	350

Source: *Trip Generation*, Institute of Transportation Engineers, 11th Edition (2021)

**EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA PROJECTIONS**

Job and nonresidential floor area projections for the next ten years are provided in Figure 10. Job growth is projected using Idaho Department of Labor average annual growth rate by job type for the Idaho Northern Region. Over the next ten years there is a projected increase of 1,286 jobs, a 17 percent increase from the base year. Institutional and industrial developments account for the greatest share of the increase.

Job growth is converted into nonresidential floor area using the ITE square feet per employee averages shown in Figure 9. Over the next ten years, the nonresidential floor area is projected to increase by approximately 538,000 square feet.

**Figure 10. Employment and Nonresidential Floor Area Projections**

Industry	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
<b>Jobs [1]</b>												
Retail	1,513	1,529	1,544	1,560	1,576	1,592	1,609	1,625	1,642	1,659	1,676	163
Office	2,303	2,328	2,354	2,379	2,406	2,432	2,458	2,485	2,513	2,540	2,568	265
Industrial	1,461	1,519	1,577	1,596	1,616	1,635	1,655	1,675	1,696	1,716	1,737	276
Institutional	2,379	2,440	2,502	2,555	2,609	2,665	2,721	2,779	2,839	2,899	2,961	582
<b>Total</b>	<b>7,656</b>	<b>7,815</b>	<b>7,977</b>	<b>8,091</b>	<b>8,207</b>	<b>8,324</b>	<b>8,444</b>	<b>8,565</b>	<b>8,689</b>	<b>8,814</b>	<b>8,942</b>	<b>1,286</b>
<b>Nonresidential Floor Area (1,000 sq. ft.) [2]</b>												
Retail	713	720	727	735	742	750	758	766	773	781	789	77
Office	707	715	723	730	738	747	755	763	771	780	788	81
Industrial	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	176
Institutional	833	854	876	894	913	933	953	973	993	1,015	1,036	204
<b>Total</b>	<b>3,183</b>	<b>3,256</b>	<b>3,330</b>	<b>3,376</b>	<b>3,423</b>	<b>3,471</b>	<b>3,519</b>	<b>3,569</b>	<b>3,618</b>	<b>3,669</b>	<b>3,721</b>	<b>538</b>

[1] Source: ESRI Business Analyst; Idaho Department of Labor; TischlerBise analysis

[2] Source: Institute of Transportation Engineers, *Trip Generation*, 2021

## FUNCTIONAL POPULATION

Both residential and nonresidential developments increase the demand on City services and facilities. To calculate the proportional share between residential and nonresidential demand on service and facilities, a functional population approach is used. The functional population approach allocates the cost of the facilities to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and 4 hours per day to nonresidential development (annualized averages). Residents that work in Sandpoint are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 62 percent of the functional population, while nonresidential development accounts for 38 percent.

**Figure 11. Sandpoint Functional Population**

City of Sandpoint (2021)			
		Demand Hours/Day	Person Hours
<b>Residential</b>			
Population*	8,139		
Residents Not Working	4,270	20	85,400
Employed Residents	3,869		
Employed in Sandpoint	1,712	14	23,968
Employed outside Sandpoint	2,157	14	30,198
		Residential Subtotal	139,566
		<b>Residential Share =&gt;</b>	<b>62%</b>
<b>Nonresidential</b>			
Non-working Residents	4,270	4	17,080
Jobs Located in Sandpoint	6,740		
Residents Employed in Sandpoint	5,028	10	50,280
Non-Resident Workers (inflow commuters)	1,712	10	17,120
		Nonresidential Subtotal	84,480
		<b>Nonresidential Share =&gt;</b>	<b>38%</b>
		TOTAL	224,046

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

\* Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

## VEHICLE TRIP GENERATION

### RESIDENTIAL VEHICLE TRIPS ADJUSTMENT FACTORS

A vehicle trip end is the out-bound or in-bound leg of a vehicle trip. As a result, so to not double count trips, a standard 50 percent adjustment is applied to trip ends to calculate a vehicle trip. For example, the out-bound trip from a person's home to work is attributed to the housing unit and the trip from work back home is attributed to the employer.

However, an additional adjustment is necessary to capture city residents' work bound trips that are outside of the city. The trip adjustment factor includes two components. According to the National Household Travel Survey, home-based work trips are typically 31 percent of out-bound trips (which are 50 percent of all trip ends). Also, utilizing the most recent data from the Census Bureau's web application "OnTheMap", 56 percent of Sandpoint workers travel outside the city for work. In combination, these factors account for 15 percent of additional production trips ( $0.31 \times 0.50 \times 0.56 = 0.09$ ). Shown in Figure 12, the total adjustment factor for residential housing units includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (9 percent of production trips) for a total of 59 percent.

**Figure 12. Residential Trip Adjustment Factor for Commuters**

#### *Trip Adjustment Factor for Commuters*

Employed Sandpoint Residents (2021)	3,869
Residents Working in Sandpoint (2021)	1,712
Residents Commuting Outside of Sandpoint for Work	2,157
Percent Commuting Out of Sandpoint	56%
<b>Additional Production Trips</b>	<b>9%</b>

<b>Standard Trip Adjustment Factor</b>	<b>50%</b>
<b>Residential Trip Adjustment Factor</b>	<b>59%</b>

Source: U.S. Census, OnTheMap Application, 2021

### NONRESIDENTIAL VEHICLE TRIPS

Vehicle trip generation for nonresidential land uses are calculated by using ITE's average daily trip end rates and adjustment factors found in their recently published 11<sup>th</sup> edition of *Trip Generation*. To estimate the trip generation in the Sandpoint, the weekday trip end per 1,000 square feet factors listed in Figure 13 are used.

**Figure 13. Institute of Transportation Engineers Nonresidential Factors**

Employment Industry	ITE Code	Land Use	Demand Unit	Wkdy Trip Ends per Dmd Unit	Wkdy Trip Ends per Employee
Retail	820	Shopping Center	1,000 Sq Ft	37.01	17.42
Office	710	General Office	1,000 Sq Ft	10.84	3.33
Industrial	110	Light Industrial	1,000 Sq Ft	4.87	3.10
Institutional	610	Hospital	1,000 Sq Ft	10.77	3.77

Source: *Trip Generation*, Institute of Transportation Engineers, 11th Edition (2021)

## Demographic Assumptions Memo

For nonresidential land uses, the standard 50 percent adjustment is applied to office, industrial, and institutional. A lower vehicle trip adjustment factor is used for retail because this type of development attracts vehicles as they pass-by on arterial and collector roads. For example, when someone stops at a convenience store on their way home from work, the convenience store is not their primary destination.

In Figure 14, the Institute for Transportation Engineers' land use code, daily vehicle trip end rate, and trip adjustment factor is listed for each land use.

**Figure 14. Daily Vehicle Trip Factors**

Land Use	ITE Codes	Daily Vehicle Trip Ends	Trip Adj. Factor	Daily Vehicle Trips
<b>Residential (per housing unit)</b>				
Single Family	210	8.52	59%	5.03
Multifamily	220	4.11	59%	2.42
<b>Nonresidential (per 1,000 square feet)</b>				
Retail	820	37.01	38%	14.06
Office	710	10.84	50%	5.42
Industrial	110	4.87	50%	2.44
Institutional	610	10.77	50%	5.39

Source: *Trip Generation*, Institute of Transportation Engineers, 11th Edition (2021); National Household Travel Survey, 2009

## VEHICLE TRIP PROJECTIONS

The base year vehicle trip totals and vehicle trip projections are calculated by combining the vehicle trip end factors, the trip adjustment factors, and the residential and nonresidential assumptions for housing stock and floor area. Citywide, residential land uses account for 19,523 vehicle trips and nonresidential land uses account for 20,604 vehicle trips in the base year (Figure 15).

Through 2034, it is projected that daily vehicle trips will increase by 7,597 trips with the majority of the growth being generated by multifamily (35 percent) and single family (25 percent) development.

**Figure 15. Vehicle Trip Projections**

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
<b>Residential Trips</b>												
Single Family	15,764	15,952	16,140	16,328	16,515	16,703	16,891	17,079	17,267	17,454	17,642	<b>1,878</b>
Multifamily	3,759	4,414	5,069	5,239	5,410	5,580	5,750	5,921	6,091	6,261	6,432	<b>2,673</b>
Subtotal	19,523	20,366	21,209	21,567	21,925	22,283	22,641	23,000	23,358	23,716	24,074	<b>4,551</b>
<b>Nonresidential Trips</b>												
Retail	10,022	10,125	10,230	10,335	10,441	10,549	10,657	10,767	10,878	10,990	11,103	<b>1,081</b>
Office	3,832	3,874	3,916	3,959	4,003	4,046	4,091	4,136	4,181	4,227	4,273	<b>441</b>
Industrial	2,266	2,356	2,446	2,476	2,506	2,537	2,567	2,599	2,630	2,662	2,694	<b>428</b>
Institutional	4,484	4,598	4,715	4,815	4,918	5,022	5,129	5,238	5,350	5,464	5,580	<b>1,096</b>
Subtotal	20,604	20,953	21,307	21,585	21,868	22,154	22,445	22,739	23,039	23,342	23,650	<b>3,046</b>
<b>Vehicle Trips</b>												
Grand Total	40,127	41,319	42,516	43,152	43,793	44,437	45,086	45,739	46,396	47,058	47,724	<b>7,597</b>

Source: Institute of Transportation Engineers, *Trip Generation*, 11th Edition (2021)

## DEMAND FACTORS BY HOUSING UNIT SIZE

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The following section details residential demand factors based on the square footage of the dwelling unit. This analysis will assist if the impact fee schedule assesses residential fees based on the size rather than type of housing type.

The U.S. Census Bureau provides a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are combined with attached single units (commonly known as townhouses). Part of the rationale for deriving fees by house size, as discussed further below, is to address this ACS data limitation. Because townhouses generally have fewer bedrooms and less living space than detached units, fees by house size ensure proportionality and facilitate construction of affordable units.

Impact fees must be proportionate to the demand for infrastructure. Because averages per household, for both persons and vehicle trip ends, have a strong, positive correlation to the number of bedrooms, TischlerBise recommends residential fee schedules that increase by unit size.

Demographic Assumptions Memo

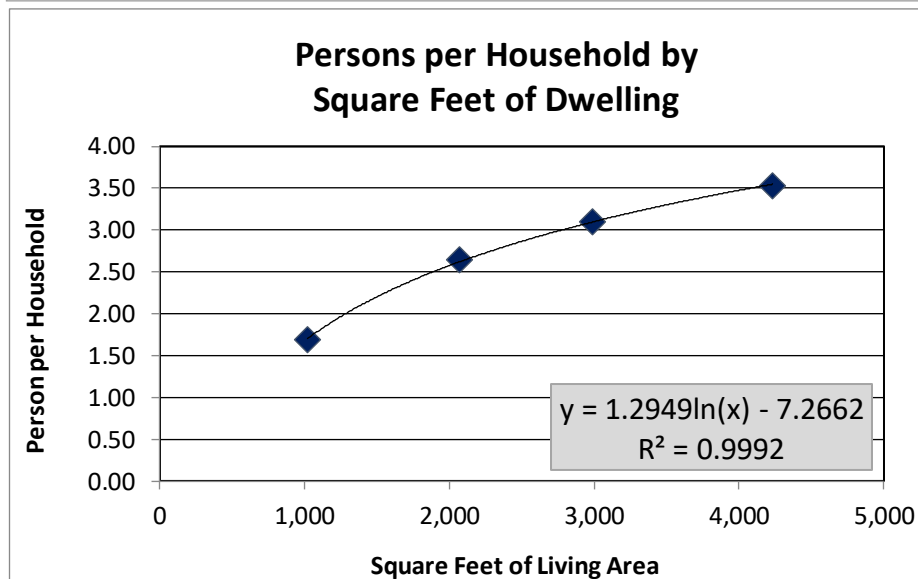
Demographic data by bedroom range can be found using U.S Census Bureau survey responses found in Public Use Microdata Samples (PUMS). PUMS information is available for areas of 100,000 or more persons in which the City of Sandpoint is included in Public Use Microdata Area (PUMA) 100. Shown in Figure 16 on the right are the PPHU factors for households within several categories of square foot ranges. On the left is the average square footage and PPHU of a housing unit with the listed number of bedrooms within the Census Mountain division.

As shown in the upper right corner of the table below, the smallest floor area range (1,000 square feet or less) has an estimated average of 1.31 persons per housing unit. The largest floor area range (4,000 or more square feet) has an estimated average of 3.63 persons per housing unit.

Figure 16. Persons per Housing Unit by Bedroom Range

Actual Averages per Hsg Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Persons	Sq Ft Range	Persons
0-2	1,021	1.69	Under 1,000	1.31
3	2,070	2.65	1,000 to 1,999	2.20
4	2,986	3.10	2,000 to 2,999	2.87
5+	4,235	3.53	3,000 to 3,999	3.30
			4,000 or more	3.63

Average persons per household derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



Demographic Assumptions Memo

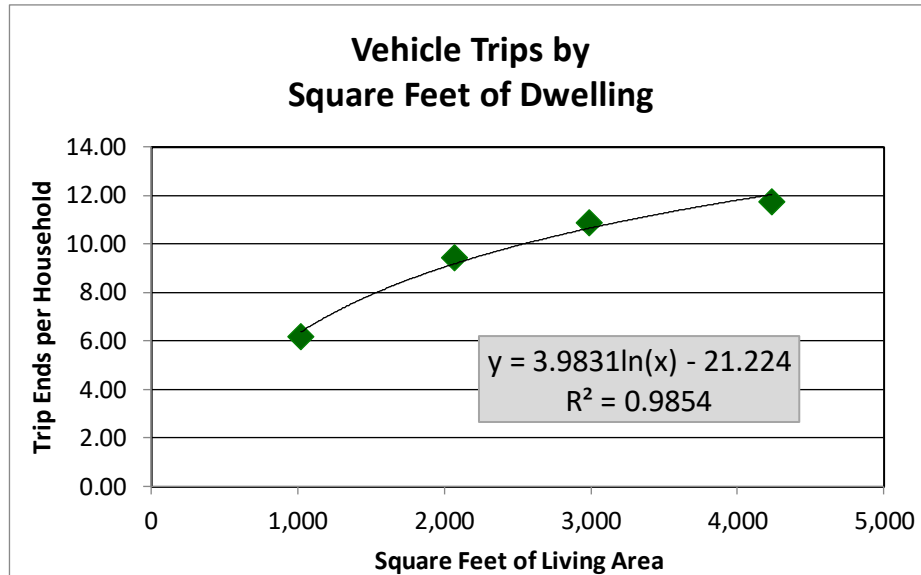
Vehicle data by bedroom range can be found using U.S Census Bureau survey responses found in Public Use Microdata Samples (PUMS). PUMS information is available for areas of 100,000 or more persons in which the City of Sandpoint is included in Public Use Microdata Area (PUMA) 100. Shown in Figure 17 on the right are the trip end factors for households within several categories of square foot ranges. On the left is the average square footage and trip ends of a housing unit with the listed number of bedrooms within the Census Mountain division.

As shown in the upper right corner of the table below, the smallest floor area range (1,000 square feet or less) has an estimated average of 5.14 vehicle trip ends per housing unit. The largest floor area range (4,000 or more square feet) has an estimated average of 12.28 vehicle trip ends per housing unit.

Figure 17. Vehicle Trips by Bedroom Range

Actual Averages per Hsg Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Trip Ends	Sq Ft Range	Trip Ends
0-2	1,021	6.18	Under 1,000	5.14
3	2,070	9.46	1,000 to 1,999	7.91
4	2,986	10.88	2,000 to 2,999	9.94
5+	4,235	11.73	3,000 to 3,999	11.28
			4,000 or more	12.28

Vehicle trips by dwelling size are derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



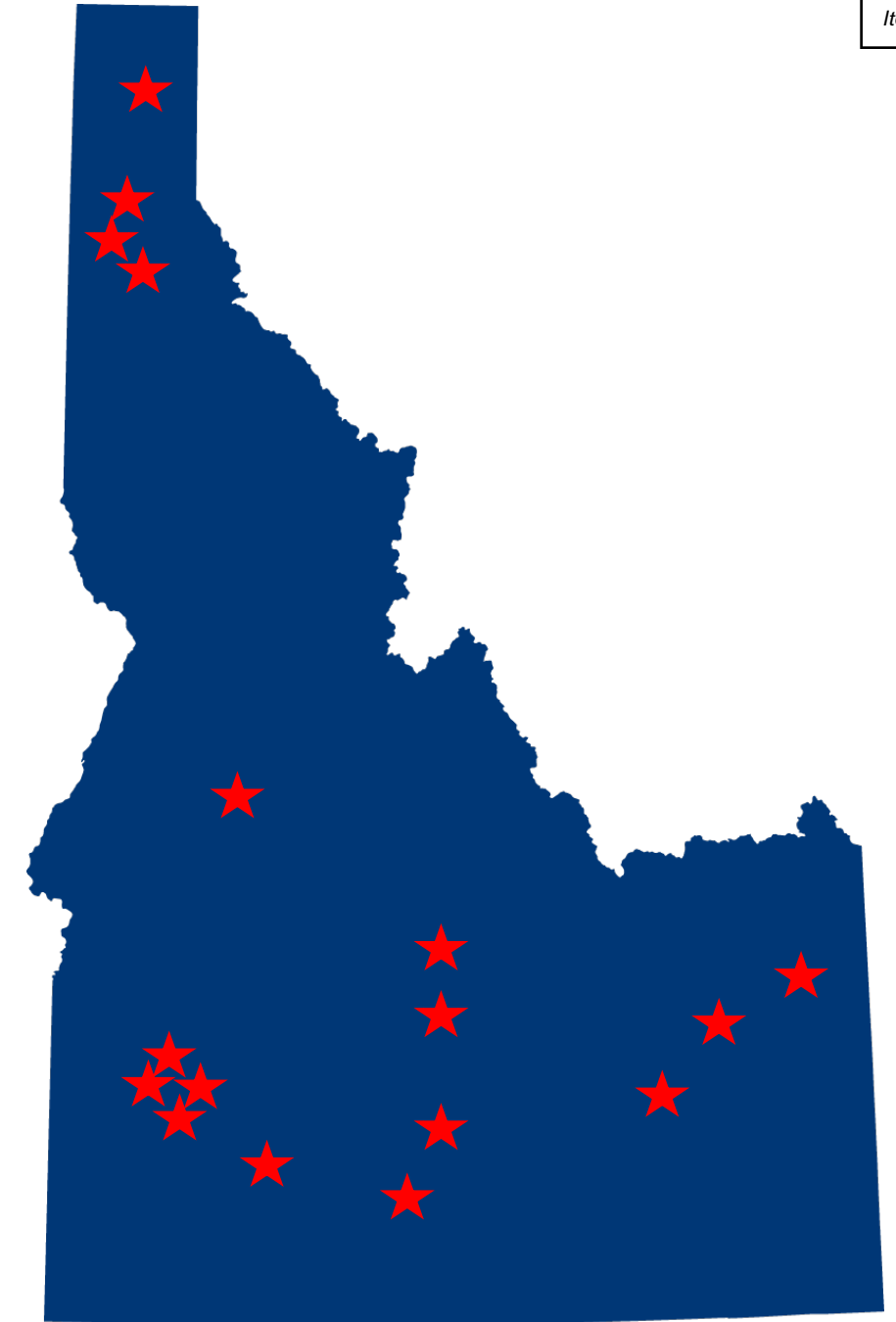
# Paying for Growth: Impact Fees in Idaho

Sandpoint, ID  
April 7, 2025



**TischlerBiseGalena Idaho Experience**

Ada County	Boise	Burley	Caldwell	Caldwell Hwy. District	Caldwell Rural Fire District
Canyon County	Canyon County EMS	Carey	Cascade	Cascade Fire District	Donnelly
Driggs	Eagle Fire District	Eastside Fire District	Eastside Hwy. District	Elmore County	Emmett
Filer Fire District	Gem County	Gem County Fire District	Hailey	Hayden	Homedale Fire District
Houser Fire District	Idaho Falls	Jerome County	Kellogg	Kootenai County	Kootenai County Fire District
Kuna	Kuna Fire District	Lakes Hwy. District	Marsing Fire District	McCall	McCall Fire District
Melba Fire District	Meridian	Meridian Rural Fire District	MicaKidd Fire District	Middleton	Middleton Fire District
Middleton Parks District	Mountain Home	Nampa	Nampa Fire District	North Ada Co. Fire District	Northern Lakes Fire District
Northside Fire District	Parma	Payette	Payette County	Post Falls	Post Falls Hwy. District
Rock Creek Fire District	Sandpoint	Shoshone County	Shoshone Fire District	Spirit Lake Fire District	St. Maries' Fire District
Star Fire District	Sun Valley	Teton County	Timberlake Fire District	Twin Falls	Valley County
Victor	West Pend	Whitney Fire District	Wilder Fire District	Worley Fire District	



# Impact Fee Fundamentals

- One-time payment for growth-related infrastructure, usually collected at the time buildings permits are issued
- Not a tax, similar to a contractual arrangement to build infrastructure with fee revenue, with three requirements
  - Need (system improvements, not project-level improvements)
  - Benefit
    - Short range expenditures
    - Geographic service areas and/or benefit districts
  - Proportionate

# Eligible Costs

- Facilities/improvements required to serve new development – **Yes**
- Excess capacity in existing facilities – **Yes**
- Improvements required to correct existing deficiencies – **No**
  - Unless there is a funding plan
- Maintenance and repairs – **No**
- Operating costs – **No**
- ❖ Park examples
  - ❖ Net new playground – **Yes**
  - ❖ Replacing rusty slide – **No**
  - ❖ Replacing playground from 400 sqft to 1,000 sqft – 60% impact fees

# Impact Fees in Idaho

- Impact fee revenue must be maintained in an interest bearing account
- Monies must be spent within 8 years from collection
- Community must publish an Annual Monitoring Report and have Advisory Committee
- Capital improvement plan (CIP) is required
- Comprehensive review and update every 5 years
- Eligible for the following public facilities with useful life of 10 years or more:
  - Water, wastewater, stormwater
  - Transportation
  - Parks & Recreation
  - Public safety: law enforcement, fire, EMS

# Development Impact Fee Advisory Committee

- DIFAC is at least 5 members
  - Must be residents of the jurisdiction
  - At least 2 must be developers, realtors, builders; at least 2 must not be active in those fields
- Assist in the assumptions regarding growth, levels of service, future demand, costs, capital plans, etc.
  - Mission is to secure a recommendation of validity of the analysis
  - Other recommendations/comments submitted to City Council
- Meet annually to review revenue and expenditure report

# Myths and Misconceptions

- × Impact fees cover the entire cost of new facilities, negating the need for higher taxes
  - Conservative assumptions
  - Credits
  - O&M costs
- × Impact fees should be based on planning standards, without concern for deficiencies
- × Nonresidential fees can be “adjusted” for economic reasons
- × All developers/builders hate impact fees
  - Streamlined program that proformas can account for (just like building permit fees), compared to unknowns during the entitlement process
  - Equity across development

# Impact Fee Study Process

- Methodologies
  - Cost Recovery (past)
    - Recovering growth cost of a previously built facility
  - Incremental Expansion (present)
    - Fee is set to current level of service
  - Plan-Based (future)
    - Fee is collected for a specific CIP project list
- Benefit Analysis (service areas)
- Evaluate credits

# Impact Fee Study Process

- Determine existing development base and projected future growth
- Determine existing levels of service and capital needs due to new growth
- Determine appropriate indicators of demand
- Evaluate methodological alternatives
- Evaluate need for credits
- Calculate fees
- Review and input from DIFAC/other stakeholder groups
- Adoption process
  - Planning & Zoning Committee for CIP to be included to Comp Plan
  - City Council for ordinance and formal adoption

# Current Fee Schedule

- Last study completed in 2012

Figure 1. Summary of City of Sandpoint Impact Fee Methodologies

Fee Category	Components	Methodologies
Parks and Recreation	<ul style="list-style-type: none"><li>• Park land acquisition</li><li>• Park improvements</li><li>• Recreation facility space</li></ul>	Incremental Expansion
Police	<ul style="list-style-type: none"><li>• Police Station</li><li>• Communications Infrastructure</li></ul>	Incremental Expansion
Fire	<ul style="list-style-type: none"><li>• Fire Stations</li><li>• Apparatus/Equipment</li></ul>	Incremental Expansion
Transportation	<ul style="list-style-type: none"><li>• Streets and Intersections</li><li>• Multi-use Pathways</li></ul>	Plan-Based Incremental Expansion

# Current Fee Schedule

- Comprehensive update includes addressing:
  1. Cost increases since 2012
  2. Levels of service
  3. Future growth-related capital expansion plans (CIP)

Development Type	Parks & Recreation	Pathways	Roads	Sandpoint Fire	Sandpoint Police	Current Total Fee
<b>Residential (per housing unit by square feet)</b>						
Multi-family/other all sizes	\$2,662	\$487	\$1,506	\$499	\$291	\$5,445
Single Family 0-3 bedrooms	\$2,465	\$451	\$1,646	\$462	\$269	\$5,294
Single Family 4+ bedrooms	\$3,693	\$675	\$2,213	\$692	\$404	\$7,676
<b>Nonresidential (per 1,000 square feet)</b>						
Commercial/Shopping Center Average	-	\$285	\$3,738	\$856	\$177	\$5,056
Office	-	\$95	\$1,386	\$285	\$54	\$1,820
Mini-Warehouse	-	\$27	\$313	\$68	\$14	\$422
Warehousing	-	\$27	\$449	\$95	\$14	\$585
Manufacturing	-	\$41	\$476	\$95	\$14	\$626
Light Industrial	-	\$68	\$870	\$177	\$41	\$1,156

# Current Fee Schedule

- Impact fee comps

Infrastructure Type	Current							
	Post Falls	Couer d'Alene	Hayden	Rathdrum	Sandpoint	Northern Lakes Fire	Kootenai County Fire	Northside Fire
<b>Roads</b>								
per single family residential unit	\$3,174	\$3,933	\$2,672	\$2,560	\$1,645	\$0	\$0	\$0
per 1,000 retail sf	\$6,340	\$5,360	\$9,980	\$7,380	\$3,738	\$0	\$0	\$0
<b>Parks</b>								
per single family residential unit	\$6,444	\$1,705	\$2,935	\$2,048	\$2,465	\$0	\$0	\$0
<b>Pathways</b>								
per single family residential unit	\$1,387	\$0	\$0	\$0	\$451	\$0	\$0	\$0
<b>Fire/Fire District</b>								
per single family residential unit	\$1,380	\$1,320	\$1,481	\$0	\$462	\$1,302	\$1,207	\$785
per 1,000 retail sf	\$690	\$700	\$780	\$0	\$856	\$650	\$600	\$390
<b>Police</b>								
per single family residential unit	\$1,260	\$688	\$154	\$1,173	\$269	\$0	\$0	\$0
per 1,000 retail sf	\$1,240	\$370	\$345	\$21	\$177	\$0	\$0	\$0
<b>TOTAL</b>								
per single family residential unit	\$13,645	\$7,645	\$7,242	\$5,781	\$5,292	\$1,302	\$1,207	\$785
per 1,000 retail sf	\$8,270	\$6,430	\$11,105	\$7,401	\$4,771	\$650	\$600	\$390

# Study Update

- Exploring changes to program
  1. Changing residential fee schedule by square footage of dwelling unit
  2. Expanding development types in nonresidential schedule
    - Hotel & institutional

# Study Update

- Stormwater
  - Proposal for study included examining stormwater impact fees
  - TischlerBise is recommending not moving forward
    1. Stormwater infrastructure has significant existing deficiencies that require non-impact fee funding (not unusual)
    2. Stormwater Master Plan is outdated
    3. Growth-related stormwater CIP not available

# Study Update

## Demographic Assumptions

# Permanent and Seasonal Population

- Base year housing is derived from building permit trends since the 2020 Decennial Census

Housing Type	2020 Census[1]	New Housing Units [2]	Base Year 2024
Single Family	3,000	255	3,255
Multifamily	1,295	136	1,431
<b>Total</b>	<b>4,295</b>		<b>4,686</b>

[1] Source: TischlerBise analysis of U.S Census Bureau 2020 Decennial Census

[2] Source: City of Sandpoint building permit data

# Base Year Population

- Permanent, seasonal, and overnight visitor population combined leads to peak population estimate of 11,413

City of Sandpoint	Base Year 2024
Permanent Hsg Population [1]	9,397
Seasonal Hsg Population [2]	1,651
Overnight-Visitors [3]	365
<b>Total Peak Population</b>	<b>11,413</b>
<b>Housing Units [4]</b>	
Single Family	3,136
Multifamily	1,550
<b>Total Housing Units</b>	<b>4,686</b>

[1] TischlerBise analysis of occupied housing units and PPHH factors

[2] TischlerBise analysis of vacant/seasonal housing units and PPHH factors

[3] TischlerBise survey of available lodging rooms

[4] Source: TischlerBise analysis of U.S. Census Bureau 2020 Decennial Census, and City of Sandpoint Planning Department

# Building Permit History

- Building permit history shows a total of 538 housing units added since 2019
- Annual average of 108 units
- Breakdown for projected new units from conversations with City staff

Development	2019	2020	2021	2022	2023	Total	5-Year Average
Total Units	80	67	191	95	105	538	108

Source: Sandpoint Planning Department

Housing Type	Housing Split
Multifamily	65%
Single Family	35%
Total	100%

Source: Sandpoint Planning Department

# Residential Development Projections

- Housing projections based on building permit data
- 3,372 new residents (30% increase)

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Permanent Hsg Pop [1]	9,397	9,777	10,156	10,350	10,543	10,736	10,929	11,122	11,316	11,509	11,702	<b>2,305</b>
Seasonal Hsg Pop [1]	1,651	1,766	1,881	1,930	1,979	2,027	2,076	2,125	2,173	2,222	2,271	<b>620</b>
Overnight-Visitors [2]	365	604	699	713	728	742	756	770	784	798	812	<b>447</b>
<b>Total Peak Population</b>	<b>11,413</b>	<b>12,147</b>	<b>12,737</b>	<b>12,993</b>	<b>13,249</b>	<b>13,505</b>	<b>13,761</b>	<b>14,017</b>	<b>14,273</b>	<b>14,529</b>	<b>14,785</b>	<b>3,372</b>
<i>Percent Increase</i>		<i>6.43%</i>	<i>4.86%</i>	<i>2.01%</i>	<i>1.97%</i>	<i>1.93%</i>	<i>1.90%</i>	<i>1.86%</i>	<i>1.83%</i>	<i>1.79%</i>	<i>1.76%</i>	<b>30%</b>
<b>Housing Units [3]</b>												
Single Family	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	<b>374</b>
Multifamily [4]	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	<b>940</b>
<b>Total Housing Units</b>	<b>4,686</b>	<b>4,912</b>	<b>5,139</b>	<b>5,246</b>	<b>5,354</b>	<b>5,462</b>	<b>5,569</b>	<b>5,677</b>	<b>5,784</b>	<b>5,892</b>	<b>6,000</b>	<b>1,314</b>

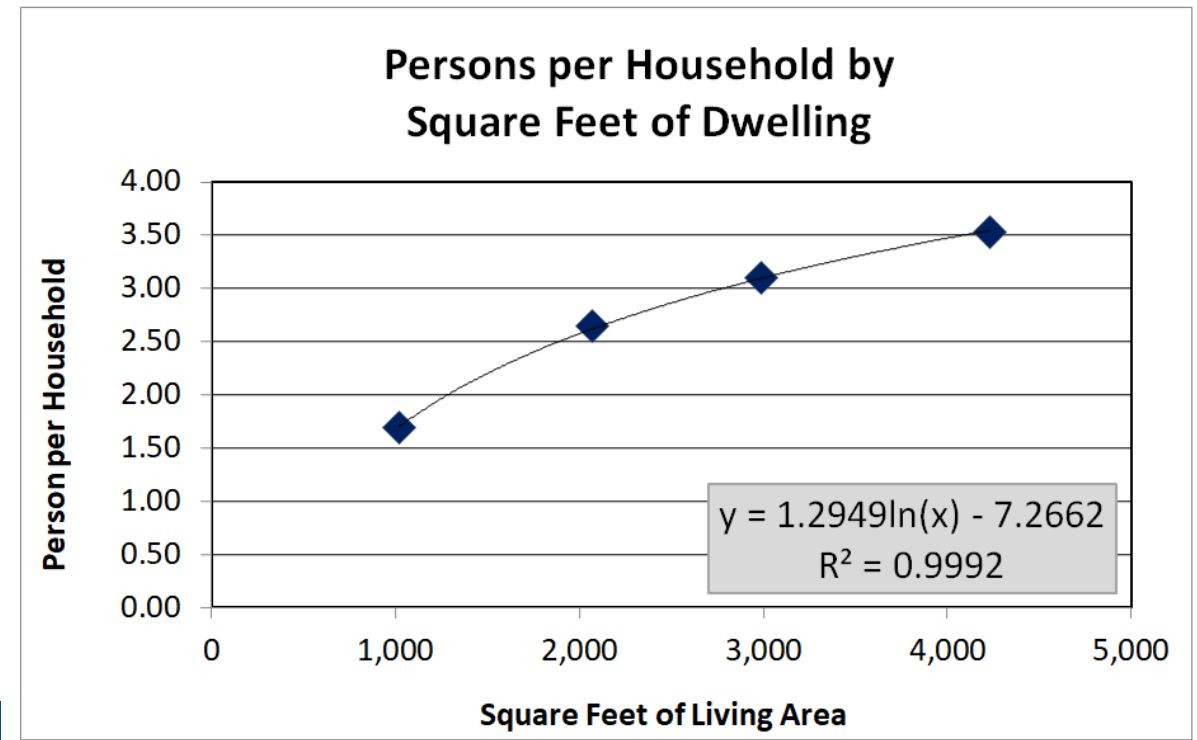
[1] Population projected based on housing growth and persons per household factors.  
 [2] Visitor growth is assumed to grow at the same rate as permanent and seasonal population, current hotel projects included in first two years of projections  
 [3] Housing projections are based on building permit trends provided by the City of Sandpoint Planning Department  
 [4] Includes ADUs and tiny homes which are considered to be occupied during peak season

# Persons by Household Size

- PPHH by sq ft in Sandpoint

Actual Averages per Hsg Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Persons	Sq Ft Range	Persons
0-2	1,021	1.69	Under 1,000	1.31
3	2,070	2.65	1,000 to 1,999	2.20
4	2,986	3.10	2,000 to 2,999	2.87
5+	4,235	3.53	3,000 to 3,999	3.30
			4000 or more	3.63

Average persons per household derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



# Nonresidential Development Projections

- Employment projections based on IDOL Northern Region long term employment growth rate by industry type
- Projected 17% increase in jobs and 17% increase in nonresidential sq ft

Industry	Base Year											Total Increase
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
<b>Jobs [1]</b>												
Retail	1,513	1,529	1,544	1,560	1,576	1,592	1,609	1,625	1,642	1,659	1,676	<b>163</b>
Office	2,303	2,328	2,354	2,379	2,406	2,432	2,458	2,485	2,513	2,540	2,568	<b>265</b>
Industrial	1,461	1,519	1,577	1,596	1,616	1,635	1,655	1,675	1,696	1,716	1,737	<b>276</b>
Institutional	2,379	2,440	2,502	2,555	2,609	2,665	2,721	2,779	2,839	2,899	2,961	<b>582</b>
<b>Total</b>	<b>7,656</b>	<b>7,815</b>	<b>7,977</b>	<b>8,091</b>	<b>8,207</b>	<b>8,324</b>	<b>8,444</b>	<b>8,565</b>	<b>8,689</b>	<b>8,814</b>	<b>8,942</b>	<b>1,286</b>
<b>Nonresidential Floor Area (1,000 sq. ft.) [2]</b>												
Retail	713	720	727	735	742	750	758	766	773	781	789	<b>77</b>
Office	707	715	723	730	738	747	755	763	771	780	788	<b>81</b>
Industrial	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	<b>176</b>
Institutional	833	854	876	894	913	933	953	973	993	1,015	1,036	<b>204</b>
<b>Total</b>	<b>3,183</b>	<b>3,256</b>	<b>3,330</b>	<b>3,376</b>	<b>3,423</b>	<b>3,471</b>	<b>3,519</b>	<b>3,569</b>	<b>3,618</b>	<b>3,669</b>	<b>3,721</b>	<b>538</b>

[1] Source: ESRI Business Analyst; Idaho Department of Labor; TischlerBise analysis

[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

# Next Steps

1. Initial comments on methodologies, process
2. Incorporate input on growth projections
3. Finalize a draft report for committee review
4. Incorporate input on draft results
5. Motion on study moving forward to P&Z and City Council

# Discussion

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