



PLANNING AND ZONING COMMISSION MEETING AGENDA

January 21, 2025 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements

Meeting Minutes Approval

- 1.** Approval of the Minutes from the Commission's December 17, 2024, Meeting - **action item**

Old/Unfinished Business - none

New Business

- 2.** Staff Presentation: Proposed Parking Management Plan for Downtown Off-street Parking Facilities

Commissioner Roundtable

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. Chambers overflow areas offer live meeting audio/video.

Attend remotely: Register at <https://www.sandpointidaho.gov/your-government/meetings>.

After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.

Contact the City Clerk with questions or requests for special accommodation: Email address above or call (208) 263-3310. Assisted listening devices available in chambers for use during public meetings.



PLANNING AND ZONING COMMISSION MEETING MINUTES
December 17, 2024 at 5:30 PM
Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Chairman John Hastings called the meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, December 17, 2024, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

- Commissioner John Hastings, Chair
- Commissioner Mose Dunkel, Vice Chair (*absent at roll call – arrived at 5:35 p.m.*)
- Commissioner Amelia Boyd
- Commissioner Grant Simmons
- Commissioner Wayne Benner
- Commissioner Ivan Rimar
- Commissioner Scott Torpie

Pledge of Allegiance

Chairman Hastings led everyone present in reciting the Pledge of Allegiance.

Announcements

Farewell wishes for Commissioner Boyd, whose term was expiring on December 31, 2024.

Meeting Minutes Approval

- 1. The September 17, 2024, meeting minutes were approved by a vote of Commissioners present. Motion made by Commissioner Boyd, Seconded by Commissioner Benner. Voting Yea: Commissioner Boyd, Commissioner Simmons, Commissioner Rimar, Commissioner Torpie, Commissioner Benner. Abstaining: Commissioner Hastings. Absent: Commissioner Dunkel (*arrived at 5:35 p.m., after approval of minutes*)

Old/Unfinished Business - none

New Business

- 2. Staff Presentation
City Planner Bill Dean provided a presentation on zoning code observations and possible updates for the coming year and fielded questions from the Commissioners, followed by Commission discussion and additional remarks from Community Planning and Development Director Jason Welker and City Attorney Fonda Jovick. Information only; no Commission action.

Commissioner Roundtable

Information only; no Commission action.

Adjourn

The meeting adjourned at 7:00 p.m.

I presided over this meeting and confirm that these minutes, prepared by the City Clerk, were approved by the Sandpoint Planning and Zoning Commission on _____, 2024.

John Hastings, Chair

Attest: Krista Lester, Board Clerk



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.

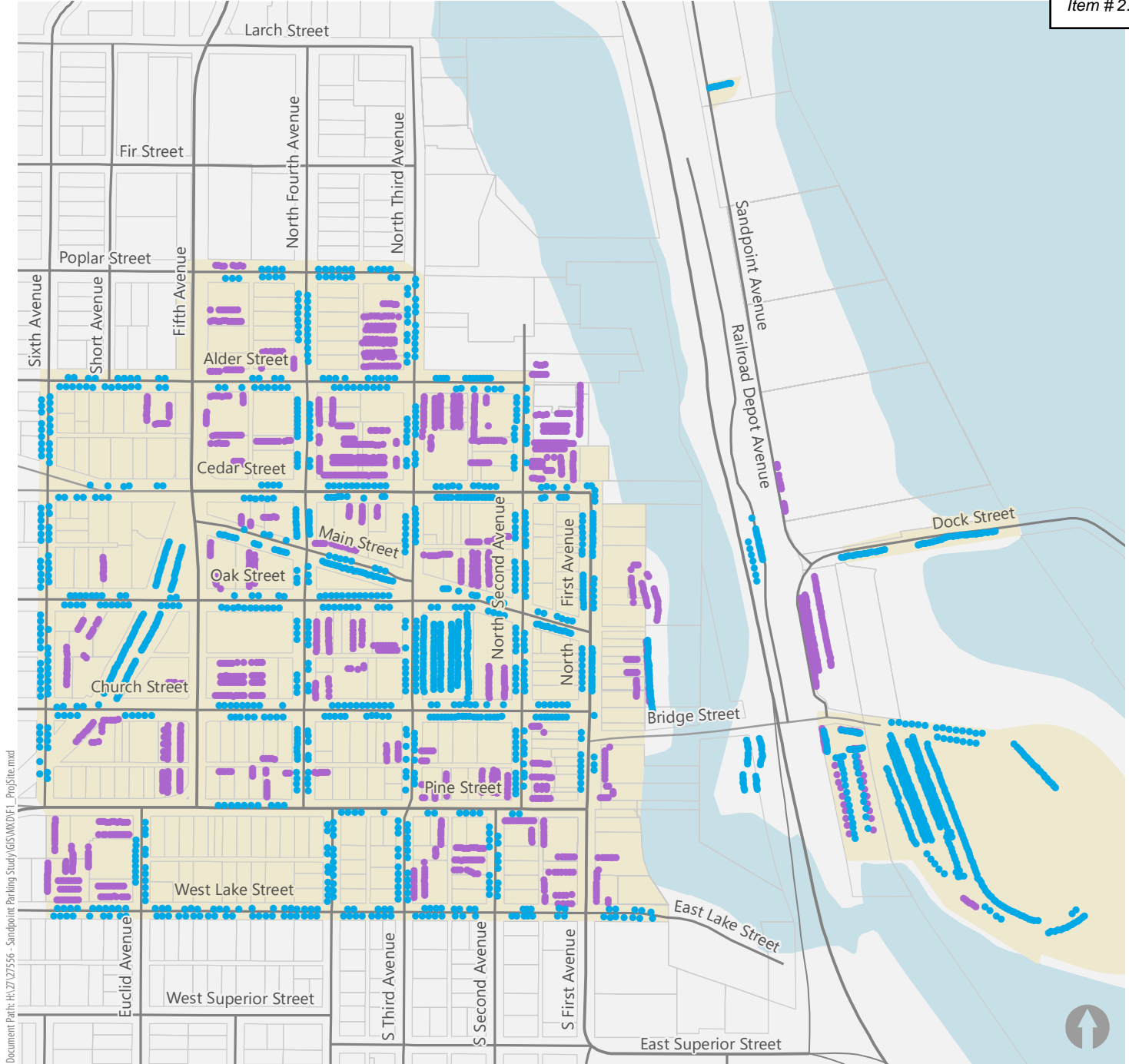
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light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



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- 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

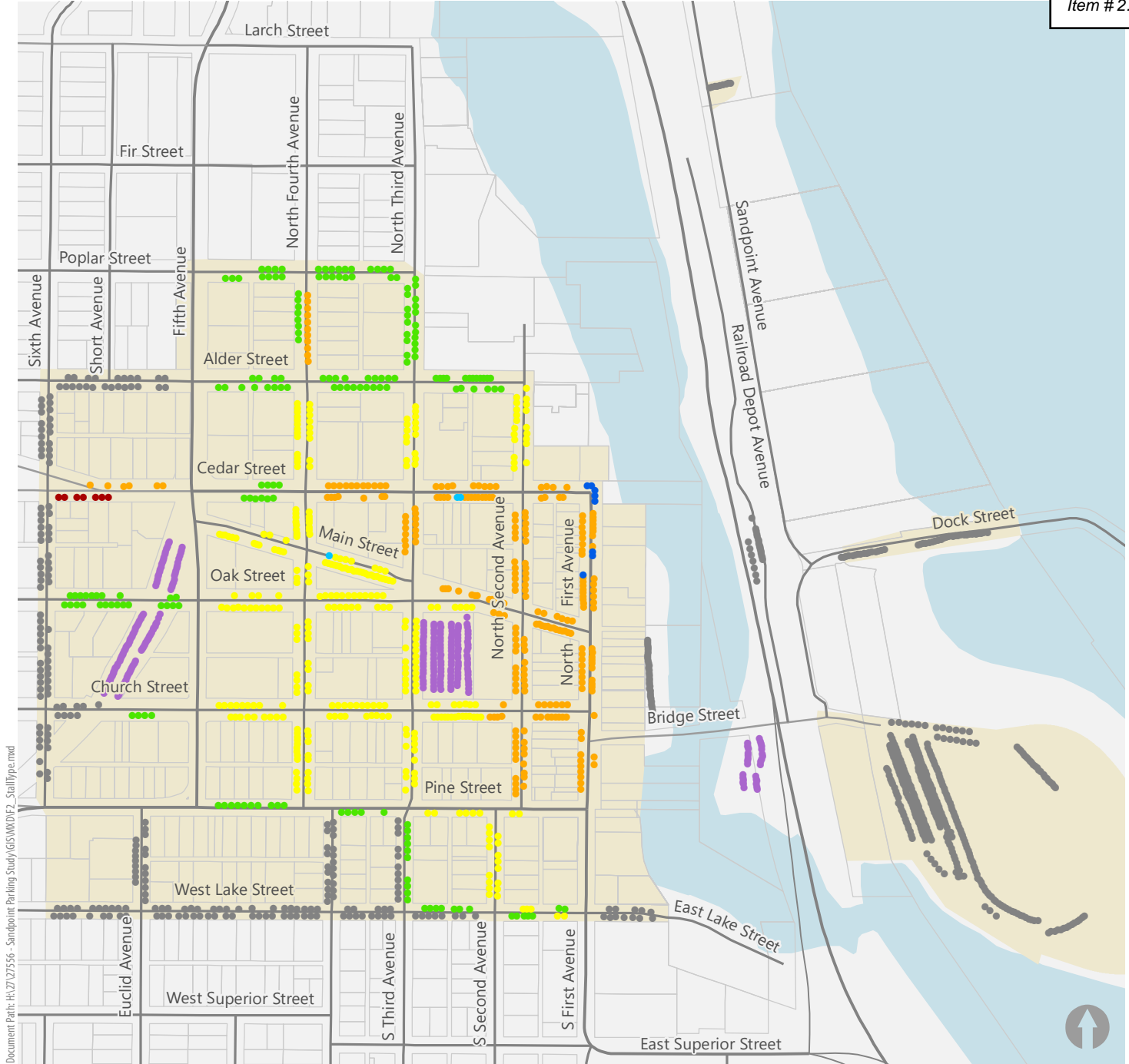
Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	1,052	92%
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	45	8%
Total On-Street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

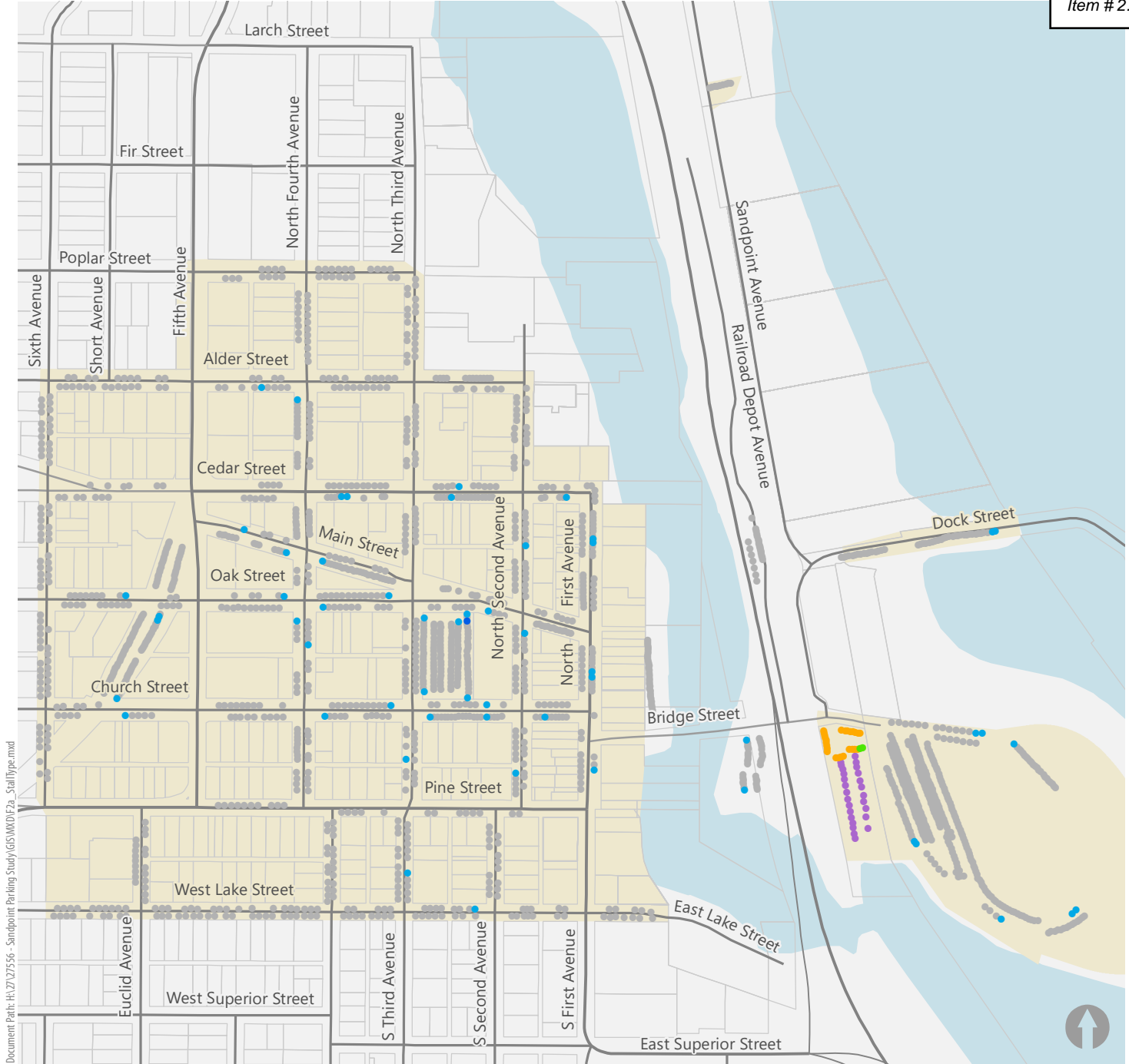
¹ Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply as well. Based on the code, 2% of the first 1,000 stalls should be accessible parking, then one for each additional 100 stalls.



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

Figure 2



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- General Use
- ADA Stall
- E-Vehicle Charging
- Police Only
- Permit Only
- RV Stall

Figure 2a

Future Parking Supply

The City is planning to redevelop the property (Farmin's Landing) along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. This will result in the loss of 30 no-limit parking stalls on the east side of Gunning Alley. With this change, there will be 1,067 on-street parking stalls in the downtown, including 1,022 general use stalls and 45 specialty use stalls. As indicated in the parking demand section below, this change will have minimal impact to the on-street parking system.

Off-Street Parking Supply

Off-street parking is provided by the City as well as several commercial businesses. Table 2 summarizes the off-street parking supply data for three downtown City lots. There are 240 off-street parking stalls, including 231 general use stalls and 9 specialty use stalls. The off-street stall types reflect the need for long-term parking within close proximity to the downtown. Figure 2 above illustrates the distribution of general use stalls and Figure 2A illustrates the specialty use stalls.

Table 2: Off-Street Parking Supply – Downtown Sandpoint

Stall Type	City Lot	North ITD Lot	South ITD Lot	Total Stalls	% of Total
General Use Stalls					
24 hours	121	34	76	231	96%
Total General Use Stalls	121	34	76	231	96%
Specialty Use Stalls					
ADA	5	0	3	8	3%
Police Only	1	0	0	1	<1%
Total Specialty Use Stalls	6	0	3	9	4%
Total Off-Street Stalls	127	34	79	240	100%

Future Parking Supply

At some point in the next five to ten years, the Idaho Transportation Department (ITD) intends to construct the "Couplet" realigning Fifth Avenue. The realignment will result in the loss of 113 off-street stalls in downtown Sandpoint. With this change, there will be 127 off-street stalls in downtown Sandpoint, including 121 general use stalls and 6 specialty use stalls. As indicated below, this change will have a significant impact on the on-street and off-street parking system. As part of the Parking Management Plan, the loss of this parking as well as future growth and development should be considered to inform management strategies and to right size future parking facilities.

Waterfront Area

On-Street Parking Supply

On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround. As shown in Table 3, there are 43 on-street parking stalls, including 41 general use stalls and 2 specialty use stalls. The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area. A summary of the on-street parking supply is provided in Attachment A.

Table 3: On-Street Parking Supply – Waterfront Area

Stall Type	Stalls	% of Total
General Use Stalls		
No Limit	41	95%
General Use Stalls	41	95%
Specialty Use Stalls		
ADA	2	5%
Specialty Stalls	2	5%
Total On-Street Stalls	43	100%

Off-Street Parking Supply

Off-street parking in the waterfront area is provided by the City and several commercial businesses. As shown in Table 4, there are five City lots with 406 off-street parking stalls, including 343 general use stalls and 63 specialty use stalls. The general use stalls include 24-hour and no-limit stalls that reflect the recreational nature of the waterfront area.

Table 4: Off-Street Parking Supply – Waterfront Area

Stall Type	City Beach Lot	City Sand Creek Lot	RV Park Car Lot	RV Park Lot	Pend Oreille Bay Trail Lot	Total Stalls	% of Total
General Use Stalls							
24 hours		30				30	7%
No Limit	304				9	313	77%
Total General Use Stalls	304	30	0	0	9	343	84%
Specialty Use Stalls							
ADA	8	2				10	2%
Permit Only ¹			25			25	6%
Electric Vehicle			2			2	<1%
RV Stalls				26		26	6%
Total Specialty Use Stalls	8	2	27	26	0	63	16%
Total Off-Street Stalls	312	32	27	26	9	406	100%

1. Stalls are available to a limited number of permit holders and are not included in the general use parking supply.

PARKING DEMAND

This information serves as a baseline for evaluating the system performance during peak demand and identifying potential policies and strategies to be considered in a Parking Management Plan.

Downtown Sandpoint

On-Street Parking Demand

Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the on-street parking demand data for by occupancy, duration of stay, and turnover.

Occupancy

The data in Chart 1 reflect the general use parking stalls only as the specialty use stalls are not available to all users. On-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM. The overall on-street parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Chart 1: On-Street Parking Occupancy – Downtown Sandpoint

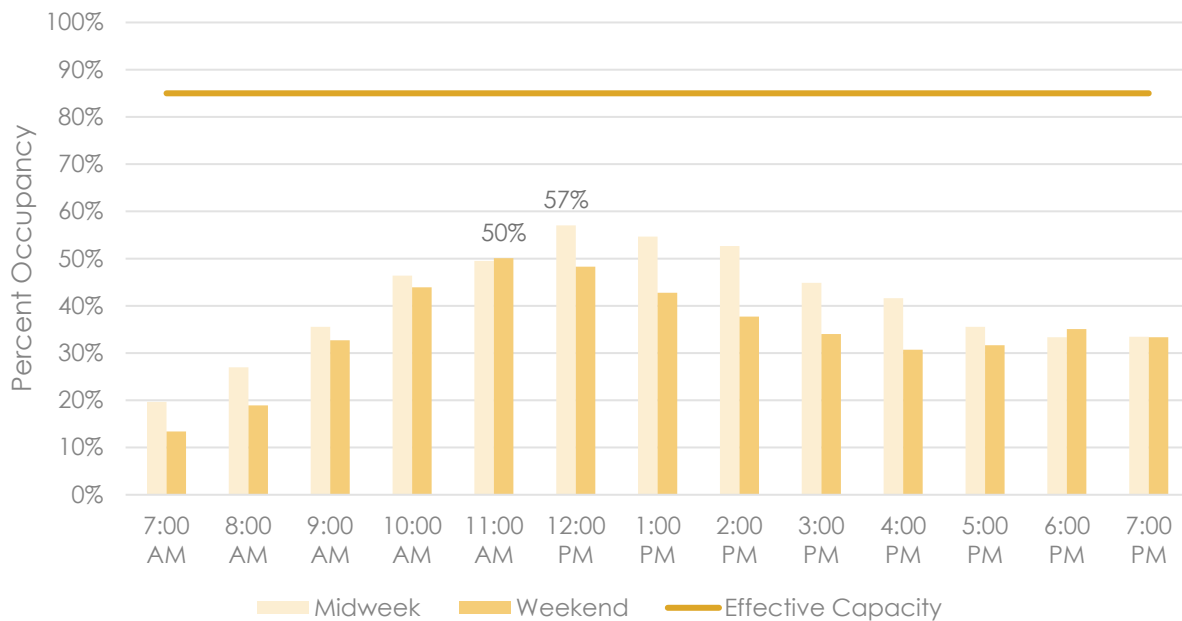
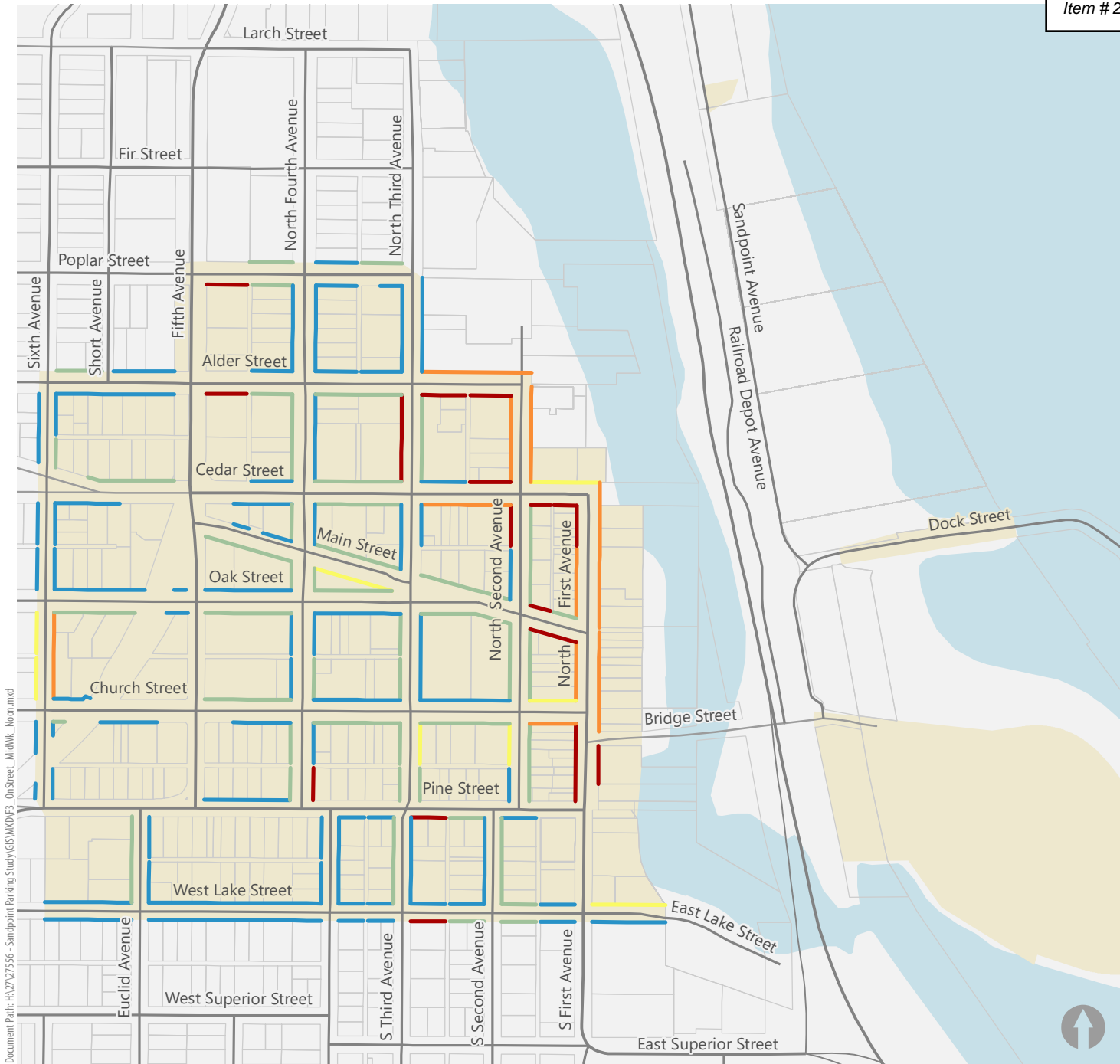


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM). Those that are at or above *effective capacity* are primarily located within the eastern portion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

Similarly, most block faces are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above are more centrally located along Fourth Avenue and within one block of Fourth Avenue.



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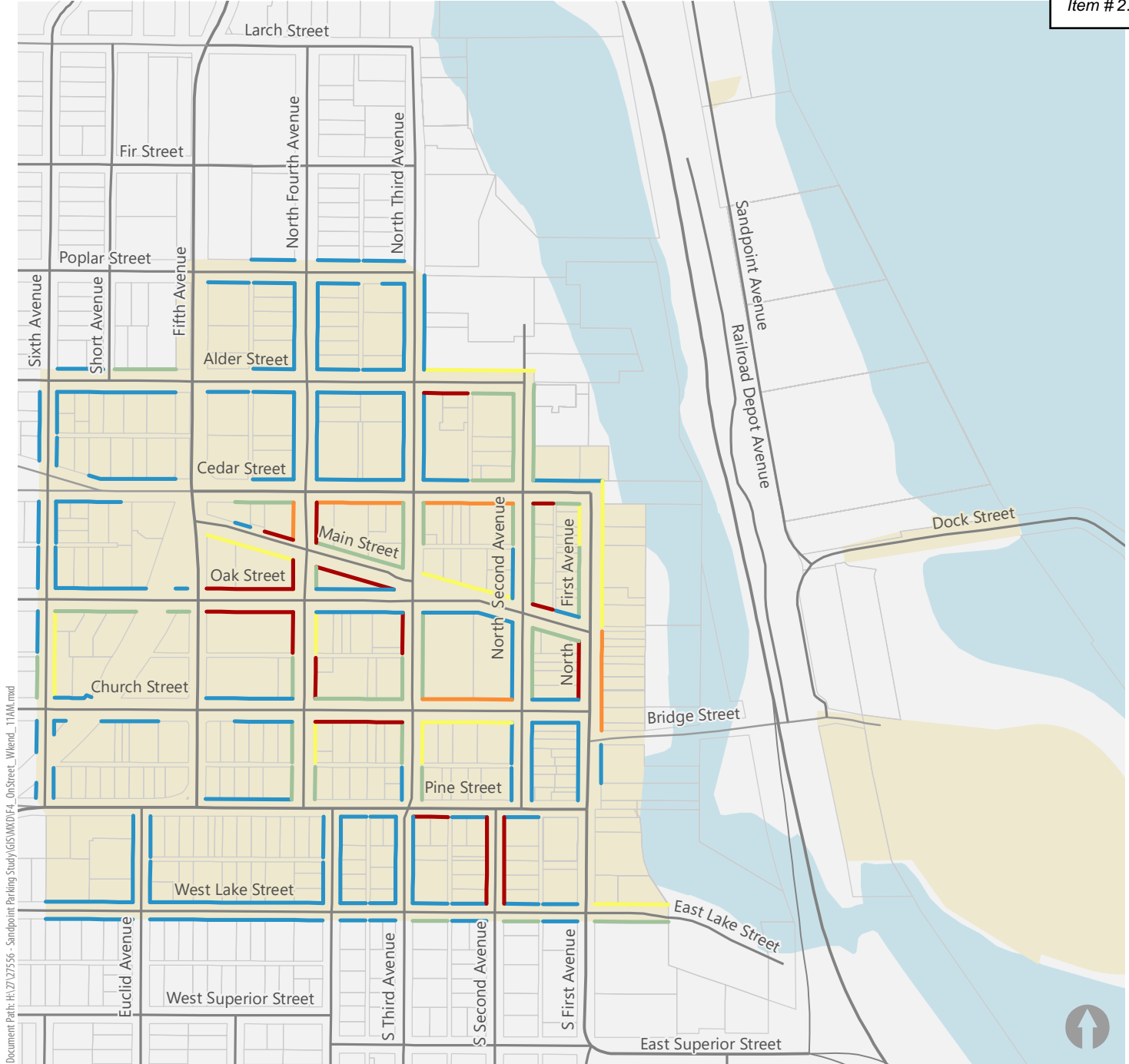
Percent Occupied

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



Figure 3

On-Street Peak Occupancy - Midweek (12:00 P



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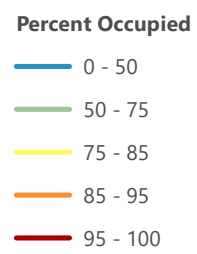


Figure 4

**On-Street Peak Occupancy -
Weekend (11:00 A**

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

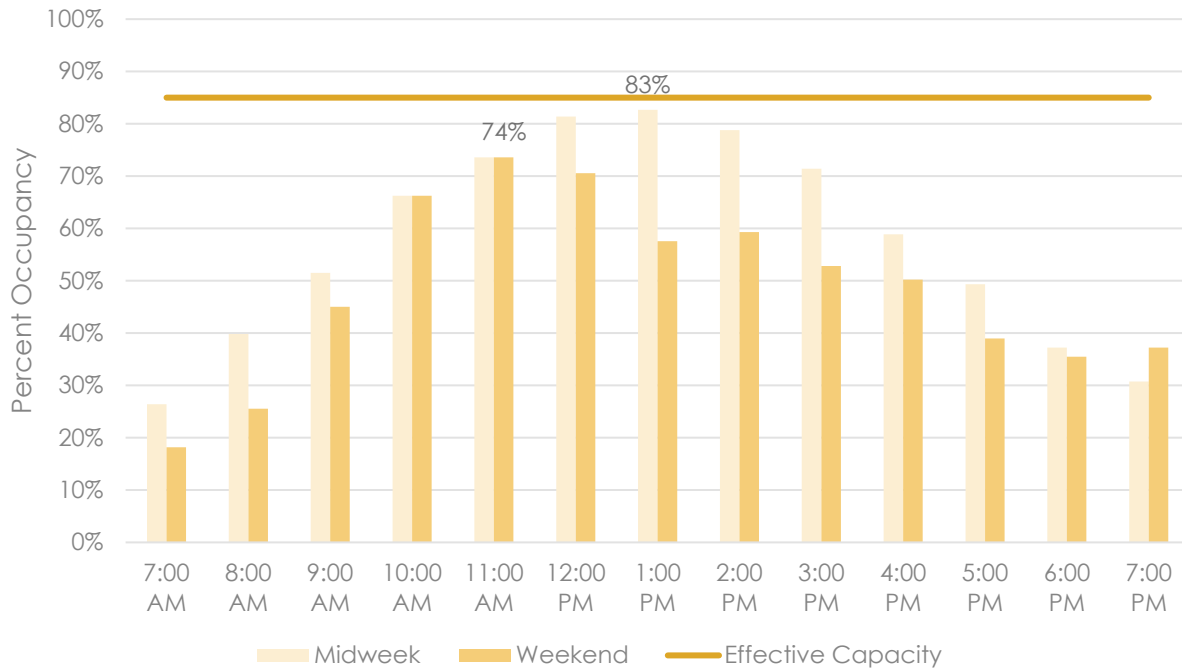
Off-Street Parking Demand

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.

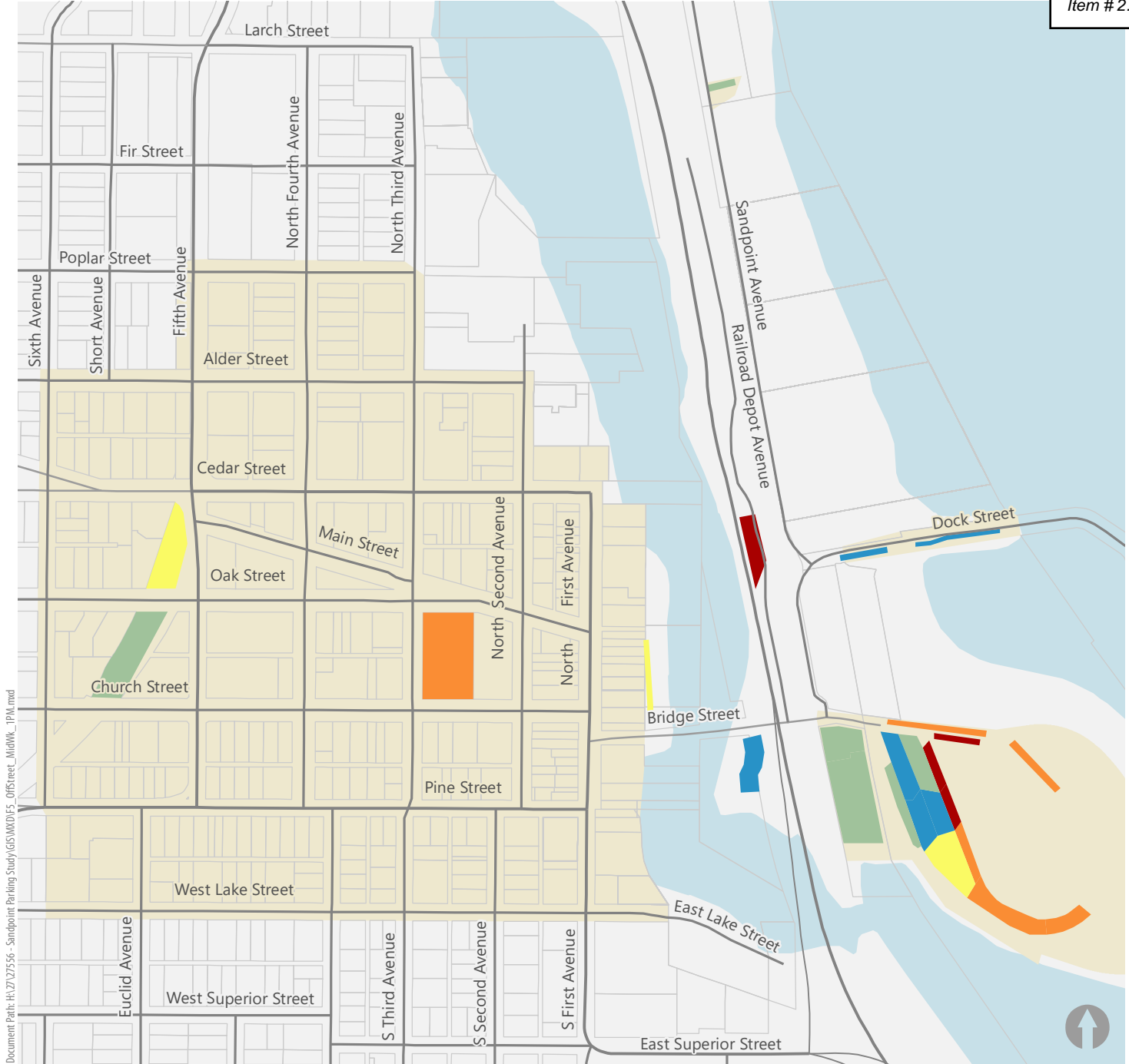
Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during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



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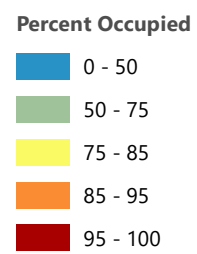
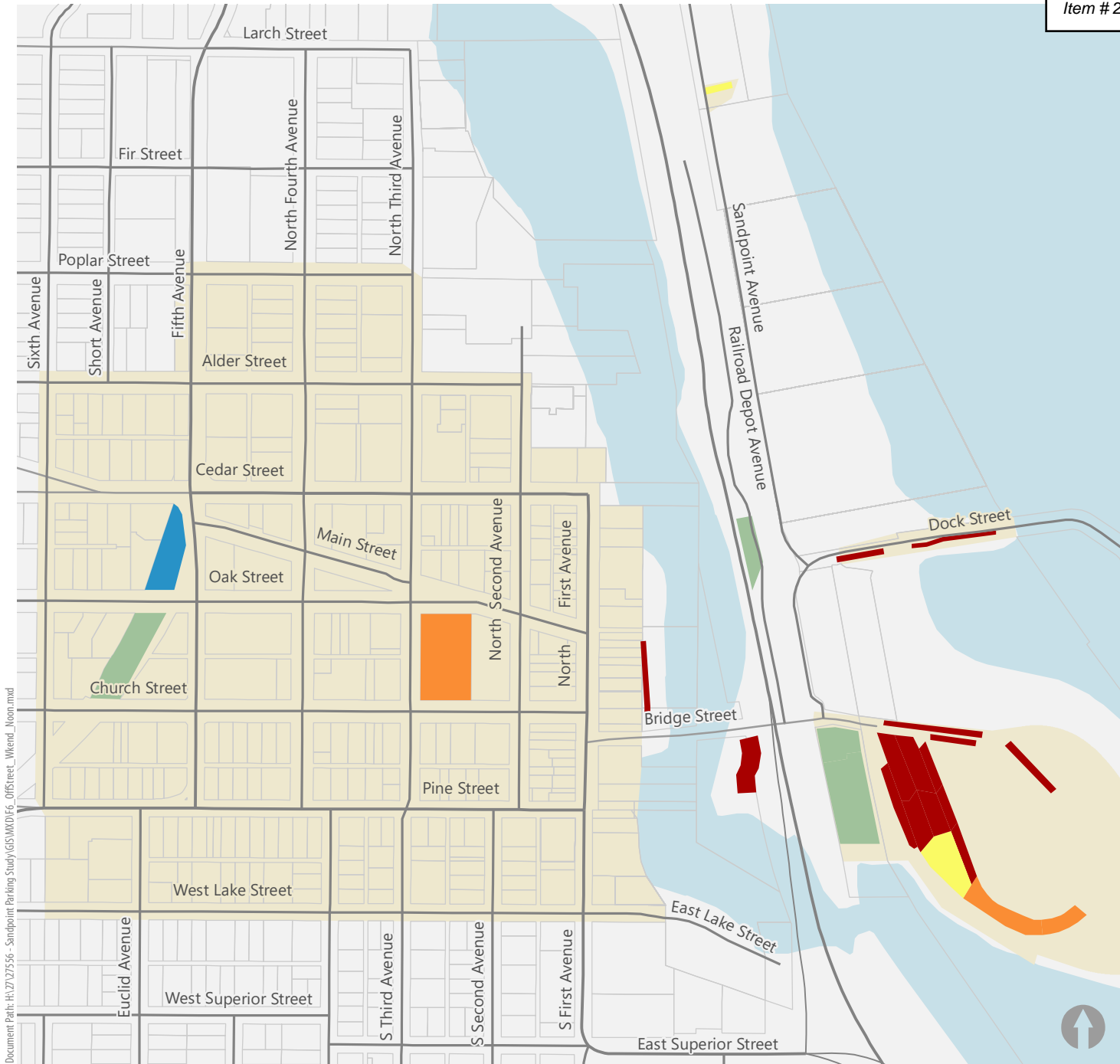


Figure 5

**Off-Street Peak Occupancy -
Midweek (1:00 P**



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Percent Occupied

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



Figure 6

Off-Street Peak Occupancy -
Weekend (12:00 P

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

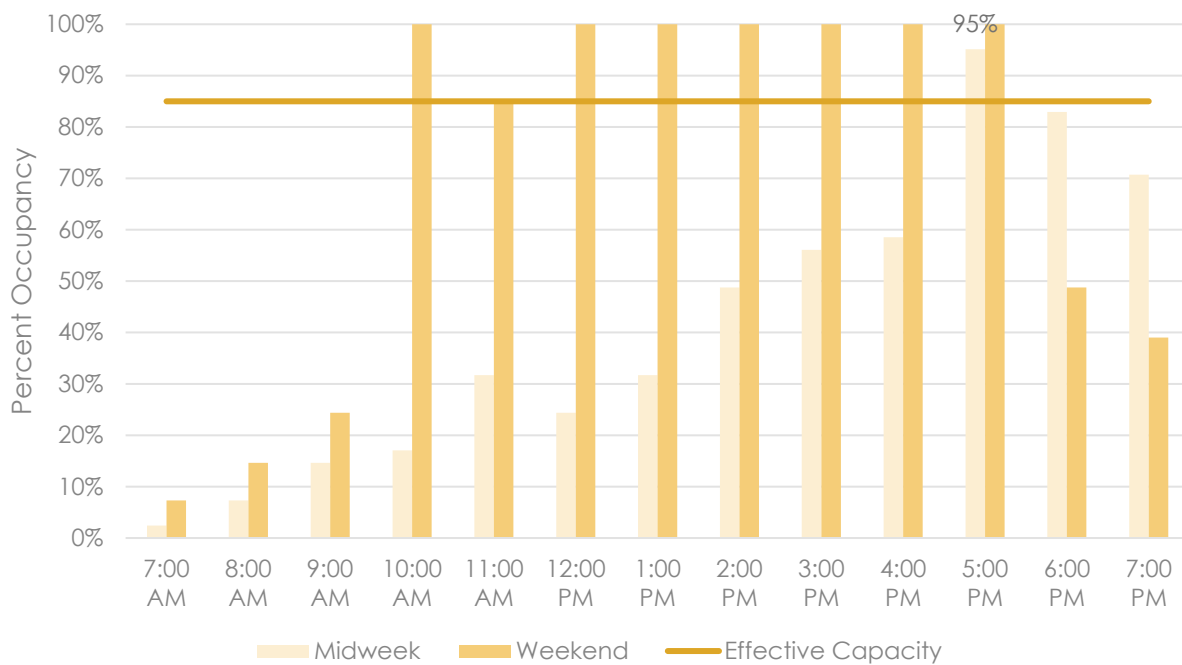
On-Street Parking Demand

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 than 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

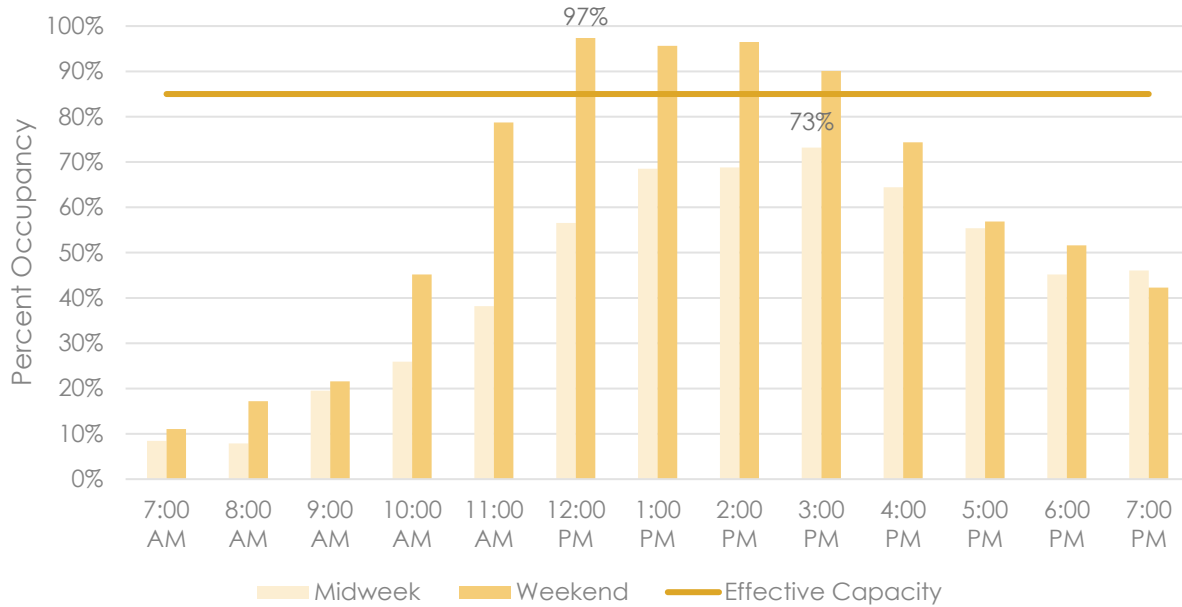
Off-Street Parking Demand

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 than 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

City of Sandpoint Paid Parking Policy and Fee Structure

Proposal for Mayor Grimm and Sandpoint City Council

Jason Welker, Planning & Community Development Director

Introduction

Sandpoint’s downtown paid off-street parking policy is intended to provide a funding mechanism to support the ongoing maintenance and development of public parking facilities in the Commercial A zoning district, including the downtown core, City Beach, and north to the Pend Oreille Bay Trail parking lot. The policy is based on the findings of Sandpoint’s 2022 Parking Demand Study, which included among its preliminary policies and strategies the proposal to “implement and manage a paid parking program” to “support a vibrant downtown core” and the 2024 Comprehensive Plan, which included among its goals and objectives:

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

A paid parking policy will generate between \$300,000 and \$350,000 annually to maintain, enhance, and eventually expand downtown parking, most of that revenue coming from visitors and tourists whose use currently dominates our off-street parking facilities during peak demand periods, yet who pay nothing towards those facilities’ maintenance or eventual replacement costs.

Implementing a paid parking system for off-street parking facilities aligns with and supports the City’s policy of exempting residential and non-residential development within the Commercial A district from off-street parking requirements. By monetizing parking, the City incentivizes efficient land use and encourages alternative modes of transportation, reducing the demand for expansive parking lots that consume valuable urban space. Unpriced parking, on the other hand, distorts urban development patterns, promotes car dependency, and increases housing and commercial costs.

City Parking: An Asset or Liability?

Cities often fall into the trap of viewing infrastructure like roads, parking lots, and utilities as assets simply because they provide a public service or attract users. Infrastructure is only an asset if the city can afford to maintain it over its lifecycle. When a city lacks the financial resources to properly maintain and eventually replace its infrastructure, that infrastructure becomes a **liability**—a cost that drains resources rather than generating value. Over time, neglected infrastructure deteriorates, leading to higher repair costs, safety risks, and diminished usability for residents and visitors.

Parking lots can seem like assets because they are highly visible and facilitate access to downtown businesses and recreational areas. Yet, without a dedicated funding mechanism, such as a paid parking program, the costs of maintaining these facilities inevitably fall on the city's general tax base, creating an unsustainable burden on local residents.

To transform liabilities into assets, cities must align their revenue structures with the long-term costs of their infrastructure. Paid parking systems provide a sustainable funding mechanism that ensures users contribute directly to the costs of maintaining and replacing the facilities they use. In the same manner that water and sewer services are paid for by those who use them, provision of off-street parking can be paid for by those who use it. This approach promotes fiscal health by aligning usage with responsibility, reducing dependence on already-stretched general funds, and preventing the kind of deferred maintenance that can lead to spiraling costs or eventual failure. By recognizing and addressing this dynamic, Sandpoint can move toward a more resilient and financially sustainable future, ensuring its infrastructure remains a benefit to the community rather than a hidden liability.

Purpose of Proposed Paid Parking Policy:

The purpose of implementing paid parking at Sandpoint's downtown and waterfront off-street parking facilities is to begin generating revenue to cover the actual costs of maintaining and eventually replacing the City's parking infrastructure. Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces falls on the City's **General Fund**, the **Parks Fund** (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to benefit from these facilities without contributing to their upkeep.

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

Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately **\$290,375, or \$575 per parking space**. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around \$400 per parking stall. The eventual 20-year replacement cost is estimated at **\$3,500 per stall (annualized to \$175 per year)** based on local construction costs from recent parking lot projects completed in Sandpoint including 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. Based on projections, implementing paid parking is expected to generate approximately **\$324,834 in annual revenue**, fully covering maintenance and replacement costs while providing additional funds to enhance the City's parking facilities and infrastructure, which

presently have not seen meaningful investment or basic maintenance in decades due to the lack of available funding mechanisms.

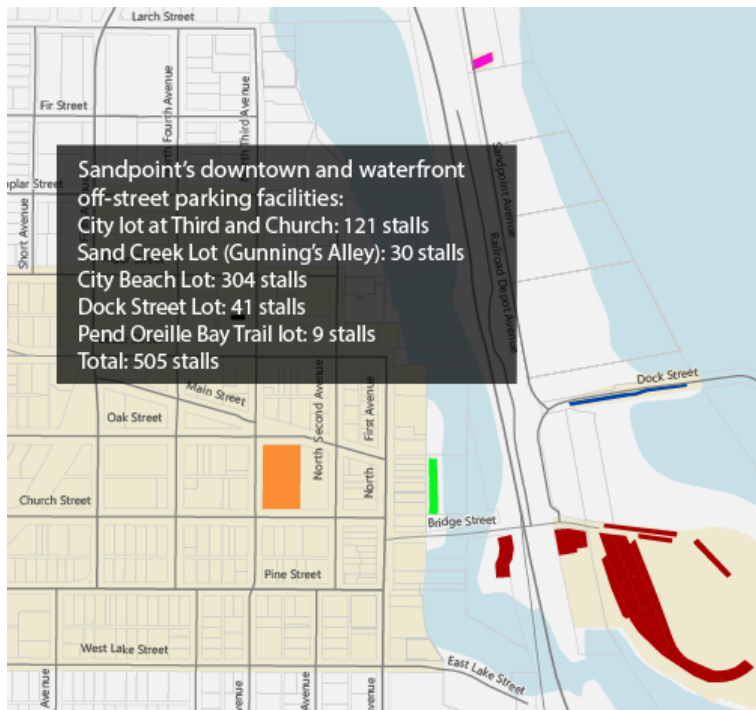
Applicability

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

1. **City Beach Lot**
2. **City Lot at Third and Church Streets**
3. **Sand Creek Lot**
4. **Pend Oreille Bay Trail Lot**
5. **Dock Street Lot (Windbag Marina)**

Dynamic pricing¹ will be implemented during weekends and peak periods (Memorial Day to Labor Day) for high-demand waterfront lots, including the **City Beach Lot**, **Sand Creek Lot**, and **Dock Street Lot**.

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



¹ Dynamic pricing: a flexible pricing strategy where the cost of parking adjusts in periodically based on demand, availability, or time of day.

Parking Fees

The proposed parking fee model is based on a base **hourly rate of \$2**, with dynamic pricing applying at the waterfront parking lots at City Beach, Sand Creek (Gunning's Alley) and Dock Street. **Dynamic pricing starting at \$3 per hour and increasing with demand** will apply on weekends during the peak summer months (Memorial Day to Labor Day).

Daily maximums of \$16 for the City Lot, City Beach Lot, Sand Creek Lot, and Pend Oreille Bay Trail Lot will apply, while the Dock Street Lot, due to its proximity to the proposed new hotel and limited availability of parking stalls, will have a **daily maximum of \$20**.

Parking Pass Options

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

Resident and non-resident passes

For City of Sandpoint residents and non-residents, the passes allow for up to two hours of free parking per visit, providing a cost-effective solution for short-term parking while still generating revenue for the City.

Downtown business passes

Downtown business passes, offered exclusively to businesses within the Commercial A zoning district, enable employees to park at all City-owned lots for a flat annual fee, supporting local economic activity and reducing administrative burden for daily parkers.

Marina slip occupant passes

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

Downtown Resident passes

The downtown resident pass is for individuals who live within the Commercial A zoning district to allow for use of City parking lots and on-street parking spaces that otherwise limit parking to a maximum of 2, 3, or 4 hours. This is a pass that is already included in Sandpoint's fee schedule, and with additional residential units currently in the development pipeline the demand for resident parking passes is anticipated to increase in the coming years.

Summary of Parking Pass Options

Pass Type	Cost	Eligibility	Benefits
Resident Annual Pass	\$10	City residents	2 hours free parking per visit at all lots for a single car

Pass Type	Cost	Eligibility	Benefits
Non-Resident Annual Pass	\$20	Non-City residents	2 hours free parking per visit at all lots for a single car
Downtown Business Pass	\$200	Commercial A district businesses	Unlimited parking at all lots for a single car
Marina Slip Occupant Pass	\$100	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Downtown resident parking pass	\$350	Residents of the Commercial A district	Unlimited on-street and off-street parking downtown

Compliance with LWCF Guidelines

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

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

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

Revenue Estimates:

To estimate revenue from the paid parking at Sandpoint's downtown and waterfront off-street parking facilities occupancy and turnover data from the 2022 Parking Study were applied and two scenarios were considered.

Scenario 1: No change in occupancy rates resulting from rollout of paid parking policy.

Turnover rates (number of vehicles using each parking stall each day) are assumed to be 3 vehicles per day during the peak season and 1 vehicle per day during the off-peak season at all lots. Occupancy rates observed in the 2022 parking study are **80% occupancy during peak season** for all lots except Pend Oreille Bay Trail and Dock Street, which vary based on demand. **During Off-Peak Season (October to April)** occupancy is estimated at:

- 50% at the City lot
- 5% at City Beach lot
- 60% at Sand Creek and Pend Oreille Bay Trail lots
- 10% at Dock Street lot

Using these rates as a baseline, the estimated total revenue from the paid parking program is **\$369,584.40**

Revenue by Parking Lot:

- City Lot (Third and Church): \$72,116.00
- City Beach Lot: \$184,771.20
- Sand Creek Lot: \$28,728.00
- Pend Oreille Bay Trail Lot: \$5,745.60
- Dock Street Lot: \$26,223.60

Revenue from Parking Passes:

- Resident Annual Passes: \$5,000.00 (500 passes at \$10 each)
- Non-Resident Annual Passes: \$10,000.00 (500 passes at \$20 each)
- Downtown Business Passes: \$20,000.00 (100 passes at \$200 each)
- Marina Passes (Dock Street and City Beach): \$17,000 (assuming 75% of slip renters buy a pass; 170 passes at \$100)

Scenario 2: Elasticity impact with reduced occupancy rates due to the rollout of paid parking

Demand for off-street parking is likely to fall once paid parking is implemented as users seek free alternatives to City lots such as street parking and the two ITD lots across Fifth Avenue. The “elasticity” of demand for parking is a value that tells us the percentage by which occupancy rates are likely to fall for each 1% increase in the price. Research suggests that the price elasticity of parking demand is between -0.1 and -0.5, meaning a 10% increase in price could lead to a 1% to 5% decrease in demand.

Based on these assumptions, the estimated occupancy rates following rollout of paid parking are summarized in the table below. The “Adjusted Peak” indicates the likely average occupancy rate after accounting for reduced demand following the rollout of paid parking.

Lot	Original Peak	Adjusted Peak	Original Off-Peak	Adjusted Off-Peak
City Lot (Third & Church)	80%	65% (-15%)	50%	45% (-5%)
City Beach Lot	80%	70% (-10%)	5%	4% (-1%)
Sand Creek Lot	80%	65% (-15%)	60%	50% (-10%)
Pend Oreille Bay Trail Lot	80%	65% (-15%)	60%	50% (-10%)
Dock Street Lot	80%	70% (-10%)	10%	8% (-2%)

Taking into consideration a likely reduction in demand for off-street parking following the implementation of a paid parking system, the revised estimated revenue from the paid parking system is **\$324,834.64**.

Revenue by Parking Lot:

- City Lot (Third and Church): \$60,838.80
- City Beach Lot: \$160,949.76
- Sand Creek Lot: \$23,580.00
- Pend Oreille Bay Trail Lot: \$4,716.00
- Dock Street Lot: \$22,750.08

Revenue from parking passes is assumed to be the same in both scenarios, at **\$52,000**.

Summary

Under the current free parking system, Sandpoint generates no revenue from its off-street parking facilities. This leaves the City with a significant funding gap, as the estimated annual cost of maintaining and eventually replacing the 505 parking spaces is approximately **\$290,375**. In the absence of paid parking, this financial burden falls entirely on the General Fund, the Parks Fund, and any grants that City staff can secure. This approach places a disproportionate strain on local taxpayers and parks users, while allowing non-resident users of Sandpoint's parking facilities to benefit without contributing to their upkeep.

Implementing a paid parking system addresses this deficiency by generating an estimated **\$324,734.64** annually. Of this, \$272,834 is expected to come from hourly and daily parking fees across the five City lots, and \$52,000 from annual parking pass sales (resident, non-resident, downtown business, and marina passes). This revenue not only fully covers the projected maintenance and replacement costs but also provides a surplus of approximately **\$34,359.64**. The surplus could be reinvested in further improving parking infrastructure or other related projects.

By charging users for parking, the financial burden shifts away from Sandpoint's general tax base, ensuring that those who utilize the parking facilities contribute directly to their upkeep. This is particularly impactful for non-resident users, who represent the majority of parking demand and were previously able to park for free without any contribution to the City's costs.

The paid parking system also establishes a sustainable funding mechanism that ensures the City's parking infrastructure is adequately maintained and replaced as needed, preserving its functionality for future generations. Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

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

Additional areas of the Comprehensive Plan that would be directly supported through implementation of this policy include:

1. Parks, Recreation, and Trails (Chapter 7)

A paid parking policy can help generate revenue to maintain and improve public spaces, including parks and recreational areas. By allocating parking revenue toward these amenities, the City can enhance the quality and accessibility of its recreational facilities, aligning with the Plan's goal of creating a robust parks and trails network that benefits residents and visitors alike.

2. Housing and Neighborhoods (Chapter 5)

Paid parking can reduce the pressure to dedicate excessive land to parking, freeing up space for residential and mixed-use development. This aligns with the Comprehensive Plan's goals of encouraging diverse housing options and creating livable neighborhoods. In particular, limiting free parking discourages car dependency, fostering more walkable, pedestrian-friendly neighborhoods.

3. Public Facilities, Services, and Utilities (Chapter 8)

The policy ensures sustainable funding for infrastructure improvements, supporting the maintenance of utilities and public services. Paid parking revenue can also contribute to better signage, lighting, and drainage in parking facilities, improving the overall quality of public infrastructure as outlined in this chapter.

4. Natural Resources and Hazards (Chapter 11)

By managing parking demand and encouraging alternative transportation options, a paid parking policy helps reduce environmental impacts such as air pollution and land use sprawl. These actions align with the Plan's goals of protecting natural resources and promoting sustainable development.

5. Implementation (Chapter 12)

The policy aligns with the Plan's call for actionable strategies to achieve the City's goals. By introducing a revenue-generating parking system, the City adopts a pragmatic approach to fund infrastructure and achieves long-term objectives without relying solely on external funding sources.

By supporting these additional areas, the paid parking policy demonstrates its broad utility in advancing Sandpoint's vision for a sustainable, livable, and economically vibrant community.

Sandpoint Public Parking Satisfaction Survey

1. How satisfied are you with the availability of public parking in downtown Sandpoint?
 - a) Very satisfied
 - b) Satisfied
 - c) Neutral
 - d) Dissatisfied
 - e) Very dissatisfied
2. How often do you face challenges finding parking downtown on weekends or during peak times?
 - a) Always
 - b) Often
 - c) Sometimes
 - d) Rarely
 - e) Never
3. How would you rate the physical condition (e.g., maintenance, cleanliness, accessibility) of public parking facilities in Sandpoint?
 - a) Excellent
 - b) Good
 - c) Fair
 - d) Poor
 - e) Very poor
4. Have you encountered issues such as potholes, inadequate lighting, or poorly marked spaces in Sandpoint's public parking facilities?
 - a) Frequently
 - b) Occasionally
 - c) Rarely
 - d) Never
5. How easy is it to find parking near key destinations, such as restaurants, shops, or recreational areas?
 - a) Very easy

- b) Easy
 - c) Neutral
 - d) Difficult
 - e) Very difficult
6. Are the time limits and regulations on on-street parking in downtown Sandpoint appropriate for your needs?
- a) Yes, they are appropriate
 - b) No, they are too restrictive
 - c) No, they are too lenient
 - d) Unsure
7. During peak demand times (e.g., summer weekends or events), how often do you spend more than 10 minutes searching for a parking spot in downtown Sandpoint or at City Beach?
- a) Always
 - b) Often
 - c) Sometimes
 - d) Rarely
 - e) Never
8. When you drive into downtown Sandpoint, how long do you typically park in a curbside space or in an off-street City parking lot?
- a) Less than 30 minutes
 - b) 30 minutes to 1 hour
 - c) 1 to 2 hours
 - d) 2 to 4 hours
 - e) More than 4 hours
9. How important is free parking to you compared to the convenience of finding a space when you need it?
- a) Free parking is much more important
 - b) Free parking is somewhat more important
 - c) Both are equally important
 - d) Convenience is somewhat more important
 - e) Convenience is much more important

10. How satisfied are you with the availability and condition of parking at City Beach?
- a) Very satisfied
 - b) Satisfied
 - c) Neutral
 - d) Dissatisfied
 - e) Very dissatisfied
11. Do you feel that Sandpoint's public parking facilities are welcoming and accessible to visitors?
- a) Yes, very welcoming and accessible
 - b) Somewhat welcoming and accessible
 - c) Neutral
 - d) Not very welcoming or accessible
 - e) Not welcoming or accessible at all
12. How would you rate the enforcement of parking regulations in downtown Sandpoint and City Beach?
- a) Too strict
 - b) About right
 - c) Too lenient
 - d) Unsure
13. What improvements, if any, would you like to see in Sandpoint's public parking facilities?
(Open-ended)
14. What do you feel is the most appropriate way for the City to fund improvements to downtown Sandpoint's public parking facilities?
- a) Use existing City funds, understanding this may divert money away from other infrastructure and public services
 - b) Introduce paid parking in certain areas to fund improvements
 - c) Increase property taxes to cover the costs
 - d) Seek state or federal grants
 - e) Other (please specify)
15. Do you feel it is fair that non-resident visitors can park for free in City-owned and maintained parking facilities, while Sandpoint residents fund their maintenance through local taxes?

- a) Yes, it is fair
 - b) Somewhat fair
 - c) Neutral
 - d) Somewhat unfair
 - e) No, it is unfair
16. Do you regularly use alternative transportation (e.g., walking, biking, transit) instead of parking downtown?
- a) Yes, often
 - b) Occasionally
 - c) Rarely
 - d) Never
17. How concerned are you about future challenges related to parking in Sandpoint as the city grows?
- a) Very concerned
 - b) Somewhat concerned
 - c) Neutral
 - d) Not very concerned
 - e) Not concerned at all
18. Has difficulty finding convenient parking in Sandpoint ever discouraged you from visiting downtown or City Beach?
- a) Yes, frequently
 - b) Yes, occasionally
 - c) No, it has not affected my visits