



PARKING COMMITTEE AGENDA

October 02, 2026 at 7:30 AM

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

Call to Order

1. City staff will call to order and facilitate the first meeting of the Committee.

Roll Call

2. The Board members will have an opportunity to introduce themselves during roll call.

Meeting Minutes Approval - none

Old/Unfinished Business - none

New Business

- [3.](#) Orientation and Training - Legal Counsel
4. Election of Board Chair - ***action item***
5. Election of Board Vice Chair - ***action item***
- [6.](#) Program History - Jason Welker
7. Enforcement - Lt. Michael Aerni

General Announcements/Comments

Public Comment

Adjourn

Public Participation Options and Information

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

CITY OF SANDPOINT

Parking Committee

Kickoff, Orientation & 2026 Work Program

*City of Sandpoint, Idaho
October 2, 2026*

7:30 AM



1123 Lake Street, City Council Chambers, Sandpoint, Idaho 83864

Welcome and Introduction

Thank you for agreeing to serve on the Sandpoint Parking Committee! I know everyone has busy lives, businesses, families, and other commitments, and I genuinely appreciate you giving your time to the City and to this process.

The Committee is an official citizen advisory body established by Sandpoint City Code. Its role is to study parking issues, receive public input, evaluate available information and provide recommendations to the Mayor and City Council.

The current five-member Committee includes City and Bonner County residents, including representation from the downtown business community. This mix is useful because Sandpoint parking serves several different users: Sandpoint residents, downtown businesses and employees, county residents, and tourists.

Parking sounds like a fairly simple subject until you start getting into it. It affects a variety of users—and those different users don't always need the same thing from the parking system. That is one of the reasons I wanted a committee made up of people with different backgrounds and perspectives.

There are two primary goals for you as you approach this work. First, I want you to understand how the system works. So, look at the data, identify where we have real problems, and then ask what makes sense for Sandpoint. That includes questions about availability and turnover downtown, employee parking, permits, affordability, City Beach and the boat launch, technology, enforcement, and how much of the cost of managing and maintaining these assets should be borne by users versus City taxpayers.

You'll see that the itinerary is intentionally sequenced. Today is primarily Parking 101—history, data and enforcement. I hope we can begin by ensuring that everyone is starting from the same factual foundation. From there, each meeting tackles a specific part of the system, with the goal of having a coherent set of recommendations ready for Council before 2027.

I also want to emphasize that this packet including important attachments (**Downtown Parking Map, 2022 Parking Study & the adopted 2025 Parking Policy**) isn't intended to be the only information the committee needs. Throughout the next three months, staff will be available to provide supplemental information to assist you with your analysis, work and discussions.

Ultimately, your role is advisory. You will give the Council a thoughtful record of what you looked at, what you heard from the public, what alternatives you considered, and why you arrived at your recommendations.

Thank you again for stepping up and being willing to do this. I really appreciate it, and I'm looking forward to seeing where your work takes us!

Sincerely,



Jeremy Grimm

Mayor, Sandpoint

Committee Purpose and Responsibilities Per Sandpoint Code

SCC Chapter 2, Article 8 establishes the Parking Committee and describes its advisory purpose and duties. The Committee is expected to consider priorities identified by the Mayor and City Council, consider financial and merchant impacts, provide a forum for public dialogue, help establish facts and community views, broaden citizen participation, and recommend policies affecting the downtown parking system.

Advisory role The Committee does not set parking policy. Its value is in developing a factual record, openly considering competing needs, and delivering clear recommendations that the Mayor and Council can act upon.

Legal and Administrative Background

Idaho Open Meetings Law

At this meeting, City Attorney **Zach Jones** with Lake City Law will provide you with an overview of the legal constraints and requirements of your position and how committees operate. Because the Parking Committee is an official City committee, its meetings are subject to the Idaho Open Meetings Law, Idaho Code §§ 74-201 through 74-208. Deliberation and formation of recommendations should occur in properly noticed public meetings.

Email and Communications

Email is appropriate for scheduling, receiving packets, transmitting factual information, asking individual staff questions and requesting future agenda items. Members should avoid using email, text messages or group chats to conduct Committee deliberations outside a noticed meeting, including a chain of communications that effectively becomes a group discussion among a quorum.

Current Status of Parking & Scope of the Committee's Assignment

The existing parking program at City Beach and designated City parking lots remains in place. This includes City and Bonner County permits, paid kiosks at applicable off-street locations, City Beach parking requirements, the boat-launch permit system and associated enforcement. Council has not directed the Committee to dismantle or comprehensively reopen this portion of the program.

The Committee may recommend targeted improvements where experience identifies a specific issue, including permit administration, hardship accommodations, special events, commercial boat-launch activity or the use of additional parking assets. Revenue from City Beach and City lots should also be understood in the context of asset management: user revenue can offset a portion of operating, enforcement, maintenance and capital costs that otherwise fall on City taxpayers.

The principal area requiring additional evaluation is the downtown on-street system (see attached Parking Area map, 2022 Parking Study and the 2025 Parking Management Plan adopted by the City Council). The on-street kiosks that were temporarily deployed downtown have been removed. The regulated area is presently

posted as two-hour parking with “No Check-In Required.” A driver may park for up to two hours without an app or text check-in, and may purchase additional time through the posted text option or Park Smarter application.

On-street two-hour restrictions are enforced approximately 8:00 a.m. to 5:00 p.m., Monday through Saturday, on the applicable portions of First Avenue, Second Avenue, Church Street and Cedar Street. Outside the enforcement period, on-street time restrictions are not enforced (See Map).

Meeting Format

The Committee will generally meet every two weeks on Friday mornings at 7:30 a.m. at Sandpoint City Hall. Meetings are expected to last approximately 60 to 90 minutes, with approximately 10 minutes reserved for public comment **near the conclusion of each meeting.**

- Call to order and approval of minutes
- Staff/background presentation
- Committee questions and factual discussion
- Committee deliberation on the scheduled policy topic
- Identification of additional information needed
- Public comment
- Identification of additional agenda items

The goal is to complete the Committee’s initial work by mid-December 2026 so recommendations can be presented to City Council for consideration before the 2027 parking season.

2026 Committee Work Program

Meeting	Primary Focus	Intended Result
Oct. 2	Parking 101: history, data & enforcement	Common factual foundation; no major policy decision.
Oct. 16	Permits, passes & enforcement	Direction on permit format and employee eligibility.
Oct. 30	Downtown two-hour rule & turnover	Preferred approach to repeat visits, turnover and longer-duration access.
Nov. 13	Affordability & workforce access	Hardship standards and employee permit recommendations.
Nov. 20	City Beach, events & boat launch	Repeatable event policy and commercial/special launch recommendations.
Dec. 4	Technology & expansion areas	Kiosk, Gateway lot and Gunning’s Alley recommendations.
Dec. 11	Final recommendations	Integrated 2027 recommendation package to Council.

MEETING 1 — Parking 101: History, Data and How the System Works

Friday, October 2, 2026 | 7:30 a.m.

Objective: Establish a common factual foundation before debating changes.

Legal Review — Zach Jones, Lake City Law (15 Minutes)

Nomination of Chair & Vice Chair (5 Minutes)

Program history — Jason Welker, AICP (45 Minutes) Sandpoint Planning and Community Development Director

Historical perspective

- Downtown parking 1990-2026
- Parking-management goals
- Initial parking concerns and business/community outreach
- Evaluation and solicitation of parking technology providers
- Selection of IPS and Council direction
- Implementation of permits and kiosks
- Initial downtown deployment, removal of downtown kiosks and current configuration

Data review

- Kiosk transactions and on-street kiosk use during deployment
- Revenue by location and available parking-duration data
- Permit sales and City/County permit mix
- Citations issued, citation types, payment/appeal information
- City Beach and parking-lot utilization
- Occupancy/availability information

Enforcement — Lt. Michael Aerni, Sandpoint Police Department (15 Minutes)

- Overview: CRO (Community Resource Officer) responsibilities and license-plate-based enforcement
- Two-hour enforcement procedures and parking-session identification
- Citation issuance, fine structure and appeals
- Practical enforcement limitations

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

(Tentative) MEETING 2 — Permits, Passes and Enforcement

Friday, October 16, 2026 | 7:30 a.m.

Objective: Recommend how permits should work and how eligibility should be verified.

Printed permit vs. license plate (40 Minutes)

- Compare efficiency & cost of electronic plate lookup vs. physical sticker
- Consider per-sticker cost against enforcement speed and visibility
- Consider replacement procedures and whether physical identification should supplement the electronic record

Downtown employee eligibility (40 Minutes)

- Consider employees who work downtown but reside outside Bonner County
- Evaluate paystub or employer verification
- Consider City, County or separate employee rate
- Identify where an employee permit should allow longer-duration parking

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 3 — Downtown Two-Hour Rule, Turnover and Repeat Access

Friday, October 30, 2026 | 7:30 a.m.

Objective: Define the intended function of prime downtown curb parking and recommend a workable two-hour structure.

The repeat-visit problem (25 Minutes)

- Example: a business owner arrives at 8:15 a.m., is recorded by a CRO, leaves shortly thereafter, and returns at 1:30 p.m. for a five-minute visit
- Determine whether two hours should be governed by another rule
- Determine how movement within the regulated area should be treated

Convenience vs. turnover (25 Minutes)

- Consider realtors and service businesses that value immediate repeat access for appointments and clients
- Consider retailers and restaurants that benefit when prime curb spaces turn over among multiple customers
- Examine whether longer-duration users should receive a permit but be directed to appropriate areas rather than prime storefront spaces

Occupancy and availability (15 Minutes)

- Review actual block-level utilization if available
- Ask whether the system leaves a reasonable chance of finding a space while still using the curb efficiently

Customer experience (15 Minutes)

- Keep the system understandable for residents and visitors
- Consider whether current text/app extension is sufficient
- Evaluate whether enforcement rules create unintended citations for brief repeat visits

Public Comment_(10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 4 — Affordability, Employees and Equitable Access

Friday, November 13, 2026 | 7:30 a.m.

Objective: Recommend objective hardship and workforce-access standards.

Financial hardship (40 Minutes)

- Consider free City-resident permits and discounted County permits for qualifying hardship
- Tie eligibility, where possible, to an existing objective program vs. requiring staff to independently investigate income
- Protect privacy and establish a manageable renewal process

Downtown workforce (40 Minutes)

- Complete employee eligibility discussion
- Consider seasonal employees and employer verification
- Set appropriate employee permit pricing and locations

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 5 — City Beach, Boat Launches, Events and Special Uses

Friday, November 20, 2026 | 7:30 a.m.

Objective: Recommend repeatable rules for special uses without reopening the basic off-street program.

Community events (20 Minutes)

- Use events such as the Long Bridge Swim as a test case
- Determine whether approved events should receive temporary parking passes for operational volunteers
- Define who approves requests, eligibility, quantity and distribution procedures

Boat launch (30 Minutes)

- Review whether the existing permit system is functioning well
- Consider commercial operators that may launch or retrieve hundreds of boats per season
- Evaluate a commercial launch permit and appropriate rate/conditions

Asset management and revenue (30 Minutes)

- Review City Beach and lot revenues alongside operating, maintenance and enforcement costs
- Discuss the extent to which users of these assets should contribute to costs historically borne by City taxpayers
- Review whether pricing is producing reasonable availability rather than either chronic vacancy or chronic full occupancy

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 6 — Technology and Expansion Areas

Friday, December 4, 2026 | 7:30 a.m.

Objective: Recommend where paid-parking technology and permit requirements should apply.

Downtown kiosks (35 Minutes)

- Review actual kiosk use during the limited downtown deployment
- Compare visitor convenience of kiosks with current text/app extension
- Consider whether a smaller number of strategically located kiosks would add value

ITD Gateway lot (25 Minutes)

- Determine whether it should remain free, require permits or use paid parking
- Consider its value as longer-duration downtown parking and an alternative to prime curb spaces

Gunning's Alley (20 Minutes)

- Review current use and operational constraints
- Consider free, permit-based or paid parking options

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 7 — Final Recommendations

Friday, December 11, 2026 | 7:30 a.m.

Objective: Assemble individual decisions into a coherent recommendation for the Mayor and City Council.

System-level review (60 Minutes)

- Is the program understandable and enforceable?
- Does it maintain reasonable downtown turnover and availability?
- Does it accommodate legitimate repeat-access needs without converting prime curb spaces into all-day employee/business parking?
- Does it adequately serve businesses, employees, City residents, County residents and visitors?
- Does it address affordability with objective standards?
- Are exceptions administratively manageable?
- Are parking revenues and user charges reasonably related to management, enforcement, maintenance and capital needs?
- Can staff realistically administer the proposed system?

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

Final action (10 Min)

- Review staff's draft summary of preliminary recommendations
- Revise as necessary
- Consider adoption of the Committee's 2027 Parking Program Recommendations for presentation to Council

Decision Framework for Each Topic

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

- **Current rule or operating practice**
- **Problem or question identified**
- **Relevant Sandpoint utilization, revenue, citation or cost data**
- **User groups affected and competing needs**
- **Options considered**
- **Administrative and enforcement implications**
- **Financial implications**

Guiding Principles

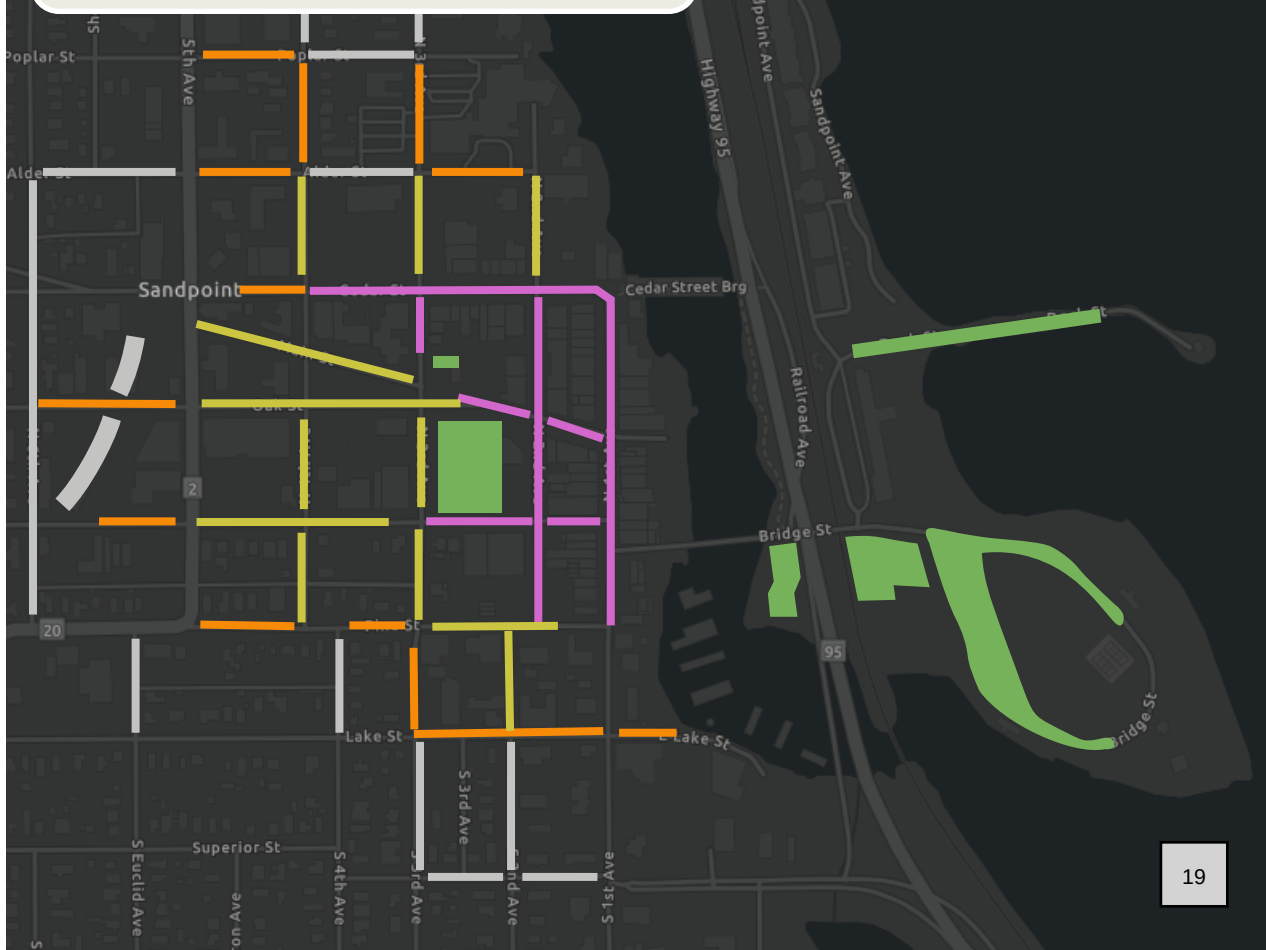
- **Public parking is not truly free. Parking lots, pavement, snow removal, lighting, enforcement, maintenance all have costs that must be paid by someone.**
- **Prime downtown curb parking along First, Second, Cedar, and Church Streets is limited and should be managed to promote availability, turnover, and convenient access to downtown businesses and destinations.**
- **Fees, time limits and permits should be used where they help improve availability, turnover, access or fairness to Sandpoint taxpayers.**
- **City parking facilities serve the entire community, including City residents, county residents, employees and visitors.**
- **Permit fees and paid parking can generate user revenue that helps support maintenance and operations costs that historically have been paid by City taxpayers.**
- **Rules should be simple enough that residents and visitors can understand them and practical enough that staff can enforce them consistently.**
- **Parking policy should support downtown businesses by maintaining convenient customer access while recognizing that long-term employee parking places different demands on prime public spaces.**
- **The Committee should seek targeted improvements to the existing system.**

Downtown Parking

Item # 6.

- City lots - Paid hourly or permit - 511 spaces
- 2-hour free zone - additional time paid by app or text - 271 spaces
- 3-hour max zone - 308 spaces
- 4-hour max zone - 146 spaces
- No time limit - 315 spaces

Total Downtown & Waterfront Parking = 1,551 spaces



Downtown Parking Management Plan

City of Sandpoint — June 2025



Table of Contents:

Parking Management Plan

Introduction	2
Parking Pass Program	5
Paid Hourly Parking	7
Parking Requirements and In-Lieu Fees for Residential Development	8
Use of Funds and Parking Benefit Best Practices	11
Summary	12

Appendixes

Appendix A: 2022 Downtown Sandpoint Parking Study	
Appendix B: Parking Pass fee table	
Appendix C: Revenue Estimates	
Appendix D: Parking Satisfaction Survey responses and analysis	
Appendix E: Calculation of residential in-lieu fee and fees as % of total development costs	

City of Sandpoint Downtown Parking Management Plan

Introduction

Sandpoint's downtown parking management plan implements a system of parking permits, paid hourly parking at Sandpoint's public downtown parking lots within, and technology-supported enforcement along select blocks in the downtown core where occupancy currently exceeds the 85% target rate that signals an efficiently functioning system. Sandpoint's system for managing parking downtown has resulted in a utilization pattern under which some 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%.



Street parking in much of downtown Sandpoint sees peak occupancy rates of less than 50%, indicating underutilization

This plan'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 and other amenities and infrastructure in the downtown core.

A combination of affordable resident parking permits and paid hourly parking for all non-permitholders, combined with the reintroduction of off-street parking requirements and 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.

Need and justification for a parking management plan

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)

Revenues generated from parking permits and paid off-street parking for non-permit holders will help support maintenance, enhancements to, and eventually expansion of downtown parking. Most of the revenue generated will come 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 putting a non-zero price on valuable off-street 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.

Overview of Plan Components

This Parking Management Plan includes three primary components designed to address the challenges of downtown parking utilization, maintenance funding, and future growth:

1. **Parking Permit Program** – A tiered system of monthly and annual parking permits is offered to City of Sandpoint residents, Bonner County residents, and marina slip occupants. These permits provide limited or unlimited access to City-owned parking facilities and are priced to cover the City’s cost of administering the permit program.
2. **Paid Hourly Parking** – Hourly rates will be implemented at select high-demand off-street parking locations in the downtown core and along the City’s public waterfront. Seasonal rates may be implemented to manage demand during peak and off-peak seasons such that utilization is maintained at an efficient level of occupancy, assuring availability and access for resident passholders where and when parking is needed.
3. **Off-Street Parking Requirements for Residential Development** – Residential projects within the downtown parking exempt zone will be subject to new off-street parking requirements based on square footage, or may opt to pay parking in-lieu fees. These funds will contribute to future public parking investments and help balance residential growth with infrastructure capacity.

Together, these components form a comprehensive strategy that balances parking availability, fiscal sustainability, and long-term downtown vitality.



City Beach parking lot, while seeing little use for most of the year, is at 100% occupancy during peak summer weekends.

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 and 1,097 curbside stalls 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.

Transitioning to a paid parking model ensures that the non-resident users of Sandpoint's off-street parking facilities contribute their fair share 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, seal-coating, 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 to the following City-owned parking lots parking facilities downtown and along the City's public waterfront:

1. City lot at Third and Church Streets
2. Bridge Street
4. City Beach / RV Campground
5. Dock Street (Windbag Marina)



Though it was a pay lot for most of its history, in 2016 the City converted the lot at Third and Church street to free parking. In 2025 the City spent almost a half a million dollars to refurbish the lot at taxpayers expense.

6. Pend Oreille Bay Trail 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. The plan includes keeping the 110 spaces across the two ITD-owned parking lots free with no time limits. All street parking will remain free under the approved implementation plan, with technology deployed to improve enforcement of 2-hour time limits on the highest demand blocks downtown.

Parking Permits Program

The policy includes several parking permit options to provide flexible and affordable alternatives to standard hourly parking rates. These permits include annual options for City of Sandpoint residents, Bonner County residents, downtown employees, 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.

Local resident parking permits

Parking permits available to Sandpoint and Bonner County residents are proposed to allow for all-day (8-hour) free parking in City lots. Permits are priced to reflect the contribution City of Sandpoint taxpayers already make towards the upkeep and maintenance of City parking facilities, which prices established that just cover the City's cost of administering the program. County resident permits will be priced a twice the rate of City resident permits, but will provide the same parking benefit as City permits provide.

Downtown street parking permits

The downtown street parking permit extends the benefit provided to resident permit-holders by offering 24-hours of free parking in City parking lots, but also allowing overstay of the 3- and 4-hour time limits that cover over 700 free street parking stalls just outside the downtown commercial core. Some downtown employees may value the convenience of curbside parking in close to their place of work. A street parking permit will provide the assurance that they will not be ticketed or towed when parking in these time-constrained zones. The street parking permit is not valid in the 2-hour zones, and does not allow overnight parking in public waterfront lots. Downtown employees are not required to purchase a street parking permit, and may use their City or County resident permit to park up to 8 hours each day in the off-street lots downtown.



Sandpoint's downtown and waterfront public parking facilities will be managed via time limits (free on-street parking), permits (on-street and off-street) and paid hourly parking (off-street only) with the goal of increasing availability and convenience of parking for those who need it where they need it when they need it.

Marina slip occupant permits

Seasonal lessees of slips at Sandpoint's public marinas (Windbag and City Beach) have the option to purchase a permit that allows for extended stays (>8 hours) at the City's public waterfront lots, including City Beach and on Dock Street. Boaters who frequently take their vessels on overnight excursions and require waterfront parking may choose this permit to avoid being ticketed or towed for overstaying the 8-hour time limit provided by a City or County resident parking permit.

Boat Launch Fees

The City's two public boat launches (City Beach and Memorial Field) serve a high volume of seasonal and out-of-town boaters whose use imposes wear and operational demands on City infrastructure but who do not otherwise contribute through local taxes. The inclusion of boat launch fees ensures that users of these specialized waterfront facilities contribute to their maintenance and long-term sustainability.

Parking Permits and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Permit	\$15	City of Sandpoint residents	8-hours free parking at all City-owned parking lots downtown and along the Waterfront. Do NOT provided extended stays in the 2-, 3-, and 4-hour on-street parking zones
Bonner County resident pass	\$30	Bonner County residents residing outside City limits	8-hours free parking at all City-owned parking lots downtown and along the Waterfront. Do NOT provided extended stays in the 2-, 3-, and 4-hour on-street parking zones
Downtown Street Parking (monthly)	\$40	Anyone	24-hour parking in City-owned downtown lots (not including waterfront lots) and in the 3- and 4-hour street parking zones
Marina Slip Occupant Pass (annual)	\$100	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 and charged at twice the standard hourly rate for passenger vehicles.

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

Parking Enforcement: Fair, Modern, Consistent

A key goal of Sandpoint's Parking Management Plan is to ensure that parking rules are clear, fair, and consistently enforced. For many years, enforcement of downtown parking time limits has been difficult to manage using traditional methods. The new parking system will allow the City to enforce existing parking rules more accurately and consistently while making it easier for drivers to comply.

The guiding principle of the new system is simple: Locals first. Convenient options for residents, downtown workers, and downtown residents, while ensuring parking remains available for customers and visitors.

Sandpoint Parking Management Plan proposes operating a license plate-based parking system, whereby permit holders will tie their permits to a specific vehicle, and parking sessions will be initiated by non-permit holders by entering their license plate into a kiosk or a mobile app. Recent legislation in the State of Idaho prohibited the use of Automated License Plate reader technology for any law enforcement effort beyond investigating felony offenses, so the use of such technology for implementation of a parking program is no longer feasible.

Tying parking permits and paid parking sessions to license plate numbers streamlines enforcement of on-street time limits and eliminated the need for outdated methods such as chalking tires, creating a consistent and transparent system for enforcement.



The Sand Creek lot (also known as Farmin's Landing), with 30 parking spaces, lacks effective stormwater treatment; paid parking can fund needed improvements



Dock Street's 49 parking stalls fully occupied by 10am on summer days. Parking permits available only to marina slipholders will increase likelihood boaters will find parking near their slips

Paid Hourly Parking

To improve parking availability and help maintain Sandpoint's public parking facilities, the City will implement paid parking in City-owned parking lots located in the downtown and waterfront areas. The goal is simple: Residents park free with a permit. Visitors pay hourly.

Charging non-permit holding visitors and tourists to park will improve availability and access to the most desired parking stalls in City-owned parking lots for local permit holders, while assuring that non-resident users of those resources have the opportunity to contribute financially to their maintenance and upkeep.

Drivers without a resident permit will be able to pay for parking using several options including paying at a kiosk with a credit card, paying via text message, or paying via mobile app. Like the permit system, parking sessions will be tied to vehicle license plates, meaning parking enforcement officers can easily verify payment status electronically and issue citations accordingly based on payment status or status of stay duration for individual parkers.

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 plan implements 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 plan 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. An ordinance amending §9-5 "Off-street parking requirements" will be brought to City Council to enact the policy described in this plan.



Parking meters lined Sandpoint's busiest commercial corridors until 1990, encouraging turnover of spaces, promoting convenient access to local businesses for customers

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

The off-street parking required for residential development in what is currently the parking exempt zone will be 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:

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

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



Restoring off-street parking requirements and parking in-lieu fees downtown will assure sustainable funding for future parking facilities

For the 1,800 square foot units:

$$6 \text{ units} \times 1.5 \text{ spaces per unit} = 9 \text{ parking spaces required}$$

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:

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

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

Why is less parking required for the smaller apartments? Tying parking requirements to square footage instead of number of units or bedrooms incentivizes 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.



Off-street parking requirements lead to valuable commercial real estate developed as under-utilized blocks of asphalt

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. 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.

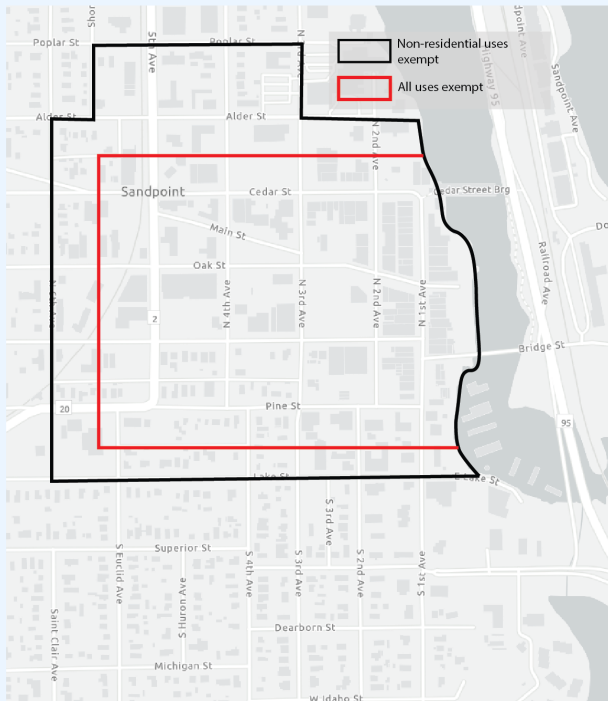
Staff are recommending a parking in-lieu fee of \$25,000 per space be established at the time this policy is adopted. This fee was arrived at by comparing parking in-lieu fees in 30 cities across North America (data assembled for a parking in-lieu report prepared for the City of Boise in 2012). The \$25,000 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:

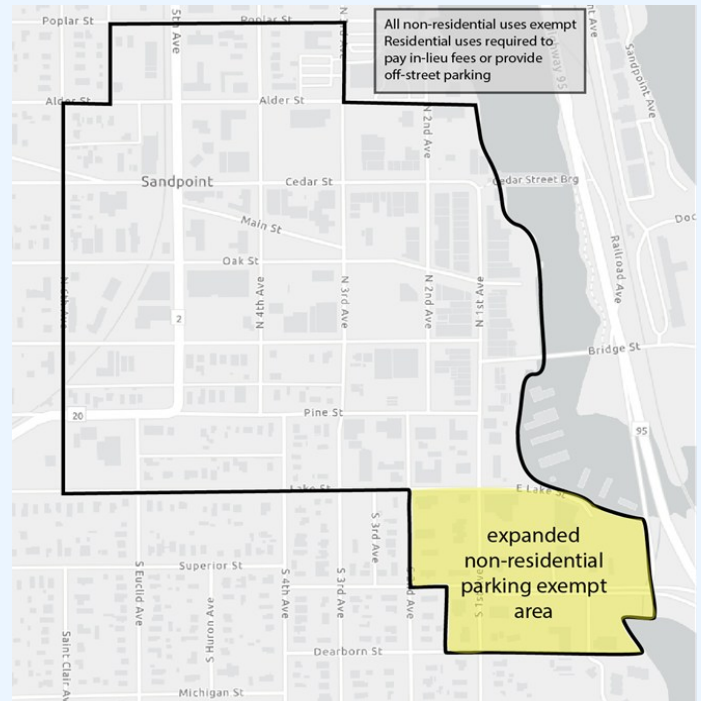
- Incentivize developers to provide adequate off-street parking to meet the demands for their residential developments, or
- Require developers to pay a fair share of the cost of a City-developed parking structure through in-lieu fees that reflect the true cost of providing off-street parking for their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

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



Current parking exempt zones. All development within the red boundary and non-residential within the black boundary are exempt from off-street parking requirements



New non-residential parking exempt area. All development required to provide one stall per 1,000 sf of residential floor space. Non-residential development remains exempt from off-street parking requirements

Implications of Boundary Expansion

The proposed southeast expansion of the non-residential parking exempt area will newly include commercially zoned properties along both sides of First Avenue and Superior Street. This change carries two primary implications:

First, non-residential development within the expanded boundary—such as new or redeveloped retail, office, or service uses—will be exempt from off-street parking requirements, reducing development barriers and promoting walkable, mixed-use redevelopment in this centrally located part of downtown.

Second, new residential development within the expanded area will now be subject to the specific off-street parking requirements outlined in this plan, rather than those applicable to the rest of Sandpoint. Outside the exempt zone, residential parking requirements are based on the number of bedrooms and unit size, often resulting in 1.5 to 2 spaces per unit. Within the revised exempt boundary, by contrast, residential development must provide one off-street space per 1,000 square feet of floor area (up to 1,500 sf per unit), or pay in-lieu fees consistent with this policy. This approach is designed to incentivize smaller, more affordable housing types in the downtown core and to ensure that developers of larger residential projects contribute fairly to the City's long-term parking infrastructure.

Developer Communication and Support

The City recognizes that the introduction of off-street parking requirements and in-lieu fees for residential development within the previously exempt downtown zone represents a significant policy shift. To support a smooth transition, City staff will provide clear guidance, updated application materials, and one-on-one pre-application assistance to help developers understand and plan for the new requirements. By establishing a clear, consistent framework and offering flexible compliance options—either through on-site parking or in-lieu payments—the City aims to balance development feasibility with the long-term goal of sustaining a functional and equitable public parking system.

Use of Funds and Parking Benefit Best Practices

While this plan does not propose specific uses for general parking revenue, staff encourages Council to consider how other communities reinvest such funds to improve the neighborhoods where they are collected. Many cities designate downtown parking revenue as a form of parking benefit district funding, directing it toward projects that increase access, safety, and economic vitality in the area.

Best practices from comparable cities include allocating general parking revenue toward:

- Streetscape enhancements, including lighting, crosswalks, benches, and sidewalk improvements
- Public transportation support, such as expanded transit routes, bus shelters, or last-mile mobility solutions
- Pedestrian and bicycle infrastructure, including protected bike lanes, racks, and traffic calming
- Maintenance and technology upgrades for curbside parking (e.g., signage, digital pay kiosks, and real-time availability systems.
- Downtown beautification, wayfinding, and public space improvements that enhance the visitor experience and support downtown businesses

By keeping potential reinvestments close to where parking revenues are generated, many cities have found that paid parking becomes more publicly accepted, especially when the benefits are visible, tangible, and district-specific.

Importantly, all costs associated with implementing and administering the paid parking system, including technology, signage, maintenance, transaction fees, and enforcement, will be paid from this general parking revenue stream, not from the General Fund or other City revenue sources. This ensures that the program is fully self-sustaining and that those who use the public parking system are the ones funding its operations and oversight.



Basic maintenance of Sandpoint's public parking facilities has been underfunded for decades, resulting in deteriorated infrastructure. When repairs have been made, they have been at property taxpayers' expense

Ultimately, decisions about the use of general parking revenue will rest with City Council through the annual budget process. This plan simply outlines how strategic reinvestment, based on proven models in peer cities, can amplify the community benefits of a well-managed parking system

Summary

Under the current parking system, access to Sandpoint's public parking lots and curbside parking 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 of these vacant stalls, 545 are on-street stalls and only 14 are off-street. Implementing paid parking at the parking facilities currently occupied beyond their effective capacity will help resolve this inefficient utilization.



First Avenue in Sandpoint, Idaho

Photo: Will Hawkins

Paid parking has been used to manage occupancy, promote turnover, and generate revenue for downtown infrastructure for most of Sandpoint's history as an automobile-dependent community. This plan restores some of the policies used throughout the 20th and early 21st century to improve availability of public parking and generate revenues to reinvest in the downtown district it serves.

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, and from currently over-utilized curbside stalls along First and Second Avenues and Cedar Street to underutilized stalls further from the commercial core.

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 off-street stalls alone 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 off-street 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 reintroduction of parking requirements and 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, this parking management plan 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.



Paid parking in Sandpoint creates a fairer, more sustainable system by improving access for residents, funding critical infrastructure through user fees, and ensuring that visitors who benefit from our downtown also help support its upkeep.

APPENDIX A:

2022 Downtown Parking Study

APPENDIX B:

Parking Pass Fee Schedule

APPENDIX C:

Revenue Estimates

APPENDIX D:

Parking Satisfaction Survey Responses and Analysis

APPENDIX E:

Calculations of residential in-lieu fees and fees as a percentage of total development cost



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.

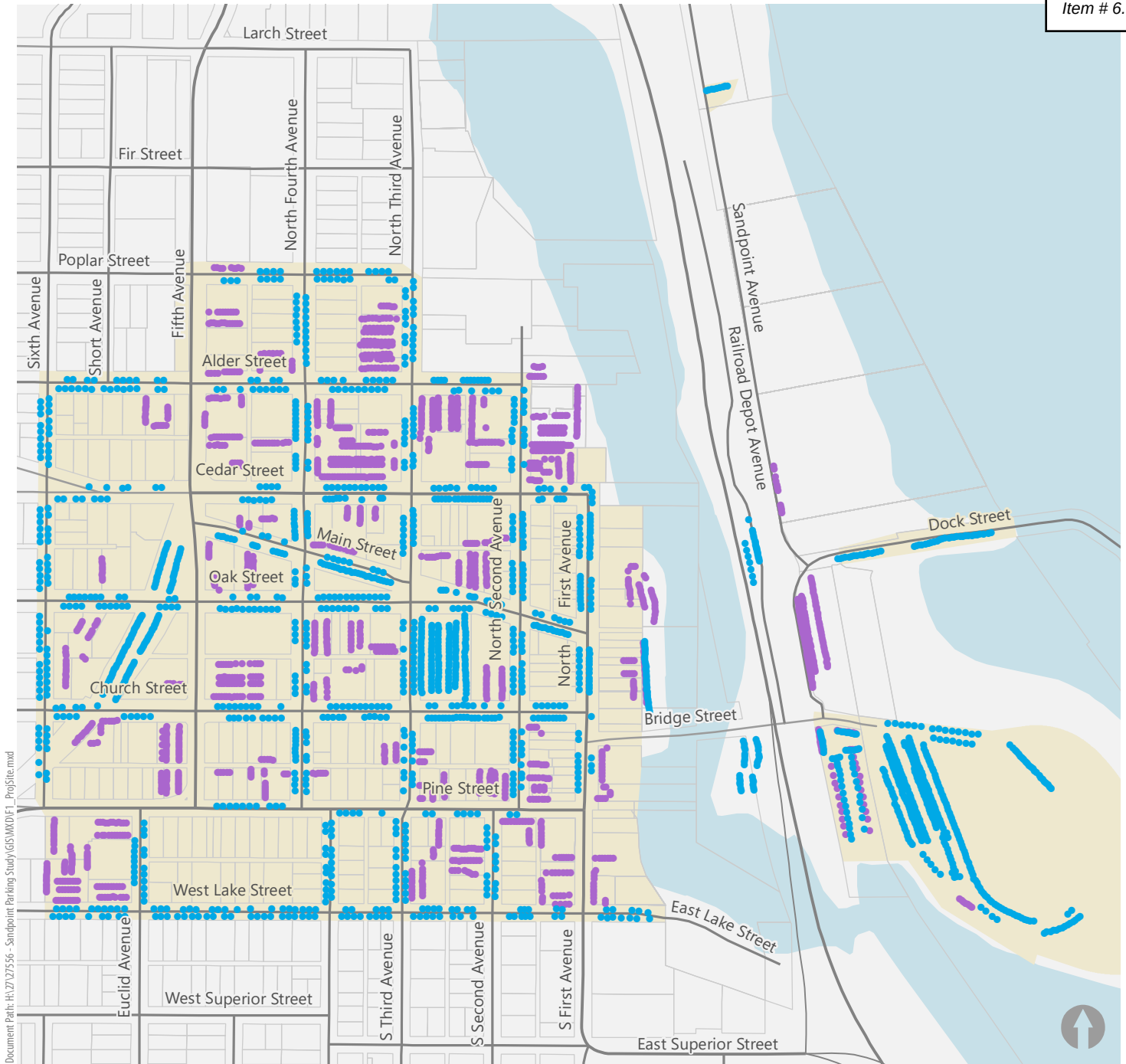
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light 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.



Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\Map\DF1_ProjSite.mxd

- City Owned Parking
- Private Parking

Figure 1

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

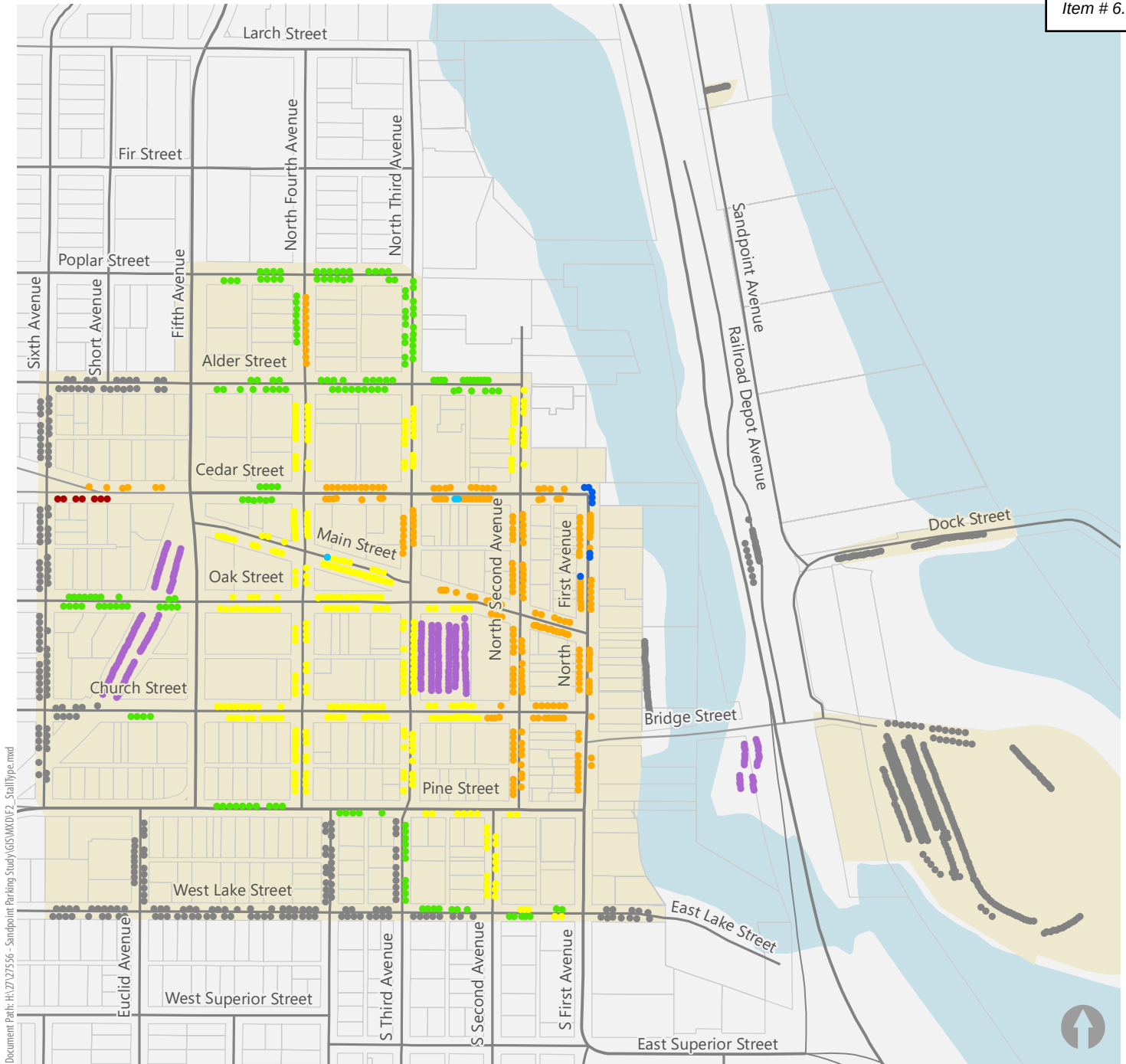
Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	1,052	92%
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	45	8%
Total On-Street 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.



Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\Map\F2_ScatterType.mxd

- No Designation ● 20-Minute Loading ● 3 Hour or Permit ● 24 Hour
- Loading Only ● 2 Hour ● 4 Hour or Permit ● No Parking

Figure 2



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

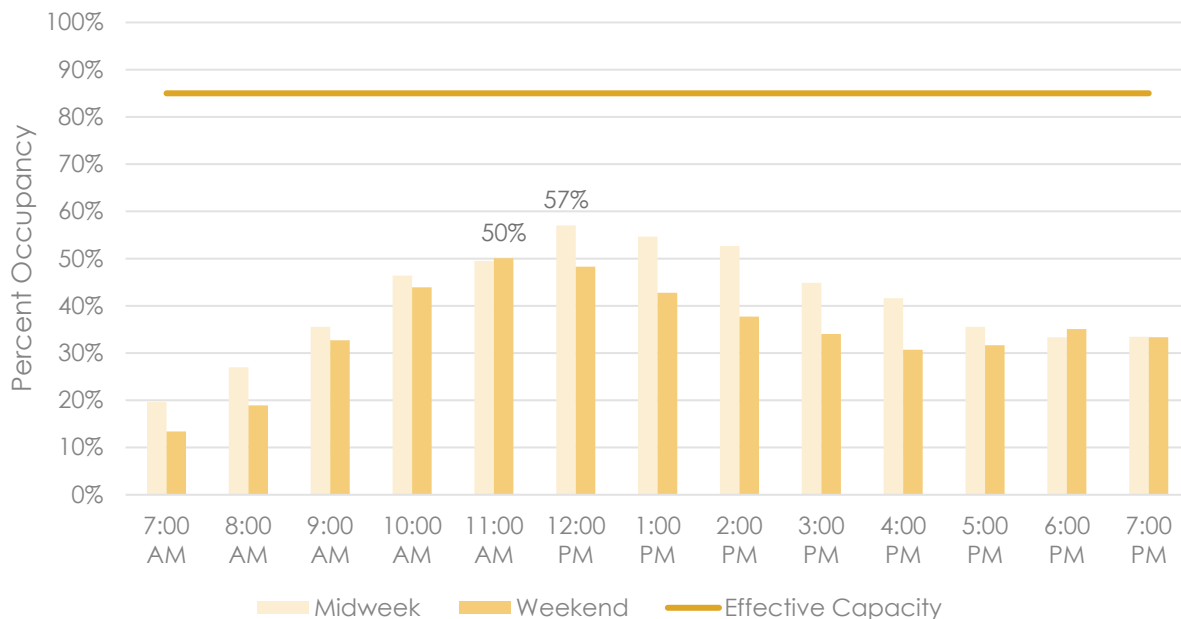
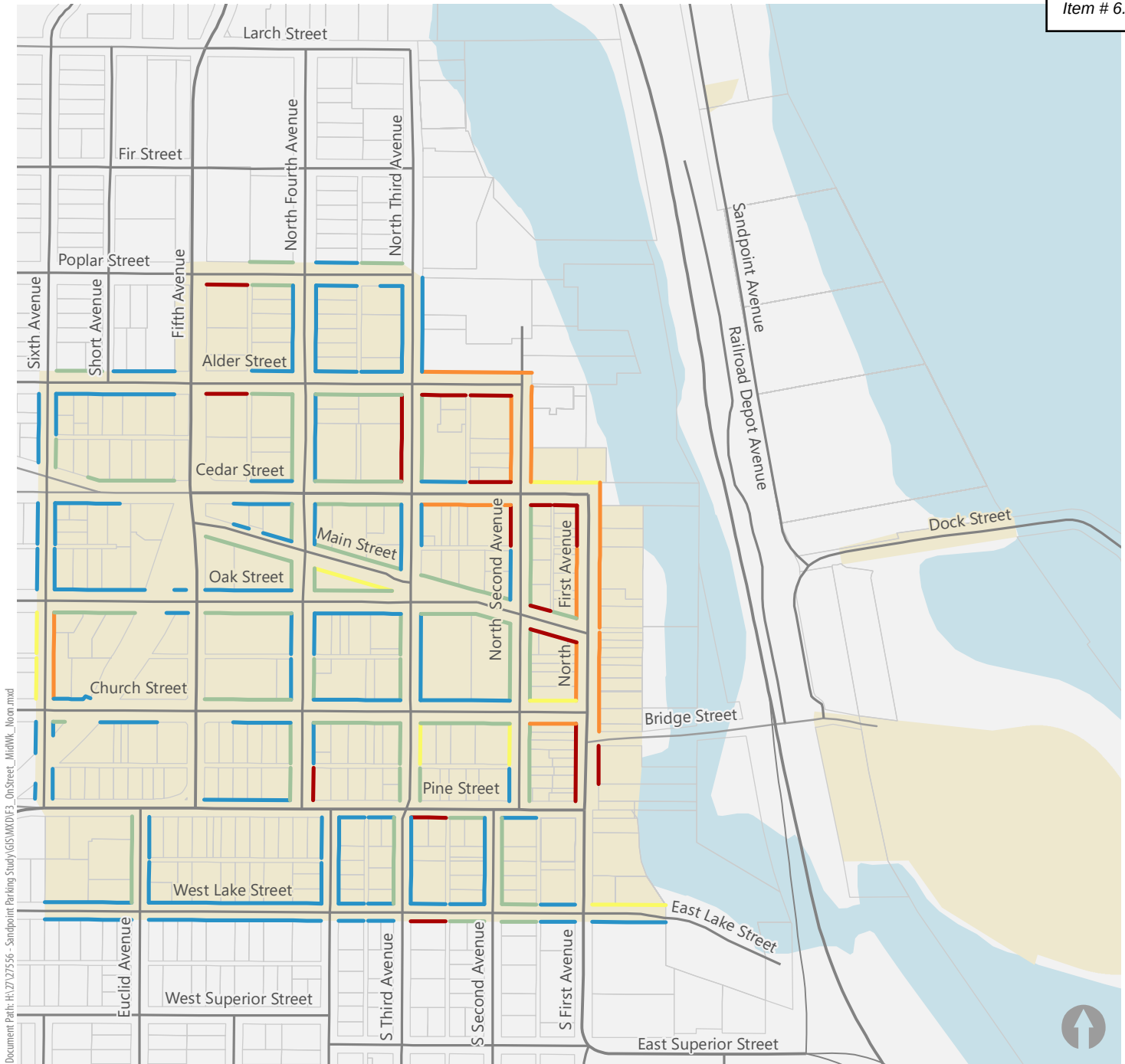


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM). Those that are at or above *effective capacity* are primarily located within the eastern portion 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.



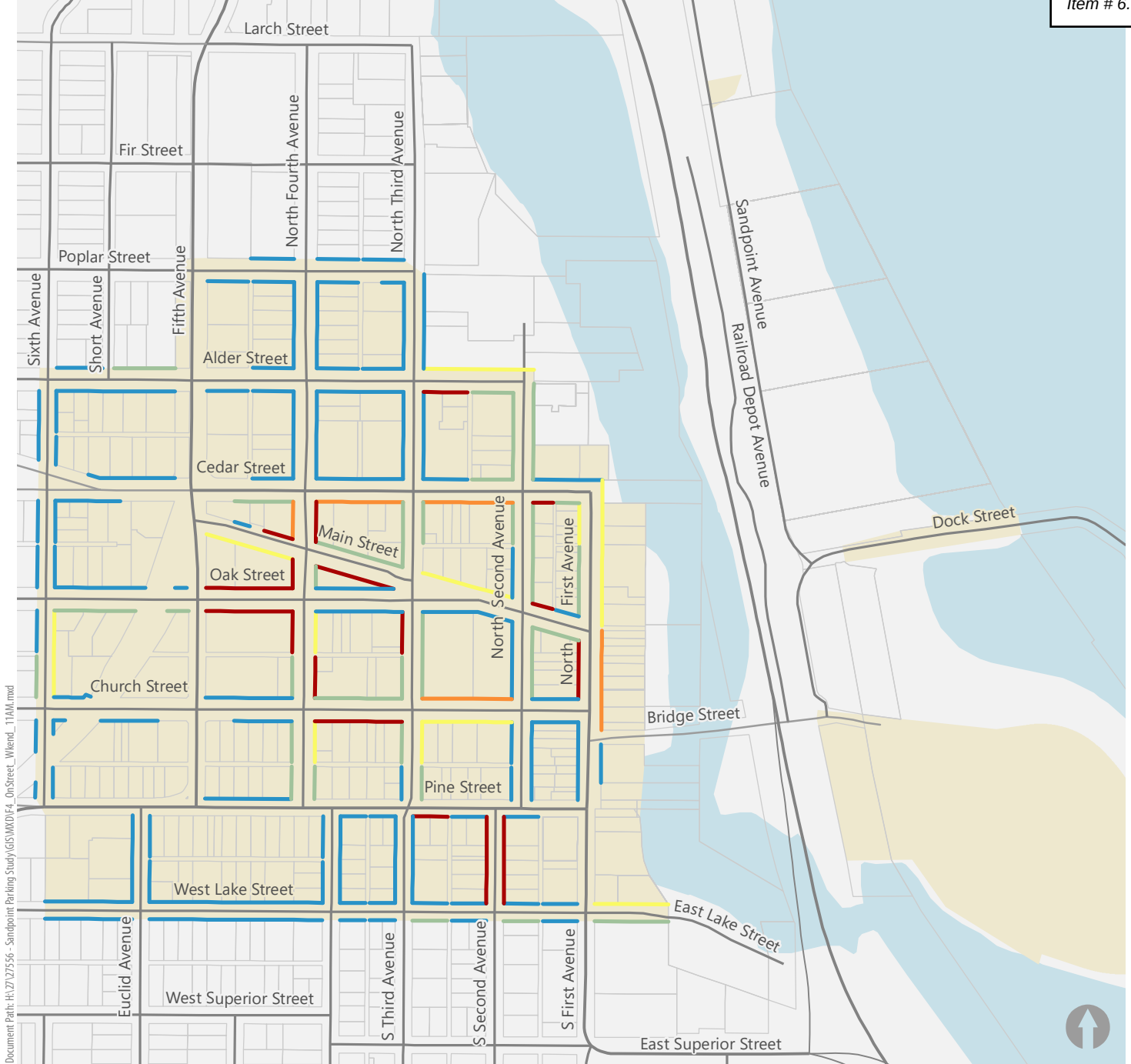
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MADE\F3_OnStreet_MidWk_Noon.mxd

Percent Occupied

- 0 - 50
- 50 - 75
- 75 - 85
- 85 - 95
- 95 - 100

Figure 3

**On-Street Peak Occupancy -
Midweek (12:00 PM)**



Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F4_OnStreet_Wkend_11AM.mxd

Percent Occupied

- 0 - 50
- 50 - 75
- 75 - 85
- 85 - 95
- 95 - 100

Figure 4

**On-Street Peak Occupancy -
Weekend (11:00 AM)**

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

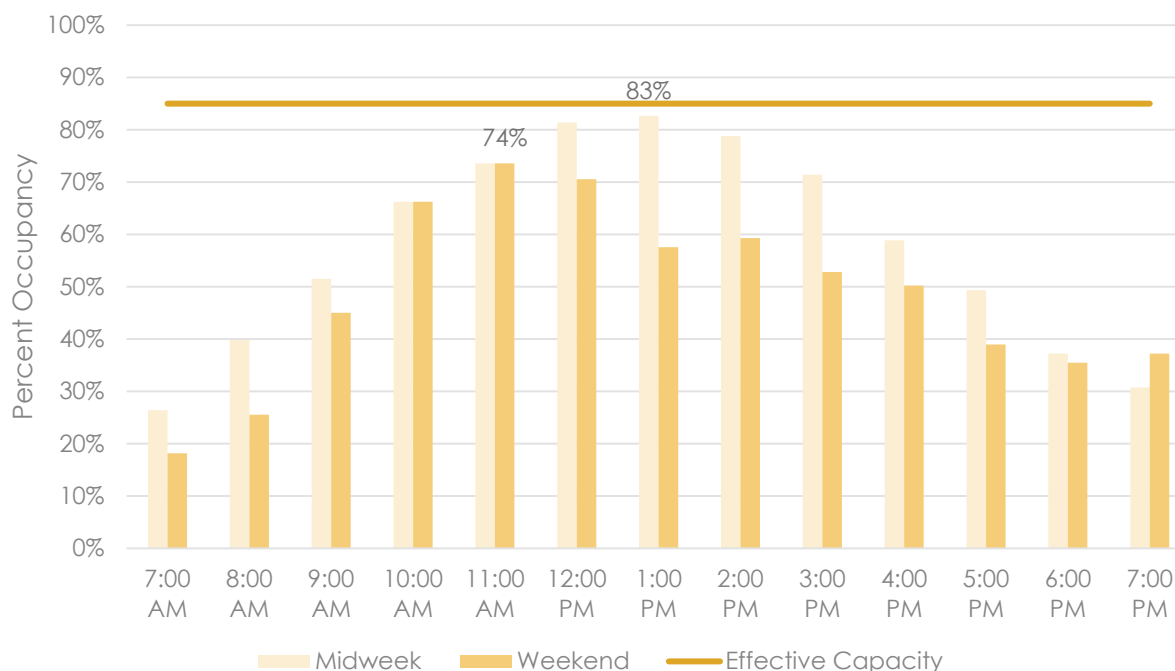
Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	1.78	1,871	4,762	180
Usage by Stall Type					
20 Minutes	8	2.13	17	34	0
2 Hours	255	2.84	725	1,670	51
3 Hours or Permit	328	2.17	713	1,523	47
4 Hours or Permit	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.

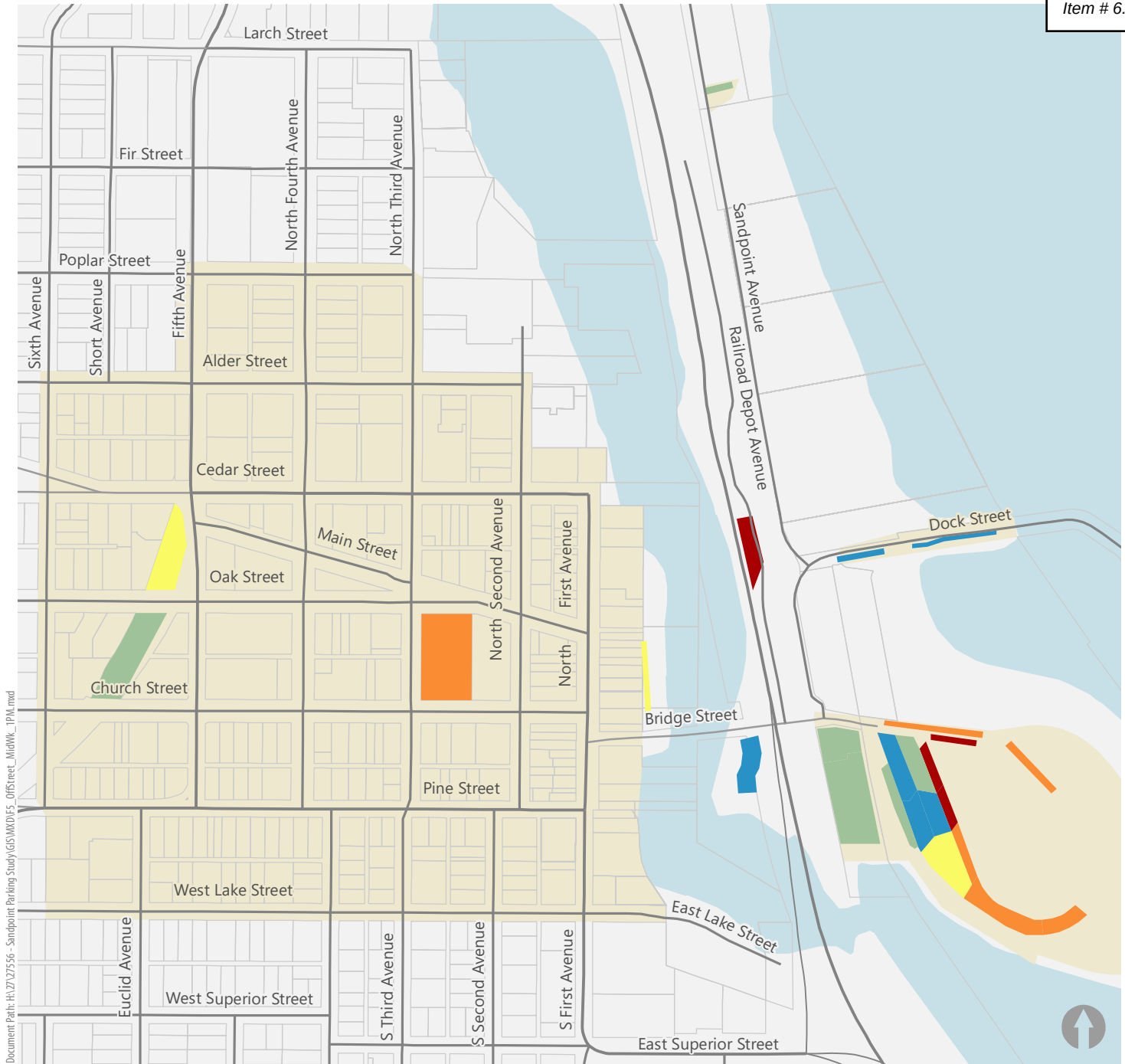
Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during 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 be 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.



Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MADEFS_OffStreet_MidWk_1PM.mxd

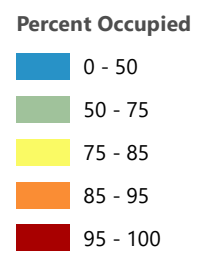
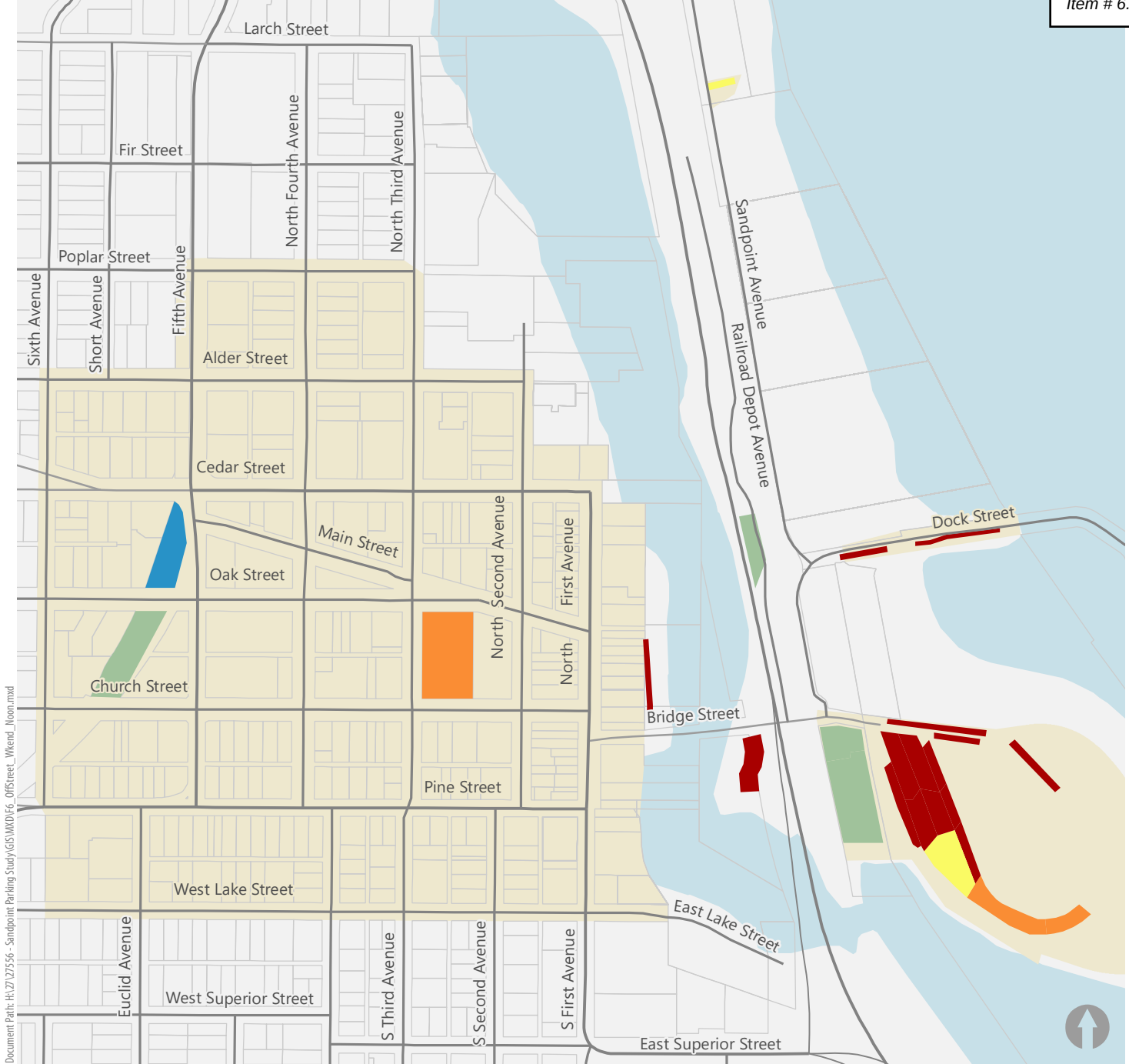


Figure 5

**Off-Street Peak Occupancy -
Midweek (1:00 PM)**



Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F6_OffStreet_Weekend_Noon.mxd

Percent Occupied

- 0 - 50
- 50 - 75
- 75 - 85
- 85 - 95
- 95 - 100

Figure 6

**Off-Street Peak Occupancy -
Weekend (12:00 PM)**

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

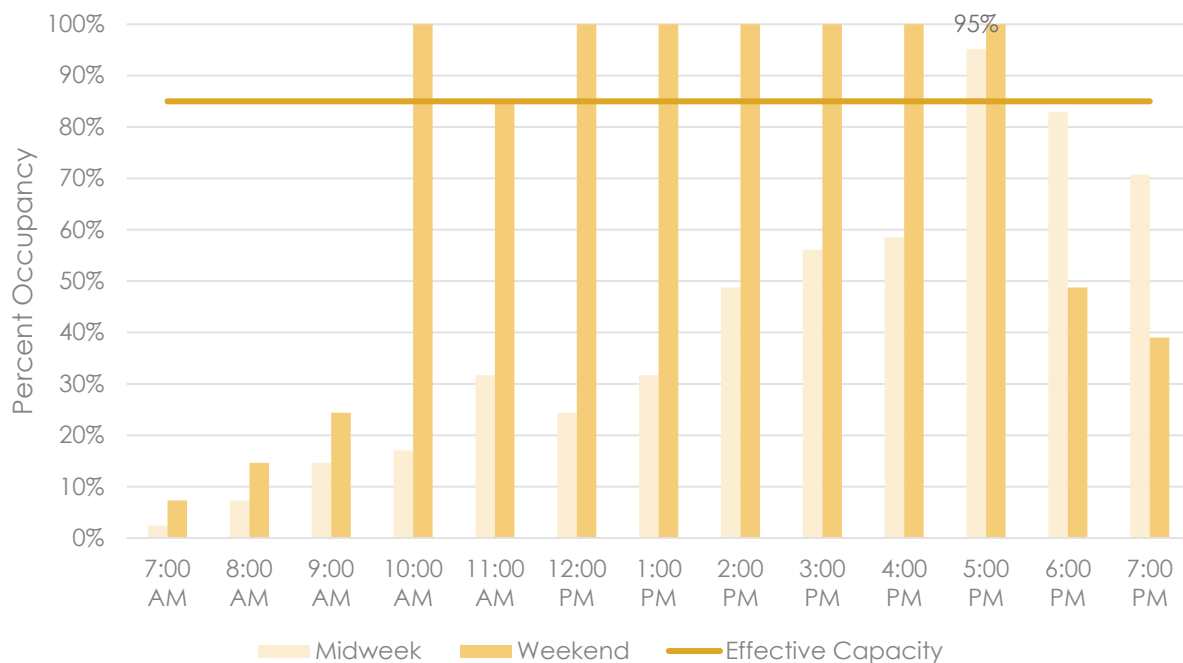
On-Street Parking Demand

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

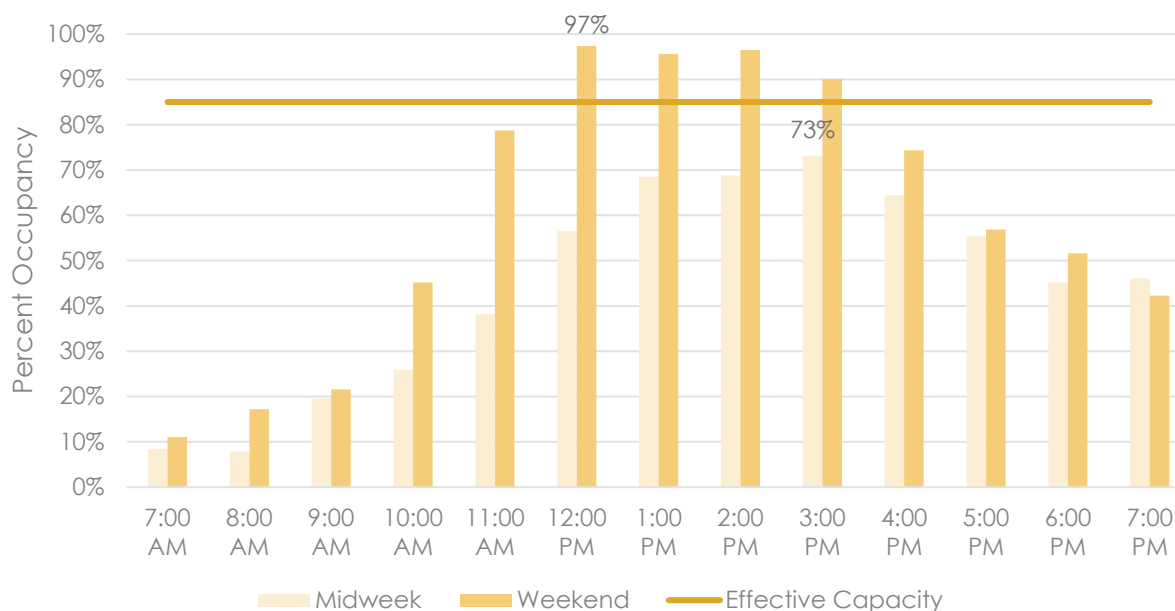
Off-Street Parking Demand

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