



## PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING AGENDA

August 14, 2025 at 11:30 AM

White Pine Conference Room, Second Floor - 1123 W. Lake St. Sandpoint, Idaho

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### Call to Order

### Roll Call

### Meeting Minutes Approval

- [1.](#) Approval of Meeting Minutes from the Committee's June 12, 2025, Meeting - ***action item***
- [2.](#) Approval of Meeting Minutes from the Committee's July 10, 2025, Meeting - ***action item***

### Old/Unfinished Business

- [3.](#) Subcommittee Reports
- [4.](#) Presentation: Division Avenue Corridor Improvements, Phase 2
- [5.](#) Discussion: Downtown Bike Parking Survey
- [6.](#) Committee Recommendation: Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program - ***action item***

### New Business

- [7.](#) Subcommittee Assignments for New Committee Member

### General Announcements/Comments

### Adjourn

### Public Participation Options and Information

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



## PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

June 12, 2025 at 11:30 AM

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

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### Call to Order

Chair Cate Huisman called the meeting of the Pedestrian and Bicycle Advisory Committee Meeting to order at 11:30 a.m. on Thursday, June 12, 2025, in Council Chambers at City Hall, 1123 W Lake Street, Sandpoint, Idaho.

### Roll Call

PRESENT

Cate Huisman  
 Erin Billings  
 Jennifer Heller (arrived 11:35 a.m.)  
 Julie Perchynski (arrived at 11:33 a.m.)  
 Molly O'Reilly  
 Radley Peterson  
 Reid Weber

Also present were staff liaison Brandon Staglund and board clerk Samantha Branscome.

### Meeting Minutes Approval

1. The minutes from the Committee's May 8, 2025, meeting were approved as presented.

Motion made by O'Reilly, Seconded by Weber.

Voting Yea: Huisman, Billings, O'Reilly, Peterson, Weber

### Public Comments

No members of the public commented.

Chair Huisman reported that the agenda has been amended the day prior in order to add item #4, Discuss and Vote on Recommendations for the Milbrath Multifamily Project, which the Committee had agreed to postpone to this meeting. This item was inadvertently missed when the agenda was posted; therefore, the agenda was amended to ensure it was included. Because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until approved by the Committee. Perchynski moved to accept the amendment and proceed with the amended agenda, seconded by Peterson.

Motion made by Perchynski, Seconded by Peterson.

Voting Yea: Huisman, Billings, O'Reilly, Peterson, Weber, Perchynski

### Old/Unfinished Business

2. Subcommittee Reports

The events subcommittee had no update; the development subcommittee had no update; the MMTMP subcommittee will present during agenda item #7; the intersections subcommittee

plans to bring recommendations as action items to the Committee's next regularly scheduled meeting.

3. Staff Update: Action on Recommendations from Committee

Mr. Staglund notified the Committee that the project formally known as Farmin Flats received recommendations from the Committee via a City staff report and has included many of the Committee's suggestions in their updated plans.

The Committee briefly mentioned the 25 MPH speed limit issue on Highway 2 and staff's plans to discuss this with ITD.

4. Discuss and Vote on Recommendations for the Milbrath Multifamily Project

Committee member Reid Weber recused himself from this discussion.

The Committee agreed to readdress this agenda item at their next regularly scheduled meeting in July.

**New Business**

5. Discuss Specific Recommendations for Pedestrian & Bike Safety on Trails

The Committee had no comments on this agenda topic.

6. Discuss Committee Request for Direction

After a brief discussion, the Committee decided to present the draft letter to the mayor for review with the goal of clarifying their purpose. Mr. Staglund offered to present on the In Lieu Fee program to provide clarification to the Committee on their role in the program going forward.

7. Discuss MMTP Subcommittee Meeting Notes from February 6, 2025

Due to a clerical error, the Committee agreed to revisit this agenda item after the Subcommittee finds the correct set of notes they would like to present on. Vice Chair Molly O'Reilly suggested adding an action item for July's meeting about adding Complete Streets to the MMTMP.

8. Discuss Downtown Bike Rack Survey

Mr. Staglund presented a bike parking inventory of the downtown core as a potential project for the Committee, noting the potential to make recommendations for the City's upcoming Downtown Parking Plan.

Vice Chair O'Reilly plans to research and find an inventory that has been completed in the past. Ms. Heller agreed to put together a form to aid in taking an inventory. The Committee discussed plans to survey the downtown core for bike parking, and agreed to wait until preliminary research has been completed.

9. Recommended Bicycle Parking at/near the City Downtown Parking Lot

After a brief discussion, the Committee agreed to postpone voting on this item until the downtown bike parking survey has been completed.

10. Vote on Recommendations for the 4th Avenue Sidewalk Project

Chair Huisman suggested that the section of Fourth Avenue from Superior to Pine St. should take first priority, as the current state of this portion is poor. Ms. Billings noted there are steps along the curbing on some portions of Fourth Avenue. The Committee and Mr. Staglund discussed ADA requirements for curbing and ramps. Mr. Peterson stated that Lake St. has some sidewalks in poor shape and is missing sidewalk altogether in some areas. Vice Chair O'Reilly suggested adding curb ramps on both the East and West side of the Fourth Avenue and Pine

intersection for safety. Mr. Weber stated that he would like to see access to the Third Avenue Pier incorporated into this sidewalk project.

The Committee agreed to have the Intersection Subcommittee present a bullet point list of recommendations to vote on at the next regularly scheduled meeting.

**General Announcements/Comments**

No general announcements or comments were made.

**Adjourn**

With no further business before the committee, the meeting adjourned at 1:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Committee during their meeting on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Cate Huisman, Board Chair

\_\_\_\_\_  
Attest: Hayley Keys, Deputy City Clerk



## PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

July 10, 2025 at 11:30 AM

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

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### Call to Order

Chair Cate Huisman called the meeting of the Sandpoint Pedestrian and Bicycle Advisory Committee to order at 11:30 a.m. on Thursday, July 10, 2025, in Council Chambers at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

### Roll Call

#### PRESENT

Cate Huisman, Chair  
Molly O'Reilly, Vice Chair  
Erin Billings  
Jennifer Heller (arrived 11:52 a.m.)  
Julie Perchynski  
Reid Weber (arrived at 11:32 a.m.)  
Katie Stepleton

#### ABSENT

Radley Peterson

Also present were staff liaison Brandon Staglund and Deputy City Clerk Hayley Keys, serving as board clerk. Council liaison Deb Ruehle arrived at 12:01 p.m.

### Meeting Minutes Approval

1. It was discovered that the minutes from the June 12, 2025, meeting were incomplete and will be presented for approval at the Committee's next meeting.

### Old/Unfinished Business

2. Subcommittee Reports

No update from the Events Subcommittee. The Multimodal Transportation Master Plan (MTMP) Subcommittee present during agenda item #4, below. The Intersections Subcommittee presented during agenda item #6, below. The Development Subcommittee presented during agenda item #7, below.

3. Staff Update: Protocol on Direct Communication with Applicants

Mr. Staglund notified the Committee that there should be no direct contact with applicants at any point in their application process from any committee member.

4. Discuss and Vote on a Recommendation to Include the Complete Streets Policy in the Multimodal Transportation Master Plan

After a brief discussion with Mr. Staglund, the Committee decided to introduce a master list of projects and recommendations at such time as the MTMP is amended.

5. Discussion on the Downtown Bike Parking Survey

Committee member Jennifer Heller provided an update on the plans for surveying the Commercial A district bike racks. Ms. Heller provided packets for all Committee members to take around different areas in the Commercial A district and collect information to bring back to the Committee during their next regularly scheduled meeting.

6. Vote on Recommendations for the Fourth Avenue Sidewalk Project

After a brief recap of the June 12 meeting, the Committee voted to implement the projects in the order they were presented, with priority on the first three items. The conditions are as follows:

1. Begin work at the north end of S. Fourth Avenue.
2. Add a second ramped and striped crossing at Pine, on the east side.
3. Rebuild the intersection with Superior, including curb ramps in both directions. Add a new curb ramp on the west side of S. Fourth Avenue.
4. Improve lighting at Superior intersection.
5. Bring alley crossings up to standard for sidewalk continuity.
6. Repair/replace sidewalk in 'poor' condition, starting at the north end of S. Fourth Avenue.
7. Build a half block of sidewalk on the south side on Pacific to provide access to the Third Avenue pier.

The Committee moved to accept the recommendations to staff as follows:

Motion made by O'Reilly, Seconded by Heller.

Voting Yea: Huisman, Billings, O'Reilly, Heller, Weber, Perchynski, Stepelton

7. Discuss and Vote on Recommendations for the Milbrath Multifamily Project

Committee member Reid Weber recused himself from this discussion and vote, citing a professional conflict.

Following a brief presentation from Mr. Staglund, the Committee voted to move forward by recommending the current conditions set forth for the project. The current conditions set for the project that the committee voted to recommend are as follows:

1. Ensure robust buffer to bike path from shared driveway, with a paved walk/bike entry to/from the bike path from each unit and the driveway.
2. The trash area located adjacent to the multi-use path should be moved or well-buffered.
3. Show doorway connections to frontage street sidewalks – each unit in Building 3 only has driveway and pathway access. Make the latter robust and direct.
4. Sidewalk at south end of Florence connects directly to curb and looks to be a snow storage issue. Redesign recommended.
5. Minimize driveway width on Florence for traffic calming.
6. Add amber LED lights at intersections for better visibility, reduced glare, and Dark Sky compliance.

The Committee moved to accept the recommendations to staff as follows:

Motion made by Heller, Seconded by Billings.

Voting Yea: Huisman, Billings, O'Reilly, Heller, Perchynski, Stepelton

Following the Committee vote, Mr. Weber rejoined the meeting.

**New Business**

- 8. Recommendation of Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program

Mr. Staglund provided a presentation and information for the Committee as to why this program is being brought to the attention of the Committee, which was a request by the Sandpoint Planning and Zoning Commission for the Committee's review and recommendation to the Commission in order to inform the Commission's ultimate recommendation to City Council. Following the presentation, the Committee decided to revisit this matter during their next regularly scheduled meeting.

- 9. Division Avenue Corridor Improvements, Phase 2 Presentation

The Committee agreed to bring this agenda item to their next regularly scheduled meeting due to time constraints.

**General Announcements/Comments**

No general announcements or comments.

**Adjourn**

With no further business before the Committee, the meeting adjourned at 1:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Committee during their meeting on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Cate Huisman, Board Chair

\_\_\_\_\_  
Attest: Hayley Keys, Deputy City Clerk

Notes on/Recommendation from Intersections Committee Meeting 7-24-25  
Present: Cate, July, Molly. Absent, Jen

It is time consuming and costly to revise ordinances. When one is under consideration for alteration, it therefore makes sense to examine the breadth of its pedestrian/cyclist impacts.

In the ordinance the committee has been asked to make recommendations on, Chapter 3, 7-3-10 the Intersections Subcommittee suggests that the PBAC recommends:

**Chapter 3, 7-3-10 E-1-c Sidewalks shall be designed and constructed in accordance with the design and construction standards including curb ramps facing each intersecting roadway when the lot abuts an intersection.**

Why this recommendation?

Although the ordinance refers to constructing sidewalks in accordance with its design and construction standards, it does not mention curb ramps. Those are [shown in the standards and detail](#), but require an extra step to access and register as applicable.

As a result, sidewalks have been constructed in the past few years without curb ramps at the corner (South 3<sup>rd</sup> and Idaho is one example).

#### **Where must curb ramps be provided?**

Generally, curb ramps are needed wherever a sidewalk or other pedestrian walkway crosses a curb. Curb ramps must be located to ensure a person with a mobility disability can travel from a sidewalk on one side of the street, over or through any curbs or traffic islands, to the sidewalk on the other side of the street. [Joint Statement by Dept. of Justice and Federal Highways](#)

Because of this legal requirement for curb ramps, the subcommittee noted that it is in the interest of the City to specify them repeatedly and visibly to avoid noncompliance, confusion, or the appearance of not requiring adherence to ADA requirements.

Why the wording of “Each intersecting roadway”?

On one side of a T intersection there will be only one intersecting roadway. On the other side, there will be two.

Events Committee meeting 7-24-2025

Present: Erin Billings, Cate Huisman. Absent: Reid Weber

Gatherings to collect citizen's preferences for use of in-lieu sidewalk funds

Two open houses, one at Lutheran Church, one at library

One 11:30 -1, other 5:30-7

Have maps available with sticky dots to indicate preferences, as well as spaces for people to write their individual concerns. Use pedestrian priority network map, Fig. 15, in MMTP, as a base.

Have an additional online site for comments from people who can't get to a meeting?

Publicizing:

Print media, radio, social media

Questions:

Will other ped-bike members volunteer to be there? In Sept? Oct?

Can MTMP subcom look at MTMP for relevant info? Some of this work already done?

Can we offer snacks or childcare? HS volunteers? Childcare at evening only?

Who can we contact at the city for help with

- Advertising—how has the city done this for other workshops? Do they want to approve our ad copy? Will they pay for advertising, or do they know how to get it as a public service?
- Materials: maps, pencils, sticky dots
- Locations of different areas where in lieu funds are to be spent