CITY COUNCIL MEETING AGENDA

August 06, 2025 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

1. Fire Department Promotion Badge Pinning

Public Comments

Consent Calendar - action item

2. Approval of July 30, 2025, Meeting Minutes - ***action item***
3. Payables Report / Bills for Payment Approval - ***action item***
4. Review and Accept Monthly Financial Report on Cash and Investment Transactions, June 2024 - ***action item***
5. FY2025 3rd Quarter Financial Report Review (for information only)
6. Mayor's Memo re: Board Appointments *(confirmation action items below)*
7. Confirmation of Appointment to Arts, Culture and Historic Preservation Commission: Darra Collison, 8/6/25-7/31/28 - ***action item***
8. Confirmation of Appointment to Pedestrian and Bicycle Advisory Committee: Sally Lankamer, 8/6/25-7/31/28 - ***action item***
9. Confirmation of Appointment to Sustainability Committee: Makayla Sundquist, 8/6/25-7/31/28 - ***action item***
10. Proposed Resolution: Acceptance of $950,000 RV Fund Grant for City Beach RV Campground Rebuild - ***action item***

Public Hearings

11. Public Hearing/Decision: Great Northern Commerce Subdivision Preliminary Plat (City File #PS250001) - ***action item***
12. Public Hearing/Decision: Recommendation to Bonner County for Elimination of Sandpoint's Area of Impact - ***action item***
13. Public Hearing/Decision: Proposed Amendments to Sandpoint City Code Title 9, Chapter 5, Off-Street Parking and Loading Facilities, and Title 9, Chapter 1, Definitions - ***action item***

Old/Unfinished Business

14. Budget: Council Review/Requests - ***action item***

    Link to Budget Book on ClearGov Financial Transparency site: https://city-sandpoint-id-cleardoc.cleargov.com/11437/356975/d (To navigate, go to www.sandpointidaho.gov > Departments > Finance > Financial Transparency.)

New Business

15. Presentation/Discussion: Potential Amendment to City Code 3-2-9, Open Container Law
16. Presentation/Discussion: Wastewater Treatment Plant Bond - Community Survey Results

Adjourn

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

CITY COUNCIL SPECIAL MEETING MINUTES

July 30, 2025 at 5:30 PM

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

Call to Order, Roll Call, and Pledge of Allegiance

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

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

Mayor Grimm led all present in the Pledge of Allegiance.

The Mayor announced that the meeting had originally been proposed for the purpose of holding a workshop for discussion and clarification on roles and responsibilities, which was on the agenda. He further explained that, during Council's July 9, 2025, meeting, Council postponed to this date a decision on tentative approval of the proposed Fiscal Year 2026 revenues and expenditures, intent to use forgone levying authority, and the scheduling of the annual budget public hearing; therefore, decisions surrounding approval of the preliminary budget were on the agenda as requested. Additionally, the annual review of City fees and scheduling of a public hearing to take testimony prior to Council's decision on the approval of proposed new fees and existing fees proposed to increase more than 5% had also been included on the agenda. He further noted that, after original posting, the agenda had been amended to add an executive session, explaining that, because this amendment had been made at least 48 hours prior to the meeting, the agenda was considered amended at the time of posting, and no additional action was necessary to proceed with the amended agenda.

Meeting Minutes Approval

1. The minutes from Council's July 16, 2025, meeting were approved as presented.

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

Workshop

2. Organization Overview / Roles and Responsibilities

   City attorneys Zachary Jones and Fonda Jovick gave a presentation with an overview of their legal analysis that had been included in the meeting packet and fielded questions from the Mayor and Councilors, who collectively discussed this topic. Information only; no Council action.

City Fees

3. Review Changes to City Fees, Schedule a Public Hearing to Consider Adoption of New Fees and Fees Proposed to Increase more than 5%, and Consider Approval of Decreased Fees and Fees Proposed to Increase 5% or Less

   Mayor Grimm introduced this item for Council review of proposed changes to City fees, explaining that, following review, Council would be asked to schedule a public hearing to consider adoption of new fees and fees proposed to increase more than 5%, as mandated by Idaho Code. He further reported that the fees set to decrease and those proposed to increase 5% or less were also highlighted in the fees chart, noting that these minor increases were based largely on the annual Consumer Price Index, or CPI, adjustment, which, at the end of 2024, was reflected as 2.9% by the U.S. Bureau of Labor Statistics, which is the federal agency that determines CPI.

The Mayor yielded the floor to Community Planning and Development Director Jason Welker, who provided a presentation and fielded questions regarding fee changes proposed by his department. Fire Chief Gavin Gilcrease, Mayor Grimm, and Mr. Jones also fielded questions and provided information.

Motion to schedule a public hearing for August 20, 2025, to take public testimony regarding proposed new fees and existing fees proposed to increase more than 5%.

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

Mayor Grimm recessed the meeting at 7:46 p.m. for a brief intermission, reconvening at 7:53 p.m.

Budget

4. Tentative Approval of Proposed FY2026 Revenues and Expenditures, Declaration of Intent to Use Forgone Levying Authority, and Scheduling of the Annual Budget Public Hearing

The Mayor introduced this item and yielded the floor to Finance Director Sarah Lynds, who provided a presentation that included information on citywide fund balances, the City's financial policies and guidelines, general fund revenues and expenditures, investment earnings, and beginning cash, as well as highlighting additional information that could be found in the FY2026 budget book on the City's ClearGov financial transparency site. Ms. Lynds, along with Mayor Grimm and Ms. Jovick, fielded questions from the Council members.

Motion to tentatively approve the proposed Fiscal Year 2026 revenues and expenditures, as presented, declare intent to use forgone levying authority, and schedule the budget public hearing for August 20, 2025.

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

City of Sandpoint Budget FY2026

Proposed Expenditures	
General Fund	
Administration	3,887,028
Public Safety	5,425,153
Streets	4,735,843
Planning	387,787
Culture & Recreation	1,017,576
Capital Projects	6,364,000
General Fund Totals	21,817,387
Special Revenue Funds	
Fiber Optic Network Fund	96,000
Capital Impact Fee Fund	1,650,000
Recreation Fund	441,550
Parks Capital Improvement Fund	1,837,787
Special Revenue Funds Total	4,025,337
Enterprise Funds	
Sanitation	655,000
Water	9,289,869
Wastewater	9,839,517
Enterprise Funds Total	19,784,386

Debt Service Fund	826,750
Agency Funds	
LID Funds (combined)	6,857
Agency Fund Totals	6,857
Intergovernmental Transfers	3,466,948
Total Expenditures - All Funds	49,927,665
Proposed Revenues	
Property Tax Levy	
General Fund	5,084,155
Forgone Levying Authority-Public Safety	54,783
Recreation Fund	242,231
Property Tax Levy Total	5,381,169
Revenue Sources Other than Property Tax	
General Fund	10,198,855
Grant Revenue	2,637,500
Fiber Optic Network Fund	46,000
Capital Improvement Fund (Impact Fees)	490,000
Recreation Fund	238,400
Parks Improvement Fund	782,787
Garbage Fund	845,000
Water Fund	5,180,000
Water Reserves	500,000
Wastewater Fund	6,275,000
Wastewater Reserves	300,000
Debt Service Fund	-
LID Guarantee Fund	-
LID Funds	1,370
Intergovernmental Transfers	3,466,948
Beginning Cash	13,584,636
Other Revenue Sources Total	44,546,496
Total Revenues - All Funds	49,927,665

Executive Session

5. Vote to Convene in Executive Session

   Motion to convene in executive session pursuant to Idaho Code §§ 74-206(1)(b) and (d) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

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

6. An executive session was held pursuant to Idaho Code §§ 74-206(1)(b) and (d), as noted above.

Reconvene and Adjourn

Following conclusion of the executive session, the meeting was reconvened and immediately adjourned at 9:41 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk

CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 07/10/2025 THROUGH 08/06/2025

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: 95 EXPRESS LLC				
1115	MNTHLY CAR WASH MEMB JULY'25 - POLICE&FIRE			$607.50
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	585.00	
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	22.50	
		Total For: 95 EXPRESS LLC		**$607.50**
Vendor: ACCURATE TESTING LABS LLC				
146594	WWTP: 2 MERCURY LOW LEVEL TESTS			$260.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	
146878	WTP: TOTAL METALS TESTING			$290.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	290.00	
146877	WTP: ENDOTHALL AND DIQUAT TESTING			$505.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	505.00	
147210	WWTP: ORGANIC CARBON TESTING			$90.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	90.00	
147186	WTP: BACTERIA TESTING - NORTH			$150.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	
147211	WWTP: MERCURY LOW LEVEL TSTING			$260.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	
147526	WTP: BACTERIA TESTING -SOUTH			$150.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	
		Total For: ACCURATE TESTING LABS LLC		**$1,705.00**
Vendor: ALPINE MOTORS COMPANY INC				
162538	SPD18- OIL & AIR FILTER CHANGE			$103.42
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	103.42	
162595	OIL CHANGE/SPD21- ZIEGLER			$49.69
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	49.69	
162213	OIL CHANGE/TIRE SENSOR /SPD19 - CHAMBERLAIN			$122.13
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	122.13	
162799	SPD 20 AC ISSUES			$305.98
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	305.98	
162469	P1532- CRO EXPLORER/BID FOR CRADLE REPAIR			$9

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	90.00	
		Total For: ALPINE MOTORS COMPANY INC		**$671.22**
Vendor: AMAZON.COM SALES, INC				
1DD7-MHWT-LD	OFFICE CHAIR - PLANNING DEPT			$239.95
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	239.95	
		Total For: AMAZON.COM SALES, INC		**$239.95**
Vendor: AMERICAN FIRST AID SERVICE				
CW-1488C	TAX CREDIT FOR FIRST AID CABINET RESTOCK			$(16.60)
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	(5.53)	
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	(5.53)	
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	(5.54)	
		Total For: AMERICAN FIRST AID SERVICE		**$(16.60)**
Vendor: ANATEK LABS INC				
2515192	WWTP: PCB CHEMICAL TESTING			$2,895.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	2,895.00	
		Total For: ANATEK LABS INC		**$2,895.00**
Vendor: ANTHONY MESSER				
03-02115.01	UB REFUND FOR ACCOUNT: 03-02115.01			$34.97
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	34.97	
		Total For: ANTHONY MESSER		**$34.97**
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC				
431137	16' ALUM GRADE ROD - ALL PARKS - TOOLS			$81.83
	PARK MAINTENANCE & CAPITAL	TOOLS	81.83	
434407	WD: WIRE WHEEL - ASPHALT CLEANUP			$65.22
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	65.22	
434777	ST: CONCRETE/ASPHALT SAW BLADE			$213.94
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	213.94	
		Total For: ARROW CONSTRUCTION HOLDINGS, LLC		**$360.99**
Vendor: ASAP SERVICES INC				
236189	SEMI ANNUAL CLEANING/WINDOW SERVICES - FY25			$5,042.50
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,600.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,926.12	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	516.38	
2256200	MNTHLY CUSTODIAL SERVICES - JUNE'25			$4,63[illegible]
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00	
		Total For: ASAP SERVICES INC		**$9,672.50**
Vendor: ASSOCIATION OF IDAHO CITIES				
13195	FY 2026 AIC MEMBERSHIP DUES			$4,354.40
	CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	4,354.40	
		Total For: ASSOCIATION OF IDAHO CITIES		**$4,354.40**
Vendor: AT&T MOBILITY II, LLC				
287339151180X	WIRELESS PHONE/DATA CHGS - PUBLIC WORKS JUNE'25			$911.01
	WATER TREATMENT	TELEPHONE - WIRELESS	116.29	
	STREET MAINTENANCE DIVISION	TELEPHONE - WIRELESS	100.52	
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	558.73	
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	85.28	
	ENGINEERING DIVISION	OFFICE SUPPLIES/EQUIPMENT	50.19	
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE JUNE'25			$718.70
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	371.33	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	90.42	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	180.84	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	76.11	
287339153398X	WIRELESS PHONE/DATA CHGS - PARKS JUNE'25			$270.99
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	150.78	
	COMMUNITY DEVELOPMENT ADMINISTRATION	TELEPHONE - WIRELESS	40.07	
	RECREATION	TELEPHONE - WIRELESS	40.07	
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	40.07	
287339152904X	WIRELESS PHONE/DATA CHGS - CITY HALL JUNE'25			$87.68
	FINANCE DEPARTMENT	TELEPHONE - WIRELESS	38.82	
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	48.86	
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE JUNE'25			$130.40
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	80.14	
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	50.26	
		Total For: AT&T MOBILITY II, LLC		**$2,118.78**
Vendor: AUTO HAUS INC				
11112	WD: V-BELT WATER TRUCK			$18.99
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	18.99	
11273	WD/SC: LOCATE TRUCK WIPER BLADES			$3

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	15.95	
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	15.95	
11376	ST: PLOW TRUCK BATTERY/DISCONNECT SWITCH			$106.95
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	106.95	
		Total For: AUTO HAUS INC		**$157.84**
Vendor: B&E ELECTRIC INC				
CS4341	SCADA SERVICES AT LSCWTP 5/27-6/13			$3,160.00
	WATER TREATMENT	TECH SERVICES - SOFTWARE/SYSTEM SUPPORT	3,160.00	
		Total For: B&E ELECTRIC INC		**$3,160.00**
Vendor: BEACON ATHLETICS				
0616517-IN	CUSTOM BASEBALL NETTING - TRAVERS			$453.23
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	184.00	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	269.23	
0616804-IN	BATTING CAGE FOR TRAVERS PARK			$5,840.00
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	950.00	
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	490.00	
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,400.00	
0616738-IN	BATTING CAGE FOR TRAVERS PARK			$13,999.00
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	12,599.00	
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,400.00	
		Total For: BEACON ATHLETICS		**$20,292.23**
Vendor: BENNETT LEEN				
REIMB 072125	WD: BOOT REIMB - B. LEEN 2025			$125.00
	WATER DISTRIBUTION	UNIFORM & CLOTHING	125.00	
		Total For: BENNETT LEEN		**$125.00**
Vendor: BIG NICK'S TREE MANAGEMENT LLC				
774	WTP: PREVENTATIVE MAINTNCE - TREE REMOVAL			$6,200.00
	WATER TREATMENT	TECH SERVICES - ARBORIST/URBAN FORESTER	6,200.00	
		Total For: BIG NICK'S TREE MANAGEMENT LLC		**$6,200.00**
Vendor: BILLING DOCUMENT SPECIALISTS				
101412	UTILITY BILLING JUNE REG & LATE NOTICES			$1,117.02
	UTILITY BILLING	TECH SERVICES - UTILITY BILLING	282.02	
	UTILITY BILLING	POSTAGE	835.00	
		Total For: BILLING DOCUMENT SPECIALISTS		**$1,117.02**
Vendor: BONNER COUNTY DAILY BEE				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
0000037776	BCB#7065 GN PRELIM PLAT PUB HEARING			$225.22
	PLANNING DIVISION	ADVERTISING	225.22	
0000037771	BCB#7063 AREA OF IMPACT PUB HEARING			$130.96
	PLANNING DIVISION	ADVERTISING	130.96	
0000037772	BCB#7064 REDEFINE ALLEYS & PARKING			$145.04
	PLANNING DIVISION	ADVERTISING	145.04	
0000038108	BCB#7083 DEVL IMPACT FEE STUDY ADOPTION			$128.16
	PLANNING DIVISION	ADVERTISING	128.16	
		Total For: BONNER COUNTY DAILY BEE		**$629.38**
Vendor: BONNER COUNTY PLANNING DEPARTMENT				
INV-00015226	BOCC HEARING NOTICE -MAILED & LEGAL 6/16/26			$686.69
	PLANNING DIVISION	POSTAGE	602.00	
	PLANNING DIVISION	ADVERTISING	84.69	
		Total For: BONNER COUNTY PLANNING DEPARTMENT		**$686.69**
Vendor: BONNER COUNTY PROSECUTING ATTY				
BCPA079	PROSECUTING ATTORNEY SVCS - JUNE'25			$7,083.33
	LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33	
		Total For: BONNER COUNTY PROSECUTING ATTY		**$7,083.33**
Vendor: BONNER COUNTY TREASURER				
DEL-CERT-2025	4 EA CERTIFICATION FEES TO CERTIFY ACCOUNTS TO 2025 TAX ROLL			$20.00
	FINANCE DEPARTMENT	MISCELLANEOUS	20.00	
		Total For: BONNER COUNTY TREASURER		**$20.00**
Vendor: BONNIE L GRIBBLE				
22-03550.01	UB REFUND FOR ACCOUNT: 22-03550.01			$203.21
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	203.21	
		Total For: BONNIE L GRIBBLE		**$203.21**
Vendor: BOUNDARY TRACTOR YAMAHA				
BTC-43205	PUSH MOWER - ROW MOWER			$439.99
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	439.99	
		Total For: BOUNDARY TRACTOR YAMAHA		**$439.99**
Vendor: BRETT & JOY BATCHECOR				
03-00500.01	UB REFUND FOR ACCOUNT: 03-00500.01			$88.24
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	88.24	
		Total For: BRETT & JOY BATCHECOR		**$88.24**
Vendor: BROWN'S NORTHSIDE				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
S167484-1	SHIPPNG CHARGE -TURBO CHARGER -LADDER TRUCK			$198.72
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	198.72	
S165559	1131 HOSE LOCK, LOCK FITTINGS, ENG OIL			$213.98
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	213.98	
S169059	ST: LOADER HOSES/HYDRAULIC FITTINGS			$842.13
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	842.13	
S169070	ST: REFUND ON INCORRECTLY CHARGED PART			$(174.13)
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(174.13)	
S169069	ST: SCREW CAPS FOR LOADER			$86.14
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	86.14	
		Total For: BROWN'S NORTHSIDE		**$1,166.84**
Vendor: CANON FINANCIAL SERVICES INC				
41482858	UPSTAIRS/DOWNSTAIRS COPIERS - JUNE'25 USE JUL'25 LEASE			$574.00
	CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00	
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	219.00	
		Total For: CANON FINANCIAL SERVICES INC		**$574.00**
Vendor: CC VENDOR - WELLS FARGO				
715161	ICMA MEMBERSHIP RENEWAL - 7/1/25-6/30/26			$200.00
	CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	200.00	
4053 -T0071	FAIRMONT HOTELS SCOTTSDALE - ASKOOG T0071			$767.10
	WATER TREATMENT	TRAINING AND TRAVEL	767.10	
E7400	IRWA FALL REG -DUCKEN, EDWARDS, BOWMAN, LOGAN T0073 T0074 T0075 T0076			$1,140.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	570.00	
	WATER DISTRIBUTION	TRAINING AND TRAVEL	570.00	
56728 - T0071	SPOKANE INTL AIRPORT PARKING -A.SKOOG T0071			$40.00
	WATER TREATMENT	TRAINING AND TRAVEL	40.00	
111-5494255-67	SC: TV VAN INTERIOR DOOR HANDLE			$36.88
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	36.88	
114-1730571-56	COPY PAPER, BLACK BINDER CLIPS			$47.51
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	47.51	
114-0751582-00	MINI USB 10FT CABLES - 2PK -X5			$39.95
	POLICE DEPARTMENT	COMPUTER SUPPLIES/EQUIPMENT	39.95	
114-5190053-41	OFFICE SUPPLIES - COPY PPR, WHITEBRD, CALENDAR, MONITOR STAND, NOTE			$201.69
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	75.01	
	FINANCE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	38.98	
	BUILDING DIVISION	OFFICE SUPPLIES/EQUIPMENT	26.99	
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	36.99	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	23.72	
S15466796	EXEMPT STICKER			$5.12
	POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	5.12	
25857	5) SECURITY RADIO EARPIECES -TAX INCLUDED			$688.95
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	688.95	
ID TRANSDEPT	VEHICLE TITLE TRANSFER			$5.12
	POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	5.12	
00314502365989	ST: TAX CREDIT FOR FLOOR JACK			$(7.56)
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(7.56)	
21882087892233	BAILEY RETIREMENT PLATES & FORKS			$11.08
	POLICE DEPARTMENT	SUSTENANCE/FOOD	11.08	
10-63607	CAKE FOR BAILEY RETIREMENT			$116.60
	POLICE DEPARTMENT	SUSTENANCE/FOOD	116.60	
8001-26790S3	ST: TAX REFUND - 4X6 FOR PINE & 5TH SIGN			$(7.44)
	STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	(7.44)	
3AC09081-5433-	TRANSFER DATA FROM GOOGLE VOICE TO NEW CELL - E. BUSH			$3.00
	PUBLIC WORKS ADMINISTRATION	OFFICE SUPPLIES/EQUIPMENT	3.00	
11-631324	MOP/BROOM/DUSTPAN - HAS TAX			$30.46
	FIRE DEPARTMENT - SANDPOINT	FACILITY SUPPLIES	30.46	
114-1089736-34	PENS, WB MARKERS, ERASER, PLATES, NAPKINS, CUTTLERY			$73.03
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	15.28	
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	45.80	
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	11.95	
35005000082407	WATER/SNACKS FOR 3DAY CPR TRAININGS			$49.68
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	49.68	
APIXUO	FLIGHT SEA TO BOI - T0078			$228.30
	COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	228.30	
18100298216660	3'X5' MAT, HINGE - MEMORIAL			$239.14
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	239.14	
25857-C	5) SECURITY RADIO EARPIECES -TAX REFUND			$(39.00)
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	(39.00)	
QXWJMR	FLIGHT BOI TO SPOKANE - T0078			$223.98
	COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	223.98	
12507101829B2	SHIP BOOTS BACK FOR RETURN			$19.67
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	19.67	
35005000092507	COFFEE BRK JUL'25 - BAGELS, CRM CHSE, FRUIT, OJ, YOGURTS			$80.45
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	80.45	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
03-87773	COFFEE BRK JUL'25 - DONUTS, YOGURT, FRUIT			$40.13
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	40.13	
1231-5620	NW COMMUNITY DEV CONFR - T0078			$618.25
	COMMUNITY DEVELOPMENT ADMINISTRATION	TRAINING AND TRAVEL	618.25	
18100277871485	8X8X16 CONCRETE WEIGHT BLOCK			$12.80
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	12.80	
1701786	GPS SERVICE JULY '25 - PATROL VEHICLES			$223.20
	POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20	
102034837	BLDG PLAN EXAMINER TEST- LESTER			$305.00
	PLANNING DIVISION	TRAINING AND TRAVEL	305.00	
111-2107916-05	CHEIF'S TRUCK BUMPER GRILLE ASSEMBLY			$107.99
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	107.99	
111-9264877-12	WD: RIPSAW NOZZLE HEADS			$730.99
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	730.99	
		Total For: CC VENDOR - WELLS FARGO		**$6,232.07**
Vendor: CENTURY WEST ENGINEERING CORP				
250279	DWNTWN PRKNG ELCTRCL ENG THRU 5/30/25			$800.90
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	800.90	
250278	WTP: STANDBY PWR UPGRADE DSGN THRU 5/30/25			$16,895.43
	WATER TREATMENT	OTHER PROF SERVICE - ENGINEERING/ARCHITE	12,605.62	
	WATER TREATMENT	OTHER PROF SERVICE - ENGINEERING/ARCHITE	4,289.81	
		Total For: CENTURY WEST ENGINEERING CORP		**$17,696.33**
Vendor: CHECKR INC				
CM939279	CREDIT FOR OVERCHARGE ON SERVICE FEES			$(40.50)
	GOVERNMENT BUILDING & GROUNDS DIVISION	BACKGROUND CHECK SERVICES	(40.50)	
1887055	BACKGROUND CHECK SVCS - 1-JER			$56.24
	JAMES E. RUSSELL SPORTS CENTER FACILITY	BACKGROUND CHECK SERVICES	56.24	
1919542	BACKGROUND CHECK SVCS - 1-PLANNING 2-PARKS&REC			$120.72
	PLANNING DIVISION	BACKGROUND CHECK SERVICES	60.74	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	BACKGROUND CHECK SERVICES	29.99	
	RECREATION	BACKGROUND CHECK SERVICES	29.99	
		Total For: CHECKR INC		**$136.46**
Vendor: CHRISTINE KUHLMAN				
0028	BUILDING OFFICIAL SERVICES FINAL INVOICE			$190.00
	BUILDING DIVISION	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	190.00	
		Total For: CHRISTINE KUHLMAN		**$1**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: COEUR D'ALENE TRACTOR CO				
CDA-1087607	PULLEY, WHEEL, IDLER- ZERO TURN MWR - ROW			$211.60
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	211.60	
		Total For: COEUR D'ALENE TRACTOR CO		**$211.60**
Vendor: COLEMAN OIL				
CP-0272336	JUNE FUEL CHARGES (PW + PARKS)			$6,527.71
	STREET MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	1,623.60	
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	1,415.25	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	475.10	
	PUBLIC WORKS ADMINISTRATION	FUEL - GASOLINE/DIESEL	82.28	
	WATER TREATMENT	FUEL - GASOLINE/DIESEL	506.17	
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	682.80	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	811.56	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	532.79	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	177.60	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	177.60	
	ENGINEERING DIVISION	FUEL - GASOLINE/DIESEL	42.96	
CP-0272364	JUNE FUEL CHARGES POLICE DEPT			$3,969.14
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	3,574.60	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	168.02	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	226.52	
		Total For: COLEMAN OIL		**$10,496.85**
Vendor: CONSOLIDATED SUPPLY CO.				
S012480084.001	WTP: HOT WATER CIRCULATOR			$426.62
	WATER TREATMENT	FACILITY SUPPLIES	426.62	
S012471212.001	2) PVC, 40) PVC PIPE BELL END - TRAVERS IRRIGATION			$217.58
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	217.58	
S012491501.002	SEATLESS TOILET COVER - BEACH RESTROOM			$202.05
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	202.05	
S012484096.001	IRRIGATION SUPPLIES - SPRTS CMPLX			$116.62
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	116.62	
S012472834.002	IRRIGATION SUPPLIES - ALL PARKS			$241.31
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	241.31	
S012472834.001	100) EAR CLAMP - ALL PARKS IRRIGATION			$30.10
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	30.10	
S012501909.001	ST: FITTINGS TO FIX DURAPATCHER			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	91.67	
S012453550.001	WD: EXTENSION BOXES AND LIDS			$6,293.80
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,135.00	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	5,158.80	
S012487233.001	IRRIGATION PARTS - ALL PARKS			$405.09
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	405.09	
S012495028.001	WD: PRESSURE GUAGE			$128.32
	WATER DISTRIBUTION	TOOLS	128.32	
S012504084.001	WD: GASKETS/NUTS/BOLTS			$32.77
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	32.77	
S012491501.003	6) TOILET SEATS - DTS RESTROOM			$202.05
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	202.05	
S012516908.001	WTP: CIRCULATOR PUMP UNIONS			$31.35
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	31.35	
S012506097.001	WD: 7 SISTERS HYDRANT REPAIR PARTS			$811.63
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	811.63	
S012515424.001	WD: 2 VALVE BOX RISERS			$98.38
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	98.38	
S012520684.001	WD: PVC COUPLING PART			$22.69
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	22.69	
		Total For: CONSOLIDATED SUPPLY CO.		**$9,352.03**
Vendor: CO-OP GAS & SUPPLY CO.				
43398	WEAD EATER HEAD- ALL PARKS			$22.99
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	22.99	
36164	WEED EATER BLADES			$23.98
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	23.98	
36594	SHOP: 5.3 GAL PROPANE			$14.58
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4.86	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	4.86	
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	4.86	
36611-1	WTP: PVC ELBOW & PLUG ADAPTERS			$5.38
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	5.38	
45364	ST: 40# PROPANE CYLINDERS & 18 GAL PROPANE			$350.58
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	350.58	
37822	ST: TORCH HEAD FOR DURAPATCHING			$59.99
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	59.99	
70468	SHOP: FORKLIFT PROPANE			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	6.60	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	6.60	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	6.60	
46053	WTP: DISTILLED H2O & BOLTS			$10.66
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	10.66	
39115	WD: TRASH BAGS - PONDER POINT CLEANUP			$13.99
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	13.99	
70734	SC: NUTS/COUPLING PART			$17.74
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	17.74	
		Total For: CO-OP GAS & SUPPLY CO.		**$539.69**
Vendor: CSG FORTE PAYMENT, INC				
0013866862	MONTHLY STATEMENT FEE			$5.00
	RECREATION	CREDIT CARD SERVICE	5.00	
		Total For: CSG FORTE PAYMENT, INC		**$5.00**
Vendor: CUES INC				
970048050	SC: TV CAMERA REPAIR - OFFSITE			$2,213.26
	WASTEWATER COLLECTIONS	SERVICES - EQUIPMENT - R&M	2,196.31	
	WASTEWATER COLLECTIONS	SERVICES - EQUIPMENT - R&M	16.95	
		Total For: CUES INC		**$2,213.26**
Vendor: CULLIGAN LLC				
202507695182	WWTP: MNTHLY H2O & COOLER RNTL -JUNE '25			$34.80
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	34.80	
		Total For: CULLIGAN LLC		**$34.80**
Vendor: DAVID GEORGE GONZALEZ				
A25-5110-6	ARTIST STIPEND - DOWNTOWN PUBLIC ART			$1,000.00
	COMMUNITY DEVELOPMENT ADMINISTRATION	TECH SERVICES - PARK/BEACH & REC AND ART	1,000.00	
		Total For: DAVID GEORGE GONZALEZ		**$1,000.00**
Vendor: DAVID GRAFE				
2507024	PD BADGE & KAMLOOPS PATCHES			$600.00
	POLICE DEPARTMENT	UNIFORM & CLOTHING	600.00	
		Total For: DAVID GRAFE		**$600.00**
Vendor: DELORIS DREISBACH ESTATE				
05-03090.00	UB REFUND FOR ACCOUNT: 05-03090.00			$157.00
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	157.00	
		Total For: DELORIS DREISBACH ESTATE		**$1**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: DENNIS W WEST				
08-04013.01	UB REFUND FOR ACCOUNT: 08-04013.01			$148.49
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	148.49	
		Total For: DENNIS W WEST		**$148.49**
Vendor: EDNETICS INC				
INV-136665	VOIP STD/ANALOG USER CHARGES MNTHLY JULY'25			$3,012.89
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - VOIP	3,012.89	
		Total For: EDNETICS INC		**$3,012.89**
Vendor: EPIC LAND SOLUTIONS INC				
0625-1416	ROW ACQ SVCS GN RD THRU 6/30			$256.33
	STREET CAPITAL & PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	198.55	
	WATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	28.24	
	WASTEWATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	29.54	
		Total For: EPIC LAND SOLUTIONS INC		**$256.33**
Vendor: ESRI				
900062077	ARCGIS RENEWAL - 08/02/2025-08/01/2026			$7,650.00
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - GIS & STR	1,750.00	
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - GIS & STR	5,900.00	
		Total For: ESRI		**$7,650.00**
Vendor: EUGENE JABLONSKY				
JULYCONTRAB	JULY CONTRA BAND PAYEE			$225.00
	RECREATION	TECH SERVICES - PARK/BEACH & REC AND ART	225.00	
		Total For: EUGENE JABLONSKY		**$225.00**
Vendor: FASTENAL COMPANY				
IDCOE2209961	SHOP: WASHRS/SCREWS/BREAK CLNR/LOCATE PAINT			$128.18
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	42.72	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	42.73	
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	42.73	
		Total For: FASTENAL COMPANY		**$128.18**
Vendor: FEATHERSTON ENTERPRISES				
04-02870.06	UB REFUND FOR ACCOUNT: 04-02870.06			$294.27
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	294.27	
		Total For: FEATHERSTON ENTERPRISES		**$294.27**
Vendor: FEHR & PEERS				
187292	TRAFFIC ANALYSIS SVCS 5/31/25 TO 6/27/25			$9[illegible]

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	ENGINEERING DIVISION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	900.00	
		Total For: FEHR & PEERS		**$900.00**
Vendor: FLINT TRADING INC				
291271	SR28 INFRARED HEATER FOR THERMOPLASTICS			$9,000.00
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	8,500.00	
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	500.00	
		Total For: FLINT TRADING INC		**$9,000.00**
Vendor: GALLS LLC				
031927276	UNIFORM PANTS			$76.36
	POLICE DEPARTMENT	UNIFORM & CLOTHING	76.36	
		Total For: GALLS LLC		**$76.36**
Vendor: GINNO CONSTRUCTION CO				
2414-11	TRAVERS PLAYGROUND SVCS JUNE '25			$2,850.00
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,850.00	
		Total For: GINNO CONSTRUCTION CO		**$2,850.00**
Vendor: GRAINGER INC				
9563631150	WTP: PVC FITTINGS AND BRASS ADAPTERS			$221.58
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	221.58	
9568961255	WTP: TWO 25 PACKS OF O-RINGS			$8.67
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	8.67	
9568786793	WTP: O-RINGS			$14.90
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	14.90	
		Total For: GRAINGER INC		**$245.15**
Vendor: GRANT SIMMONS				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$120.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	120.00	
		Total For: GRANT SIMMONS		**$120.00**
Vendor: GRIPTION TIRES INC				
72384	TIRE, LABOR, DISPOSAL - BAD BOY REAR RIGHT - ALL PARKS			$157.95
	PARK MAINTENANCE & CAPITAL	SERVICES - EQUIPMENT - R&M	157.95	
		Total For: GRIPTION TIRES INC		**$157.95**
Vendor: GUARDIAN ALLIANCE TECHNOLOGIES INC				
29404	EMPLOYMENT BACKGROUND CHECK SERVICES			$52.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	52.00	
		Total For: GUARDIAN ALLIANCE TECHNOLOGIES INC		**$**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: HACH COMPANY				
14568036	WTP: 6 GLASS SAMPLE CELLS			$89.19
	WATER TREATMENT	LABORATORY SUPPLIES	89.19	
14580460	WTP: LIQUI-NOX CLEANING DETERGENT			$91.99
	WATER TREATMENT	CLEANING SUPPLIES	91.99	
		Total For: HACH COMPANY		**$181.18**
Vendor: HMH ENGINEERING				
M24005-13	CEDAR ST RECON SVCS THRU 05/18/25			$340.20
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	282.37	
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	57.83	
M24005-12	CEDAR ST RECON SVCS THRU 4/20/25			$2,263.80
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,878.95	
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	384.85	
M24005-14	CEDAR ST RECON SVCS THRU 06/15/25			$85.40
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	70.88	
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	14.52	
		Total For: HMH ENGINEERING		**$2,689.40**
Vendor: IDAHO ASPHALT SUPPLY INC				
90007160	ST: TACK OIL FOR ASPHALT SEALING			$2,665.00
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	2,665.00	
		Total For: IDAHO ASPHALT SUPPLY INC		**$2,665.00**
Vendor: IDAHO STATE POLICE				
IN3328	ISP ILET ACCESS & USER FEES -ARP- JUN 25			$2,293.75
	INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	2,293.75	
IN3534	ISP ILET ACCESS & USER FEES -JULY- SEPT 25			$2,293.75
	INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	2,293.75	
		Total For: IDAHO STATE POLICE		**$4,587.50**
Vendor: IDAHO STATE TAX COMMISSION				
000002016-0717	SALES & USE TAX 04/01/25 THRU 06/30/25			$3,210.68
	UNCLASSIFIED	IDAHO SALES TAX	3,210.68	
		Total For: IDAHO STATE TAX COMMISSION		**$3,210.68**
Vendor: INSIGHT DISTRIBUTING INC				
0531066-IN	TP & PAPER TOWELS - GATEWAY/BYWAY			$333.72
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	333.72	
0531071-IN	RESTROOM SUPPLIES - JEFF JONES			$2

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	222.89	
0531070-IN	TP & PAPER TOWELS			$333.72
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	333.72	
		Total For: INSIGHT DISTRIBUTING INC		**$890.33**
Vendor: IVAN RIMAR				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$60.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	60.00	
		Total For: IVAN RIMAR		**$60.00**
Vendor: JACOB SONI TRUST				
04-01930.02	UB REFUND FOR ACCOUNT: 04-01930.02			$147.81
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	147.81	
		Total For: JACOB SONI TRUST		**$147.81**
Vendor: JACOBS ENGINEERING GROUP INC				
W3Y13702-12	PLANNER SERVICES 4/26/2025-6/27/2025			$588.00
	PLANNING DIVISION	TECH SERVICES - PLANNING	588.00	
		Total For: JACOBS ENGINEERING GROUP INC		**$588.00**
Vendor: JAMES A SEWELL & ASSOC LLC				
113266	RUTH&BOYER SWR MAIN RPLCMNT THRU 5/31/25			$5,221.65
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,221.65	
113461	RUTH&BOYER SWR MAIN RPLCMNT THRU 6/30/25			$2,677.70
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,677.70	
		Total For: JAMES A SEWELL & ASSOC LLC		**$7,899.35**
Vendor: JAMES OR VICTORIA SALMINEN				
04-03010.00	UB REFUND FOR ACCOUNT: 04-03010.00			$172.95
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	172.95	
		Total For: JAMES OR VICTORIA SALMINEN		**$172.95**
Vendor: JANINE SHEPARD				
07-00520.98	UB REFUND FOR ACCOUNT: 07-00520.98			$158.68
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	158.68	
		Total For: JANINE SHEPARD		**$158.68**
Vendor: JENNIFER BANCROFT				
08-04496.00	UB REFUND FOR ACCOUNT: 08-04496.00			$149.80
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	149.80	
		Total For: JENNIFER BANCROFT		**$149.80**
Vendor: KENT ANDERSON				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
07142025-07182	TENNIS CAMP SET UP/INSTRUCTION JUL 14-18, 2025			$2,121.70
	RECREATION	TECH SERVICES - PARK/BEACH & REC AND ART	2,121.70	
		Total For: KENT ANDERSON		**$2,121.70**
Vendor: KG & T SEPTIC INC				
52883	PORTABLE TOILET MONTHLY RENTAL 4/28-5/25 ****ATTACH AFTER CO			$2,744.25
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	2,744.25	
53692	KG&T SEPTIC SERVICES - FY 25 BEGINNING OCT 01			$1,450.00
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	900.00	
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	360.00	
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	190.00	
		Total For: KG & T SEPTIC INC		**$4,194.25**
Vendor: KUSTOM SIGNALS INC				
611804	PRO-LITE REPAIR (RADAR)			$121.00
	POLICE DEPARTMENT	SERVICES - EQUIPMENT - R&M	121.00	
		Total For: KUSTOM SIGNALS INC		**$121.00**
Vendor: LAKE CITY LAW GROUP PLLC				
41964	LEGAL SERVICES - FY25 - JUNE'25			$14,830.00
	LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	14,830.00	
		Total For: LAKE CITY LAW GROUP PLLC		**$14,830.00**
Vendor: LARSEN FIRE APPARATUS INC				
3292	ANNUAL PUMP SERVICE TESTING FIRE APPARATUS			$1,125.00
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	1,125.00	
		Total For: LARSEN FIRE APPARATUS INC		**$1,125.00**
Vendor: LES SCHWAB TIRE CENTER				
10800904438	ARM BUSHING & ASSEMBLY/ALIGNMENT			$912.25
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	912.25	
		Total For: LES SCHWAB TIRE CENTER		**$912.25**
Vendor: LINDSAY HOLLENBACK				
070725	ADDING VELCRO/PATCHES/ BADGE TABS ON UNIFORMS			$206.00
	POLICE DEPARTMENT	UNIFORM & CLOTHING	206.00	
		Total For: LINDSAY HOLLENBACK		**$206.00**
Vendor: LISA BECKSTED				
05-03100.08	UB REFUND FOR ACCOUNT: 05-03100.08			$120.26
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	120.26	
		Total For: LISA BECKSTED		**$1**

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: LOCALITY MEDIA, INC				
4528	MOBILE RESPONDER PLATFORM SOFTWARE INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	820.00	$820.00
		Total For: LOCALITY MEDIA, INC		**$820.00**
Vendor: LOIS MACLEOD				
03-01951.03	UB REFUND FOR ACCOUNT: 03-01951.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	25.76	$25.76
		Total For: LOIS MACLEOD		**$25.76**
Vendor: MAINTENANCE SOLUTIONS INC				
070329103	WWTP: 24 PACK WASP KILLER WASTEWATER TREATMENT	FACILITY SUPPLIES	625.32	$625.32
		Total For: MAINTENANCE SOLUTIONS INC		**$625.32**
Vendor: MICHAEL D. TERRELL				
6401	TRAVERS TENNIS COURT REHAB DSGN SVCS THRU JULY 15 PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	196.00	$196.00
		Total For: MICHAEL D. TERRELL		**$196.00**
Vendor: MORT CONSTRUCTION				
09-00811.01	UB REFUND FOR ACCOUNT: 09-00811.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	135.04	$135.04
		Total For: MORT CONSTRUCTION		**$135.04**
Vendor: MOSE CLEMENTS DUNKEL				
PDC063025	PER DIEM COMP 04/01/25-06/30/25 CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	150.00	$150.00
		Total For: MOSE CLEMENTS DUNKEL		**$150.00**
Vendor: NAPA AUTO PARTS				
230300	CYLINDER HEADS, VEHICLE CLEANING SUPPLIES FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	135.48	$135.48
237190	POWER MOWER, CORE DEPOSITS - ROW MOWING PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	44.23	$44.23
238549	BATTERY FOR OFF. LITTLE VEHICLE POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	129.14	$129.14
237870	BOAT BTTRY, FUEL LINE + FLTR - ROW MOWING PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	139.47	$139.47
239455	WWTP: BATTERIES - BACKUP DIESEL GENERATOR WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	408.30	$408.30
239706	WWTP: OIL - BACKUP DIESEL GENERATOR			$41.86

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	41.88	
238866	ST: TRAILER HITCH PIN			$36.04
	UNCLASSIFIED	SUSPENSE ACCOUNT	36.04	
239670	ST: CREDIT TRAILER HITCH PIN			$(36.04)
	UNCLASSIFIED	SUSPENSE ACCOUNT	(36.04)	
239314	WTP: MOTOR + OIL 2023 RAM			$30.27
	UNCLASSIFIED	SUSPENSE ACCOUNT	30.27	
240318	WTP: CREDIT MOTOR + OIL 2023 RAM			$(30.27)
	UNCLASSIFIED	SUSPENSE ACCOUNT	(30.27)	
240655	WIPERS FOR IRRIGATION TRUCK			$24.98
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	24.98	
		Total For: NAPA AUTO PARTS		**$923.48**
Vendor: NEWCO INC				
927584	WTP: NALCOLYTE 8105			$6,851.25
	WATER TREATMENT	CHEMICAL SUPPLIES	6,851.25	
		Total For: NEWCO INC		**$6,851.25**
Vendor: NORTH 40 OUTFITTERS				
049126/B	ST: 50LBS OIL DRY			$39.98
	STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	39.98	
049163/B	WTP: SPRINKLER HEAD & LED BULBS			$31.46
	WATER TREATMENT	FACILITY SUPPLIES	31.46	
049207/B	ST: TRAILER LIGHT ADAPTERS			$49.98
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	49.98	
049223/B	UNIFORM SHOES - BADEAUX & TOUSSAINT			$189.98
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	189.98	
049199/B	MOWER BATTRY - HAS TAX- ALL PARKS			$54.05
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	54.05	
049200/B	MOWER BATTERY - TAX RETURN			$(54.05)
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	(54.05)	
049201/B	MOWER BATTERY - ALL PARKS - NO TAX			$50.99
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	50.99	
049127/B	ROW TRIMMER + OIL			$247.93
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	247.93	
049266/B	ST: FLEX GRINDER & BULK FASTENERS			$280.45
	STREET MAINTENANCE DIVISION	TOOLS	280.45	
049195/B	WD: WET/DRY VAC			$1
	WATER DISTRIBUTION	TOOLS	199.99	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
049233/B	WWTP: 2) 32GAL GARBAGE CAN + LID			$93.97
	WASTEWATER TREATMENT	FACILITY SUPPLIES	93.97	
049228/B	WTP: BULK FASTENERS & DEGREASER			$16.74
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	16.74	
049306/B	WTP: WORK BENCH AREA -LIGHT BULBS			$28.99
	WATER TREATMENT	FACILITY SUPPLIES	28.99	
049352/B	ST: WASP TRAP			$5.00
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	5.00	
049303/B	ST: ARM PIN/BRUSHING - LOADER			$11.97
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	11.97	
049342/B	ENGRAVER/ HOSE REMOVER SET			$25.98
	PARK MAINTENANCE & CAPITAL	TOOLS	25.98	
		Total For: NORTH 40 OUTFITTERS		**$1,273.41**
Vendor: NORTH IDAHO LOCK & KEY				
62361	MDFY LOCK AT MEMORIAL TICKET OFFICE			$45.00
	PARK MAINTENANCE & CAPITAL	SERVICES - GROUNDS - R&M	45.00	
		Total For: NORTH IDAHO LOCK & KEY		**$45.00**
Vendor: NORTHERN STATES INC				
112246	WWTP: INSPECTION QUOTE FOR PEST CONTROL			$79.99
	WASTEWATER TREATMENT	SERVICES - GROUNDS - R&M	79.99	
		Total For: NORTHERN STATES INC		**$79.99**
Vendor: OLD DOMINION BRUSH CO INC				
9246931	ST: AIR BLAST PARTS - INSIDE SWEEPER			$1,315.66
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	1,315.66	
		Total For: OLD DOMINION BRUSH CO INC		**$1,315.66**
Vendor: OXARC INC				
0032369952	WTP: CHLORINE & CYLINDER RENTAL			$3,905.45
	WATER TREATMENT	CHEMICAL SUPPLIES	1,952.72	
	WATER TREATMENT	CHEMICAL SUPPLIES	1,952.73	
0062057321	WTP: CHLORINE CYLINDERS SAND CREEK			$144.81
	WATER TREATMENT	CHEMICAL SUPPLIES	144.81	
0032376735	WWTP: CHLORINE & SPECIALTY GASES -JULY '25			$3,067.35
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	3,067.35	
0062054683	WWTP: CHLORINE & GAS CYLINDERS			$162.30
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	162.30	
		Total For: OXARC INC		**$7,2**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: PAC WEST PARTS				
59750	CHAIN FOR CHAINSAW - ALL PAKRS			$44.10
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	44.10	
		Total For: PAC WEST PARTS		**$44.10**
Vendor: PAPE MACHINERY INC				
16240448	SHOP: MOWER SPRING REPLACEMENT			$8.27
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	2.75	
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	2.76	
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	2.76	
		Total For: PAPE MACHINERY INC		**$8.27**
Vendor: PASSPORT LABS INC				
INV-1053889	PARKING TICKET SOFTWARE SVCS JUN '25			$1,298.13
	POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,298.13	
		Total For: PASSPORT LABS INC		**$1,298.13**
Vendor: PASSWORD ANSWER SERVICE				
000037-074-261	AFTER HRS ANSWER SVCS JULY '25			$252.51
	PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	252.51	
		Total For: PASSWORD ANSWER SERVICE		**$252.51**
Vendor: PEAK SAND & GRAVEL INC				
106831	TOP SOIL FOR FILLING HOLES - SPRTS CMPLX			$87.19
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	87.19	
108324	TOP SOIL FOR SKATE PARK LANDSCAPING			$773.07
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	773.07	
108265	TOP SOIL FOR SKATE PARK LANDSCAPING			$134.66
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	134.66	
108463	TOP SOIL FOR SKATE PARK LANDSCAPING			$197.79
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	197.79	
108028	TOP SOIL FOR SKATE PARK LANDSCAPING			$72.60
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	72.60	
		Total For: PEAK SAND & GRAVEL INC		**$1,265.31**
Vendor: PELICANCORP ONE CALL INC				
INV-1241	UTILITY LOCATOR SERVICES MAY'25			$392.70
	WATER DISTRIBUTION	TELEPHONE - LANDLINE & OTHER	196.35	
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	196.35	
		Total For: PELICANCORP ONE CALL INC		**$3**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVI				
071125	POSTAGE METER CREDIT LINE PAYMENT			$502.25
	CENTRAL SERVICES DEPARTMENT	POSTAGE	502.25	
		Total For: PITNEY BOWES GLOBAL FINANCIAL SERVI		**$502.25**
Vendor: PONDERAY NURSERY AND GARDEN				
353	BARK FOR ROW DOWNTOWN			$584.80
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	584.80	
		Total For: PONDERAY NURSERY AND GARDEN		**$584.80**
Vendor: PREMIER ELECTRIC MOTORS				
12163	WTP: BALDOR MOTOR & GRUNDFOS PUMP REPAIR			$9,215.00
	WATER TREATMENT	SERVICES - EQUIPMENT - R&M	9,090.00	
	WATER TREATMENT	SERVICES - EQUIPMENT - R&M	125.00	
		Total For: PREMIER ELECTRIC MOTORS		**$9,215.00**
Vendor: REBECCA STRUNC				
08-04030.05	UB REFUND FOR ACCOUNT: 08-04030.05			$136.21
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	136.21	
		Total For: REBECCA STRUNC		**$136.21**
Vendor: RECTRAC LLC				
VS017266	PARKS & REC SOFTWARE TRAINING			$437.50
	RECREATION	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	35.83	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	140.48	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	53.33	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	15.97	
	CITY BEACH RV PARK	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	52.50	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	139.39	
VS017613	RECREATION & PARKS MGM SOFTWARE			$625.00
	RECREATION	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	51.19	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	200.69	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	76.19	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	22.81	
	CITY BEACH RV PARK	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	75.00	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	199.12	
VS017694	RECREATION & PARKS MGM SOFTWARE			$250.00
	RECREATION	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	20.46	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	80.28	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	30.48	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	9.12	
	CITY BEACH RV PARK	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	30.00	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	79.66	
		Total For: RECTRAC LLC		**$1,312.50**
Vendor: REHN & ASSOCIATES				
INV-00208396	COBRA NOTICE LETTER - R. BAILEY SR.			$25.00
	CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	25.00	
LIFEMAP REFU	3-2024 LIFEMAP REF PD TO SANDPOINT IN ERR-CLRD TO SUI			$24.60
	UNCLASSIFIED	STATE UNEMPLOYMENT INSURANCE	24.60	
		Total For: REHN & ASSOCIATES		**$49.60**
Vendor: Reid Weber				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$150.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	150.00	
		Total For: Reid Weber		**$150.00**
Vendor: RICHARD SCOTT TORPIE				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$150.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	150.00	
		Total For: RICHARD SCOTT TORPIE		**$150.00**
Vendor: ROD BERGET				
REIMB 071125	SC/WD: BOOT REIMB - ROD BERGET 2025			$125.00
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	62.50	
	WATER DISTRIBUTION	UNIFORM & CLOTHING	62.50	
072325 REIMB	REIMB PORK SHOULDER SUMMER BBQ 2025			$83.93
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	83.93	
REIMB 073025	REIMB BBQ MEAT COOKING SUPPLIES			$26.11
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	26.11	
		Total For: ROD BERGET		**$235.04**
Vendor: RWC GROUP				
XA106100296:01	WD: DUMP TRK DOOR ACTUATOR MOTOR			$52.08
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	52.08	
		Total For: RWC GROUP		**$52.08**
Vendor: SAND CREEK CUSTOM WEAR				
09876	POLICE LETTERING FOR SAFETY JACKET			$15.00
	POLICE DEPARTMENT	UNIFORM & CLOTHING	15.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
10708	CRO - HAT EMBROIDERY - OFFICER WRIGHT			$17.34
	POLICE DEPARTMENT	UNIFORM & CLOTHING	17.34	
		Total For: SAND CREEK CUSTOM WEAR		**$32.34**
Vendor: SANDPOINT BUILDING SUPPLY				
2503528	CNCRT PRE-MIX, CMNT - SKATE PARK DRINKING FOUNTAIN			$138.50
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	138.50	
2505574	10) TREATED 2X6 8' - BEACH MARINA			$135.29
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	135.29	
		Total For: SANDPOINT BUILDING SUPPLY		**$273.79**
Vendor: SANDPOINT MARINE & MOTORSPORTS				
100129	BRK PRSSR SWTCH FOR POLARIS RANGER - ALL PARKS			$104.99
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	104.99	
		Total For: SANDPOINT MARINE & MOTORSPORTS		**$104.99**
Vendor: SANDPOINT PROPERTY MANAGEMENT INC				
05-00030.01	UB REFUND FOR ACCOUNT: 05-00030.01			$56.59
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	56.59	
08-00860.04	UB REFUND FOR ACCOUNT: 08-00860.04			$445.76
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	445.76	
22-04340.02	UB REFUND FOR ACCOUNT: 22-04340.02			$125.35
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	125.35	
		Total For: SANDPOINT PROPERTY MANAGEMENT INC		**$627.70**
Vendor: SANDPOINT SUPER DRUG				
32071/1	SC: 90W DIMABLE LIGHT BULBS			$16.19
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	16.19	
		Total For: SANDPOINT SUPER DRUG		**$16.19**
Vendor: SANDPOINT URBAN RENEWAL AGENCY				
07032025	JUNE'25 TAX RECEIPTS COLLECTED - PERSONAL PROPERTY TAX SEMI-ANNUAL			$23,997.76
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	10,330.49	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	13,667.27	
07222025	JUNE'25 TAX RECEIPTS COLLECTED			$491,464.27
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	331,663.45	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	154,950.65	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	4,850.17	
		Total For: SANDPOINT URBAN RENEWAL AGENCY		**$515,462.03**
Vendor: SCOTTCO DISTRIBUTORS INC				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
0072019	DOCK EDGING & BUMPERS- CITY BEACH - MARINAS			$122.48
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	122.48	
		Total For: SCOTTCO DISTRIBUTORS INC		**$122.48**
Vendor: SELKIRK PRESS INC				
22430	10 CODE VIOLATION BOOKS			$252.94
	POLICE DEPARTMENT	PRINTING AND BINDING	252.94	
		Total For: SELKIRK PRESS INC		**$252.94**
Vendor: SHERWIN-WILLIAMS CO				
7778-5	ST: PAINT SPRAY GUN			$51.99
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	51.99	
		Total For: SHERWIN-WILLIAMS CO		**$51.99**
Vendor: SMS AUTOMOTIVE & MARINE INC				
3667	LAPTOP CHARGER CIG LIGHTER - LADDER TRUCK			$50.00
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	50.00	
		Total For: SMS AUTOMOTIVE & MARINE INC		**$50.00**
Vendor: SOUTH FORK HARDWARE (PARKS)				
408110	BEE SPRAY, PRTS FOR SPRYR, CHNNL LCKS - SPORTS CMPLX			$67.92
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	67.92	
407981	SCSSRS, WASP KLLR, BIT SET, TORX SCKT, PTCH FRK, NTS & BLTS - BEACH			$229.40
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	229.40	
407071	LIGHTERS - FOR HOT WATER HEATER			$8.99
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	8.99	
407471	SPRAYER HOSE & MEASURING CUP - TRAVERS			$9.97
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	9.97	
407613	LACQUER THINNER - ROW			$8.49
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	8.49	
407645	CHAIN, MEN'SRESTROOM SIGN - LAKEVIEW RESTROOMS			$37.90
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	37.90	
406829	PARTS FOR IRRIGATION - SPRTS CMPLX			$64.48
	PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	64.48	
408902	VANDALISM CLEAN UP SUPPLIES			$81.13
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	81.13	
409342	WIRE ROPE CLIP FOR SWIM LOGS - BEACH			$34.32
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	34.32	
408794	HTCH PIN, CBL TIE, DGTL MULTIMETER - MEMORIAL			$78.04
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	78.04	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
409118	PAINT & CONCRETE SPPLS - LAKEVIEW RESTROOMS			$50.24
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	50.24	
409282	WATER SPICKET HANDLE - JER			$3.29
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	3.29	
410114	CLEANING SUPPLIES JJ SQUARE			$34.97
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	34.97	
410052	PAINT FOR TARGETS, REPLACMNT LGHTNG - RANGE			$84.56
	RECREATION	OPERATIONAL SUPPLIES/EQUIPMENT	84.56	
		Total For: SOUTH FORK HARDWARE (PARKS)		**$793.70**
Vendor: SOUTH FORK HARDWARE (PUB WKS)				
408652	WTP: SCRUBBING SPONGE			$5.49
	WATER TREATMENT	CLEANING SUPPLIES	5.49	
		Total For: SOUTH FORK HARDWARE (PUB WKS)		**$5.49**
Vendor: SPOKANE TESTING SOLUTIONS				
19054	DOT TESTING JUNE'25 - 1-WTP, 1-WWTP			$145.00
	WATER TREATMENT	OTHER PROF SERVICE - MEDICAL	60.00	
	WASTEWATER TREATMENT	OTHER PROF SERVICE - MEDICAL	85.00	
		Total For: SPOKANE TESTING SOLUTIONS		**$145.00**
Vendor: STEEL LLC				
31728294	WTP: FIX COOLING ISSUE - ELECTRICAL ROOM			$470.00
	WATER TREATMENT	SERVICES - BUILDING - R&M	470.00	
		Total For: STEEL LLC		**$470.00**
Vendor: STEVE CHAMBERLAIN				
27969202573664	REIMBURSEMENT ON PERSONAL CARD - GATORADES			$21.56
	POLICE DEPARTMENT	SUSTENANCE/FOOD	21.56	
		Total For: STEVE CHAMBERLAIN		**$21.56**
Vendor: STONEWAY ELECTRIC SUPPLY				
S104693893.001	SC: SUPPLIES TO FIX COTTONWOOD LIFT STN			$127.39
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	127.39	
		Total For: STONEWAY ELECTRIC SUPPLY		**$127.39**
Vendor: SUN RENTAL CENTER INC				
298772	SBMRSBL ELCTRC PUMP - TRAVERS PUMP IRRIGATION REPAIR			$45.00
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	45.00	
298797	ROUGH CUT MWR - ROW MOWING			$110.00
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	110.00	
299044	ROUGH CUT MOWER RENTAL -ROW PATHS			$110.00

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	110.00	
		Total For: SUN RENTAL CENTER INC		**$265.00**
Vendor: SYMBOLARTS				
0535944	MEDALS/PINS/NECK RIBBONS			$1,402.85
	POLICE DEPARTMENT	UNIFORM & CLOTHING	1,402.85	
		Total For: SYMBOLARTS		**$1,402.85**
Vendor: THE RADAR SHOP				
26332	RADAR RECERTIFICATIONS			$1,585.00
	POLICE DEPARTMENT	SERVICES - EQUIPMENT - R&M	1,585.00	
		Total For: THE RADAR SHOP		**$1,585.00**
Vendor: THOMAS MILLER				
23-01390.06	UB REFUND FOR ACCOUNT: 23-01390.06			$122.96
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	122.96	
		Total For: THOMAS MILLER		**$122.96**
Vendor: USA BLUE BOOK				
INV00765339	WTP: WATER TREATMENT OPERATOR HANDBOOK			$139.92
	WATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	139.92	
INV00752343	WTP: COUPLING & ADAPTER VALVES/PARTS			$621.65
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	621.65	
INV00752276	WTP: PVC PIPE ADAPTERS - LAKE PLANT			$36.66
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	36.66	
INV00752385	WTP: SOCKET CAPS, UNIONS, ADAPTERS, COUPLINGS			$151.98
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	151.98	
INV00767347	WTP: OPERATOR GRADE 2 TEST PRACTICE BOOK			$109.00
	WATER TREATMENT	BOOKS AND PERIODICALS	109.00	
INV00757879	WWTP: LAB SUPPLIES - JULY '25			$576.07
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	576.07	
		Total For: USA BLUE BOOK		**$1,635.28**
Vendor: WASTE MANAGEMENT OF IDAHO INC				
JULY03INVOIC	RESIDENTIAL REFUSE & WASTE CHARGES JULY '25			$50,828.05
	SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	50,828.05	
0240007-1827-0	CITY PROPERTY REFUSE/WASTE CHARGES JUNE'25			$5,440.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	640.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	2,880.00	
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	160.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	40.00	
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	320.00	
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	320.00	
		Total For: WASTE MANAGEMENT OF IDAHO INC		**$56,268.05**
Vendor: WATERFRONT PROPERTY MANAGEMENT				
55886	FIRE BOAT FUEL - MAY '25			$200.68
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	200.68	
		Total For: WATERFRONT PROPERTY MANAGEMENT		**$200.68**
Vendor: WAYNE K BENNER				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$150.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	150.00	
		Total For: WAYNE K BENNER		**$150.00**
Vendor: WELCH COMER & ASSOCIATES INC				
44050020-007	BRIDGE ST SIDEWALK DSGN SVCS 5/18/25-6/21-25			$3,250.00
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	3,250.00	
		Total For: WELCH COMER & ASSOCIATES INC		**$3,250.00**
Vendor: WILLIAM CHRISTOPHER MITCHELL				
PDC063025	PER DIEM COMP 04/01/25-06/30/25			$150.00
	CENTRAL SERVICES DEPARTMENT	COMMISSION/COMMITTEE SUPPLIES	150.00	
		Total For: WILLIAM CHRISTOPHER MITCHELL		**$150.00**
Vendor: WILLIAMS HOMES				
09-00210.02	UB REFUND FOR ACCOUNT: 09-00210.02			$61.80
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	61.80	
		Total For: WILLIAMS HOMES		**$61.80**
Vendor: WILLIAMS SCOTSMAN INC				
9024187456	WWTP: MODULAR RENTAL 7/19/25-8/18/25			$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	22.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	5.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	70.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	103.13	
		Total For: WILLIAMS SCOTSMAN INC		**$1,2**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: WINK INC				
PAY APP 1	DOWNTOWN PARKING LOT PAVING PROJECT			$492,364.76
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	422,922.70	
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	69,442.06	
			Total For: WINK INC	**$492,364.76**
Vendor: ZIPLY FIBER				
1464 - 062225	1464 - PHONE CHGS - CITY HALL 6/22/25-7/21/25			$(321.52)
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	(321.52)	
0918 - 062225	0918 - PHONE CHGS - FISHBACK 6/22/25-7/21/25			$(48.73)
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	(48.73)	
5035 - 061325	5035 - PHONE CHGS - 6/13/25-7/12/25			$(29.67)
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	(29.67)	
6708 - 062225	6708 - PHONE CHGS - CITY HALL 6/22/25-7/21/25			$100.15
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	100.15	
6269 - 062225	6269 - PHONE CHGS - 911 TRANSFER 6/22/25-7/21/25			$13.80
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80	
3469 - 062525	3469 - PHONE CHGS - TURTLE ROCK 6/25/25-7/24/25			$61.36
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	61.36	
*0989 - 062525	0989 - PHONE CHGS 6/25/25-7/24/25			$(55.09)
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	(55.09)	
4008 - 062225	4008 - PHONE CHGS - CITY HALL 6/22/25-7/21/25			$264.55
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	264.55	
			Total For: ZIPLY FIBER	**$(15.15)**

City of Sandpoint Payroll Breakdown for JULY 2025
Employee Benefit Compensation Export
From 07/01/2025-07/31/2025

Payables Total: $1,298,179.90
Payroll Total: $797,652.61

Grand Total: $2,095,832.51

WAGES Total Employer Amount	MEDICAL Total Employer Amount	DENTAL Total Employer Amount	SUPPLEMENTAL Total Employer Amount	TAXES Total Employer Amount	RETIREMENT Total Employer Amount	Employer Total
569,312.58	101,535.48	4,230.00	12,977.60	37,282.93	72,314.02	797,652.61

Councilor Signature: _____ Date: _____

Councilor Name: DEB RUEHLE

City of Sandpoint

Financial Report on Cash and Investment Transactions

June 30, 2025

FUND	BALANCE 5/31/25	DEBIT	CREDIT	BALANCE 6/30/25
General Fund Undesignated	9,418,634	2,174,924	2,107,039	9,486,519
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	1,850,900	64,430	280,032	1,635,298
Special Revenue:				
Fiber	133,618	799	-	134,417
Impact Fees	1,945,270	80,305	26,196	1,999,379
Recreation	465,294	46,332	23,857	487,769
Park Capital Improvement	1,410,573	352,705	398,123	1,365,155
Enterprise:				
Sanitation	491,716	62,359	71,833	482,242
Water	7,093,106	413,947	269,516	7,237,537
Water - Reserve Capital	9,147,415	96,470	14,606	9,229,278
Water - Reserve Watershed Protection	727,259	2,664	13,638	716,285
Water - Restricted	109,488	375	-	109,862
Wastewater	7,451,057	1,049,640	540,684	7,960,012
Wastewater - Reserve I&I Collection	1,926,596	7,193	-	1,933,789
Wastewater - Reserve Capital	11,104,092	83,011	440,995	10,746,108
Water and Wastewater Debt Service	1,005,032	3,752	-	1,008,785
Fiduciary:				
LID Guarantee	39,145	146	-	39,291
LID Combined	213,202	1,065	-	214,267
Payroll Benefit Clearing	511,700	450,015	433,898	527,817
GRAND TOTAL	64,146,657	4,890,133	4,620,418	64,416,372

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
June 30, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	1,489,722
Idaho State Investment Pool	
State Investment Pool Account	62,925,950
Cash on Hand	
Petty Cash	700
Total	64,416,372

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 28, 2025

MEETING DATE: August 6, 2025

TO: Mayor & City Council

FROM: Sarah Lynds, Finance Director/Treasurer

SUBJECT: FY 2025 3rd Quarter Financial Report Review (for information only)

DESCRIPTION/BACKGROUND:

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

The quarterly report is required to show specific information.

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

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

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

3.) A percentage comparison to the original appropriation.

REPORT REVIEW:

To highlight a few areas of the quarterly report - the fiscal year is 75% complete as of June 30, 2025. The construction season is just starting to get underway with the exception of a few isolated projects and so the funds/budgets associated with these expenditures are showing low budget to actuals. This is expected and normal at this time of the year.

EXPENSES:

The General Fund is 38.37% expended as a whole, but a closer look at separate categories reflects 63.14% in personnel services, 27.41% in maintenance & operations and 5.86% in capital outlay.

Garbage, Water and Wastewater funds are at 74%/35.3%/33% budget to actual for total expenditures. Water and Wastewater salaries and benefits are 50.6% and 59.4% budget to actual. Water and Wastewater capital outlay expenditures are at 8.7% and 24% with the majority of expenditures expected to come in the 4th quarter of the fiscal year.

All of these percentages are in line with prior year trends of budget to actual expenditures besides General Fund M&O. This budget to actual is much lower compared to the prior year due to the Great Northern Project. This project has a General Fund M&O budget of $4.26M. Approximately $11K of project expenditures has been spent so and this is causing the GF M&O budget to actual to be low compared to the prior year. See the Capital Improvement Financial Report for more details and links to this project.

REVENUES:

The construction season normally begins towards the end of the 3rd quarter of the fiscal year with the majority of the projects occurring in the 4th quarter. Capital outlay budget to actual expended percentages reflect a low completion status at the end of the 3rd quarter. Several of the FY25 capital projects are being funded with beginning cash balances, this is reflective in the revenue account called 'Other Financing Sources' in the applicable funds.

Revenues for the General Fund are 41.3% budget to actual. Revenues include $1,916,681 of beginning cash and $1,000,000 grant revenue place holder, after removing this from the calculation the General Fund revenue budget to actual is 47.7%. The Cities' largest single source of General Fund revenue, property taxes, is at 65.3% received. Property taxes are received monthly paid with the largest remittance in January (2nd Quarter) and the second largest in July (4th quarter).

State and Local Government Shared Revenues (54.7% and 67.3%) are received quarterly (January, April, July and the final quarter in October).

Water and Wastewater fund revenue overall is 36.9%/44.4% budget to actual. Water includes $4,836,251 of beginning cash, after removing this from the calculation the budget to actual is 70%. Wastewater includes $6,894,000 of beginning cash, after removing this from the calculation the budget to actual revenues is 98.3%.

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

CAPITAL:

The FY25 Capital Improvement Plan has budgeted $23,261,500 for 31 projects. At the end of the 3rd quarter these projects had expended $5,982,531 which is 25.72% of the budget.

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

- The Bridge Street Rehabilitation & Reconstruction project was completed on time & within budget.
- The Ontario Street/Highway 2 (US-2) project has been rolled to the FY26 budget.
- The Road Reconstruction & Seal Coating Projects started in fall of FY25 with a mill and overlay pavement maintenance on Fourth Ave. More maintenance is anticipated during the 4th quarter.
- The Short Term East-West Connection, otherwise known as the Pine St and Fifth Avenue Signal Project, began in late summer of FY24 and continued through fall of FY25. The project was completed on time & within budget.
- The Sidewalk and Bike Path Project efforts have not begun. Construction is anticipated to occur during the 4th quarter FY25.

- The Cedar Street Reconstruction project is currently in design. Construction is anticipated to start towards the end of FY25 and continue into FY26.
- The Great Northern Road Corridor Improvements project completed 60% design.

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

- The James E. Russell Sports Center project has been completed.
- The Travers Park Inclusive Playground & Splash Pad project has also been completed.
- The Memorial Grandstand HVAC replacement project is currently in the engineering phase of the project with the 3 units projected to be replaced in FY 2026. This budget has been carried forward to next fiscal year.
- The Park Master Plan Identified Projects includes a picnic shelter, a skate park shade shelter and completion of batting cages at Travers Park and is scheduled to be completed during the 4th quarter of fiscal year 2025.

STAFF RECOMMENDATION and ACTION:

Acknowledgement and acceptance of these reports (for information only)

ATTACHMENTS:

FY25 3rd Quarterly Financial Report

FY25 3rd Capital Improvement Plan Financial Report

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

City of Sandpoint

Quarterly Financial Report

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

Financial Report by Fund - Budget to Actual

	FUND	Original Budget	June 2025 YTD	Percent of Year 75% - Budget to Actual
01	**General Fund Revenues**	21,748,215	8,976,732	41.28%
	General Fund Expenditures	21,748,215	8,344,940	38.37%
	Salaries & Benefits	8,687,318	5,484,807	63.14%
	Operations	9,714,804	2,662,835	27.41%
	Capital Outlay	3,344,300	195,955	5.86%
	Transfers	1,793	1,343	74.90%
04	**Fiber Optic Network Fund Revenues**	96,000	37,214	38.76%
	Fiber Fund Expenditures	96,000	17,118	17.83%
	Operations	96,000	17,118	17.83%
05	**Capital Projects Fund Revenues**	1,455,500	428,664	29.45%
	Capital Projects Fund Expenditures	1,455,500	537,355	36.92%
	Operations	912,626	342,242	37.50%
	Capital Outlay	542,874	195,112	35.94%
06	**Recreation Fund Revenues**	647,777	275,433	42.52%
	Recreation Fund Expenditures	647,777	298,239	46.04%
	Salaries & Benefits	524,250	223,264	42.59%
	Operations	123,527	74,976	60.70%
08	**Parks Improvement Fund Revenues**	2,109,822	450,368	21.35%
	Parks Fund Expenditures	2,109,822	2,382,383	112.92%
	Salaries & Benefits	28,960	1,764	6.09%
	Operations	145,862	110,066	75.46%
	Capital Outlay	1,935,000	2,270,553	117.34%
25	**Sanitation Collection Fund Revenues**	820,346	617,838	75.31%
	Sanitation Fund Expenditures	820,346	607,329	74.03%
	Operations	645,000	482,782	74.85%
	Transfers	175,346	124,548	71.03%
30	**Water Fund Revenues**	10,228,036	3,771,977	36.88%
	Water Fund Expenditures	10,228,036	3,611,663	35.31%
	Salaries & Benefits	1,460,547	738,491	50.56%
	Operations	1,667,736	762,771	45.74%
	Capital Outlay	5,157,000	446,649	8.66%
	Transfers	1,942,753	1,663,752	85.64%
31	**Wastewater Fund Revenues**	12,559,750	5,570,183	44.35%
	Wastewater Fund Expenditures	12,559,750	4,150,391	33.05%
	Salaries & Benefits	1,085,211	644,309	59.37%
	Operations	2,389,925	699,633	29.27%
	Capital Outlay	7,862,000	1,889,489	24.03%
	Transfers	1,222,614	916,959	75.00%
33	**Debt Service Fund Revenues**	826,751	857,302	103.70%
	Debt Service Fund Expenditures	826,751	826,750	100.00%
61	**LID Guarantee Revenues**	-	1,211	

	LID Guarantee Fund Expenditures	-	-	
65	**LID Funds Revenues**	6,857	6,741	98.31%
	LID Funds Expenditures	6,857	-	0.00%
	Total City Revenues	**50,499,054**	**20,993,663**	**41.57%**
	Total City Expenditures	**50,499,054**	**20,776,169**	**41.14%**

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

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

	Original Budget	June 2025 YTD	Percent of Year 75% - Budget to Actual
General Fund			
Revenues	21,748,215	8,976,732	41.28%
Total General Fund Expenditures	21,748,215	8,344,940	38.37%
Salaries & Benefits	8,687,318	5,484,807	63.14%
Operations	9,714,804	2,662,835	27.41%
Capital Outlay	3,344,300	195,955	5.86%
Transfers	1,793	1,343	74.90%
Special Revenue Funds			
Revenues	4,309,099	1,191,679	27.65%
Total Special Revenue Expenditures	4,309,099	3,235,095	75.08%
Salaries & Benefits	553,210	225,027	40.68%
Operations	1,278,015	544,402	42.60%
Capital Outlay	2,477,874	2,465,666	99.51%
Transfers	-	-	
Enterprise Funds			
Revenues	24,434,883	10,817,300	44.27%
Total Enterprise Fund Expenditures	24,434,883	9,196,133	37.64%
Salaries & Benefits	2,545,758	1,382,800	54.32%
Operations	5,529,412	2,771,936	50.13%
Capital Outlay	13,019,000	2,336,138	17.94%
Transfers	3,340,713	2,705,259	80.98%
LID Debt Service Funds			
Revenues	6,857	7,952	115.98%
Total LID Debt Service Fund Expenditures	6,857	-	0.00%
Total City Revenues	**50,499,054**	**20,993,663**	**41.57%**
Total City Expenditures	**50,499,054**	**20,776,169**	**41.14%**

City of Sandpoint

Quarterly Capital Improvement Financial Report

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

Capital Improvement Financial Report by Project - Budget to Actual

Capital Project	Original Budget	June 2025 YTD	Percent of Year 75% - Budget to Actual
Streets & Sidewalk Projects			
Bridge Street Rehabilitation & Reconstruction	720,000	537,150	74.60%
Downtown Revitalization Phase III	775,000	4,055	0.52%
Ontario Street/Highway 2 (US-2)	600,000	-	0.00%
Road Reconstruction & Seal Coating Projects	400,000	75,864	18.97%
Short Term East-West Connection	200,000	292,815	146.41%
Sidewalk and Bike Path Projects	355,000	1,451	0.41%
Total Streets Capital & Projects	**3,050,000**	**911,335**	**29.88%**
Engineering Projects			
Cedar Street Reconstruction	1,900,000	78,425	4.13%
Great Northern Road Corridor Improvements	4,900,000	19,344	0.39%
Total Engineering Projects	**6,800,000**	**97,769**	**1.44%**
Water Projects			
Little Sandcreek Water Treatment Plan Pumps	150,000	-	0.00%
Little Sandcreek Watershed Management Plan, Timber Management Plan & Urban Forest Master Plan Projects	250,000	27,133	10.85%
Lower Diversion Upgrades	350,000	-	0.00%
Sandcreek Water Treatment Plant Repair	420,000	110	0.03%
VAC Truck and 6 YD Dump Truck	850,000	-	0.00%
Water Meter Replacement Program	300,000	-	0.00%
Water Treatment Generators	500,000	255,857	51.17%
Watermain Projects	720,000	98,096	13.62%
Woodland Booster Pump Station Replacement	200,000	10,872	5.44%
Total Water Projects	**3,740,000**	**392,067**	**10.48%**
Wastewater Projects			
I &I Reduction - Lateral and Manhole Rehab/ Replacement	365,000	550	0.15%
Wastewater Lift Station Improvements	2,600,000	1,148,689	44.18%
Wastewater Main Line Replacement	700,000	22,391	3.20%
Wastewater SCADA	684,000	388,941	56.86%
Wastewater Treatment Facility Phased Reconstruction	2,600,000	385,854	14.84%
Total Wastewater Projects	**6,949,000**	**1,946,425**	**28.01%**
General Government Projects			
Downtown Parking Lot Improvements	**150,000**	**22,778**	**15.19%**
Police Projects			
Police Vehicles & Communication	**120,000**	**102,723**	**85.60%**
Parks and Recreation Projects			
James E Russell Sports Center at Travers Park	800,000	1,566,101	195.76%
Memorial Grandstand HVAC	84,000	-	0.00%
Parks Land Purchase	300,000	-	0.00%
Parks Master Plan Identified Projects - Grant Match	600,000	-	0.00%
Travers Park Inclusive Playground and Splash Pad	568,500	943,333	165.93%
Total Park and Recreation Projects	**2,352,500**	**2,509,434**	**106.67%**
Fire Projects			
SCBA Air Compressor	**100,000**	**-**	**0.00%**
Total Capital Improvement Plan Expenditures	**23,261,500**	**5,982,531**	**25.72%**

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

MEMO

TO: Sandpoint City Council

FROM: Mayor Jeremy Grimm

DATE: August 6, 2025

SUBJECT: City Commission, Advisory Committee and Board Appointment(s)

In the packet for the August 6, 2025, meeting, you will find applications from Darra Collison, whom I have appointed to the Arts, Culture and Historic Preservation Commission, Sally Lankamer, appointed to the Pedestrian and Bicycle Advisory Committee, and Makayla Sundquist, appointed to the Sustainability Committee. All have been appointed for a three-year term through July 31, 2028.

I have met with these appointees and feel truly fortunate that they answered our call for new board members and are willing to step forward and donate their time and effort to the City in this capacity. I encourage you to reach out to me with any questions and would appreciate your support with confirmation of these appointments.

Citizen Advisory Board Application - Arts, Culture and Historic Preservation Commission

Complete and submit this application to be considered for a seat on the Sandpoint Arts, Culture and Historic Preservation Commission.

Thank you for your interest in serving on the Sandpoint Arts, Culture and Historic Preservation Commission, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on this Commission, please visit Chapter 10 of Title 2, Sandpoint City Code here: https://library.municode.com/id/sandpoint/codes/code_of_ordinances?nodeId=TIT2BOCO_CH10ARCUHIPRCO.

Applicant Information

First Name: * Darra

Last Name: * Collison

Phone Number: *

Ex. 208-555-5555. Please include area code.

Email Address: * @gmail.com

Home Address: *

Street Address

Address Line 2

City: Sandpoint

State / Province / Region: ID

Postal / Zip Code: 83864

Country: United States

Mailing Address: *

Street Address

Address Line 2

City: Sandpoint

State / Province / Region: ID

Postal / Zip Code: 83864

Country: United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Collison Resume (2) (1).pdf 103.65KB ✕

Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

As a native of Sandpoint, I care deeply about sustaining a vibrant arts culture in our community. I also hold a deep appreciation for the rich history of the people who founded Sandpoint and want to preserve it for future generations. Sandpoint is the most special place I've ever lived, and I want to be a part of retaining the unique qualities that make Sandpoint, Sandpoint. I feel my position as a staff member at the Festival at Sandpoint aligns with the mission of the Arts and Historic Preservation committee and could open up opportunities for collaboration between the committee and the organization.

Comments *2000 characters left*

Appointed Not Appointed

DARRA COLLISON

ADMINISTRATIVE PROFESSIONAL

CONTACT

@gmail.com

Sandpoint ID 83864

SKILLS

Dynamic Communicator

Google Suite Expert

Calendar Management Expert

EDUCATION

Masters in Organizational Leadership

Gonzaga University

2023-2025

Completed the change management concentration with a strong focus on empowering people, leading change and designing creative solutions.

Bachelors of Professional, Public & Organizational Communication

California State East Bay

2011-2014

Expert in creating, analyzing, editing, and responding to written, spoken, and visual messages in multiple formats and contexts. An inclusive, ethical, and effective leader and participant in local communities.

LANGUAGES

English

PROFILE

Communication leader with a broad understanding of administrative procedures, including marketing, advertising, and business development. Possesses outstanding interpersonal, written, and oral communication skills while maintaining high motivation and attention to detail. Excellent project and time management with advanced MS Office Suite, Quickbooks Accounting Software, and Google Suite knowledge to round out high-level administrative experience.

WORK EXPERIENCE

Development & Community Engagement Coordinator

The Festival at Sandpoint 2025

Serve as a point of connection between the Festival at Sandpoint and the members of the greater Sandpoint community. Attend and participate in local and regional community-focused events to fulfill the organization's mission of being a catalyst for arts, culture, and education. Collaborate with local non-profit groups to serve a greater population of Sandpoint's citizens with exposure to the arts by providing concert tickets and education programs. Sustain deep engagement in Sandpoint's arts organizations.

Vice President

Leadership Sandpoint - Class of 2023 2021-2023

Coordinated efforts of class to host annual *Cinco de Mayo* fundraiser for **Leadership Sandpoint**. Coordinated donation of event space with local restaurant, acquired beverage donations and organized community donations to fundraiser. Point of contact for auction items donation, auction item winners and ensured all auction winners paid for donation and retrieved items.

Marketing/Office Manager

Wildflower Spa at Seasons 2020-2023

- Administered PoS system for business
- Front Desk hiring and training; Front Desk coverage
- New hire interviews and orientations; Employee scheduling
- Coordinated weekly updates between owner, staff and guests
- Coordinated retail sales between vendor and consumer; increased retail sales
- Managed all marketing needs; Print, Radio, Social Media, Website

DARRA COLLISON

ADMINISTRATIVE PROFESSIONAL

CONTACT

@gmail.com

Sandpoint ID 83864

EXPERTISE

- Dynamic Communications professional with a broad level of understanding of administrative procedures including marketing, advertising and business development
- Outstanding interpersonal written and oral communication skills, highly motivated and attentive to detail; excellent project & time management and strong client service skills
- Energetic and outgoing individual with ability to work independently and equally as part of a team
- Advanced knowledge of MS Office Suite, Google Suite, Quickbooks Accounting Software, Adobe Creative Suite

---

REFERENCES

Stephanie Rief

.com

Michele Moss

@icloud.com

WORK EXPERIENCE

Office Administrator

Mary Ruths Gift Market 2017-2020

- Coordinated details associated with regional craft shows: timely filing of show applications, paying fees, booking travel
- Bookkeeping: including A/P, A/R, monthly taxes
- Created an invoicing system for artist payment
- Developed and maintained extensive database of past, present and potential artists
- Developed extensive database to monitor and organize store inventory
- Created and distributed monthly communication to artists

Litigation Docketing Coordinator

Weil Gotshal & Manges 2007-2015

- Managed the use of legal docketing software in the Silicon Valley, Houston, Washington D.C., and Miami offices and assisted users with deadline calculation.
- Troubleshoot software issues for various offices and coordinate with vendors to resolve
- Customize attorney calendars for respective case teams to streamline time management.

Senior Docket Clerk 2011-2014

- Oversaw docket clerk and paralegals in East Coast offices regarding rule questions and date calculations
- Manage and administer CompuLaw docketing database firm-wide for patent and intellectual property matters.

Docket Clerk 2007-2011

- Successfully administered the implementation of CompuLaw docketing software for domestic offices while traveling extensively throughout various U.S. locations of the firm to conduct training sessions for attorneys, paralegals and legal secretaries on the proper utilization of software
- Upload, update and track internal case deadlines for legal matters, including third party deadlines and court appointed dates
- Create and distribute daily, weekly and monthly calendar reports for attorney case teams

Citizen Advisory Board Application - Pedestrian and Bicycle Advisory Committee

Complete and submit this application to be considered for a seat on the Sandpoint Pedestrian and Bicycle Advisory Committee.

Thank you for your interest in serving on the Sandpoint Pedestrian and Bicycle Advisory Committee, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on the Ped-Bike Committee, please visit Chapter 6 of Title 2, Sandpoint City Code.

Applicant Information

First Name: * Sally

Last Name: * Lankamer

Phone Number: *

Ex. 208-555-5555. Please include area code.

Email Address: * @gmail.com

Home Address: *

Street Address

Address Line 2

City: Sandpoint

State / Province / Region: ID

Postal / Zip Code: 83864

Country: United States

Mailing Address: *

Street Address

Address Line 2

City: Sandpoint

State / Province / Region: ID

Postal / Zip Code: 83864-1102

Country: United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Lankamer_S_resume_2024-09.pdf 205.95KB

Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

My husband, kids, and I bicycle and walk throughout Sandpoint. Our next-door neighbor is disabled and is not capable of driving, but he rides his tricycle all over town also. All of this gives me a vested interest in maintaining and improving this feature of our beautiful town. Sandpoint should be accessible and safe for pedestrians, cycles, and motorized vehicles.

I currently also volunteer with the BC History Museum working on process improvements and am on the board of the Sandpoint Lacrosse club; I also recently coached with the Sandpoint Nordic Club youth program and was an assistant coach of the SMS Mathcounts team.

Comments *2000 characters left*

SALLY H. LANKAMER

@gmail.com

CAREER SUMMARY

Certified AS9100 Lead Auditor & Engineer with over 20 years Department of Defense experience encompassing requirements development, contracting, engineering, systems testing, & lifecycle management including 14 years of aerospace quality management oversight & surveillance

EXPERIENCE

09/2021–PRESENT: AS9100 AEROSPACE INDUSTRY EXPERIENCED AUDITOR
INDEPENDENT CONTRACTOR

- Plan and conduct AS9100D/ISO9001:2015 registration and surveillance audits (3rd party), prepare reports, and follow-up on nonconformance root cause/corrective actions

09/2020–09/2021: GENERAL ENGINEER/CERTIFIED QUALITY AUDITOR
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) – SALT LAKE CITY

- Risk rated contracts by identifying engineering requirements and surveillance needs
- Conducted focused audits on high-risk contractor processes to ensure compliance to contract technical and administrative requirements and to facilitate continuous process improvements in accordance with applicable contract quality standards
- Prepared audit reports, coordinate verification of root cause/corrective actions assessments, and conduct follow-up surveillance actions
- Performed surveillance of U.S. DoD contracts to ensure DoD standards, contractual requirements, (Defense) Federal Acquisition Regulations (FAR/DFAR) are followed
- Reviewed, evaluated, and approved/made approval recommendations on Engineering Change Proposals and Requests for Variance/non-conforming material submissions

06/2018 – 08/2020: QUALITY ASSURANCE ENGINEER
DCMA - DENVER

- Led (Aerospace) Quality Management System (AQMS/QMS) customer audits (2nd party) to contractually-required higher-level quality standards (i.e. AS9100, ISO9001)
- Prepared audit reports, coordinated verification of supplier root cause/corrective action assessments, and conducted follow-up surveillance actions
- Reviewed, evaluated, and approved/made approval recommendations on Engineering Change Proposals and Requests for Variance/non-conforming material submissions
- Provided specialized engineering advice to Quality Assurance Representatives on critical and/or complex technical issues and concerns
- Conducted focused audits on high-risk contractor processes to ensure compliance to contract technical and administrative requirements and to facilitate continuous process improvements in accordance with applicable contract quality standards

09/2011 – 06/2018: LEAD AEROSPACE ENGINEER
DCMA - LOCKHEED MARTIN DENVER

- Managed DCMA Systems Engineering team's surveillance of contractor design, development, and test efforts for the U.S.A.F.'s next generation GPS satellite constellation
- Led reviews and evaluations of contractor progress toward contractual and technical milestones and adherence to AQMS standards and internal QMS via incremental audits

SALLY H. LANKAMER

- Established innovative Risk Management process to identify, quantify, and mitigate technical program risks, improving DCMA's Independent Estimate at Completion
- Conducted internal audits of critical DCMA processes to ensure policy compliance
- Provided independent program health assessment directly to the U.S. Air Force Space and Missile Systems Center; Office of the Undersecretary of Defense for Acquisition,
- Technology, and Logistics; U.S. Government Accountability Office; and U.S. Air Force Criminal Investigative Services

02/2008 – 09/2011: MECHANICAL ENGINEER

DCMA – LAUNCH VEHICLE OPERATIONS

- Performed surveillance of U.S. defense contracts for the Delta-family of launch vehicles to ensure contractual requirements, FAR/DFAR, and DoD standards were followed and that contractor met U.S. Air Force and NASA technical, cost and schedule objectives
- Assessed technical impact of non-conforming material and accepted/rejected Material Review Board decisions for U.S. government acquisition program
- Participated in two-week AS9100 joint U.S. Air Force/NASA customer audit of major U.S. defense subcontractor

06/2000 – 02/2008: MECHANICAL ENGINEER

NAVAL SURFACE WARFARE CENTER PANAMA CITY

LEAD SYSTEMS ENGINEER – UNMANNED AUTONOMOUS UNDERWATER SENSOR SYSTEM

- Coordinated technical aspects of new weapon system acquisition including technical collaboration with the U.S. Naval Research Laboratory
- Prepared System Requirements and Specifications, Statements of Work, and Requests for Quotes
- Provided oversight of acquisition documentation: Analysis of Alternatives and Joint Capabilities Documents and supported completion of Integrated Logistics package

SYSTEMS ENGINEER – NAVY SURFACE MINE COUNTERMEASURE SYSTEM

- Planned, coordinated, and successfully executed complex shipboard system upgrades on nine U.S. Navy ships in three countries over a two-year period

LEAD TEST ENGINEER – HELICOPTER-TOWED MINESWEEPING SYSTEM

- Developed test program with the Naval Air Systems Command (NAVAIR) for acquisition of U.S.N. helicopter-towed minesweeping system including preparation of program Test and Evaluation Master Plan to support U.S.N. Milestone Decision
- Directed developmental and contractor-level tests, led formal acquisition program Developmental Test & Evaluation (T&E) efforts, and supported U.S.N. Operational T&E

EDUCATION

05/2000 – B.S. OCEAN ENGINEERING, MINOR IN BUSINESS

FLORIDA ATLANTIC UNIVERSITY – BOCA RATON, FL

CERTIFICATIONS/TRAINING/SKILLS

- AS9100 Aerospace Industry Experience Auditor (Probitas Authentication #2119036253)
- System Validation and Verification
- Engineering Test and Evaluation
- Configuration Management
- Nonconforming Material Control
- Risk Management
- Continuous Improvement
- Production, Quality, and Manufacturing

Citizen Advisory Board Application - Sustainability Committee

Complete and submit this application to be considered for a seat on the Sandpoint Sustainability Committee.

Thank you for your interest in serving on the Sandpoint Sustainability Committee, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on this Committee, please visit Chapter 7 of Title 2, Sandpoint City Code.

Applicant Information

First Name: * Makayla

Last Name: * Sundquist

Phone Number: * 208

Ex. 208-555-5555. Please include area code.

Email Address: * @gmail.com

Home Address: *

Street Address

Address Line 2

City: Kootenai

State / Province / Region: ID

Postal / Zip Code: 83840

Country: USA

Mailing Address: *

Street Address

PO box 166

Address Line 2

City

Kootenai

State / Province / Region

ID

Postal / Zip Code

83840

Country

USA

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Sundquist, Resume (1).pdf 211.5KB

Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

I started the Bonner County Climate Coalition, and currently serve on the Sandpoint Forward! resiliency project. My work on this project includes researching the various types of climate disasters that could impact Sandpoint, and what strategies are best to build resilience within our community, and ecosystems. I am also the recycling technician for Schweitzer, and recycle their aluminum cans weekly. Sustainability is a huge passion of mine.

Comments

2000 characters left

Makayla Sundquist

PO Box 166
Kootenai ID 83840
(208)
@gmail.com

A passionate and empathetic mental health therapist seeking to actively help clients better their lives. I have four years of telehealth experience working with adults, children and adolescents.

EXPERIENCE

Mental Health Therapist, The Human Connection

March 2023-present

- Supported and counseled a diverse client base in rural North Idaho
- Utilized evidence based theories such as CBT, DBT, ACT and narrative therapy
- Established trust and rapport with clients in order to foster the therapeutic relationship
- Developed personalized treatment plans based on intake assessments and client goals
- Provided crisis intervention to clients in distress
- Maintained detailed and confidential records in accordance with HIPAA standards

Behavior Coach, InStride Health

August 2023-July 2024

- Provided face to face and text based coaching to students ages 7-22
- Coached students through anxiety and OCD related behaviors
- Supported students through crisis related to anxiety and feelings of being overwhelmed
- Administered interventions based in exposure and response therapy and cognitive behavioral therapy
- Communicated and taught evidence based measures such as accommodation reduction to parents and caregivers to facilitate therapy in the home
- Collaborated with other care team professionals in order to best support the individual student

Counseling Intern, One Change Group

March 2023-December 2023

- Counseled 10 individuals entirely on telehealth utilizing methods such as CBT, ACT, Narrative therapy and Gestalt therapy
- Provided care to underserved populations on Idaho Medicaid including individuals with physical and cognitive disabilities
- Created treatment plans, and treatment reviews based on Medicaid requirements
- Charted data based on client symptoms using evidence based

SKILLS

4 yrs in academic research

10+ years in community mental health

3 yrs of telehealth experience

3 yrs of customer service and call center experience

Task management

Experienced using Google Meet and Slack

Experienced in reading patient charts and data

Certified in the Psychological First Aid course

Excellent problem solving skills

Educated in facilitating care across diverse populations

National Certified Counselor

AWARDS and PRESENTATIONS

Chi Sigma Iota: Counseling Honors Society
President-2020-2021

Benefits of Integrated Behavioral Health

measure such as the GAD-7, and PHQ-9
- Built rapport through empathy and unconditional positive regard

Poster Presentation: AZ Counseling Association annual conference- Jan, 2020

Behavioral Interventionist, CRT Sandpoint

May 2022 - August 2023

- Managed the care plan for 15 clients on the ASD spectrum, with Down Syndrome, ADHD, and learning disabilities
- Administered interventions and tracked data for all clients during session
- Charted data in appropriate data system in order to track overall progress towards goals
- Collaborated with parents and supervisors to create a behavioral plan
- Utilized modeling, pre-teaching, and antecedent interventions to assist client in learning new behaviors

Counseling Intern, Northern Arizona University Counseling

August 2021-December 2021

- Provided counseling to 30 individual clients utilizing Cognitive Behavioral Therapy, Acceptance and Commitment Therapy, Narrative Therapy and other therapies determined upon client mental health goals, cultural factors and supervisory guidance
- Facilitated two counseling groups that met once a week for 8 weeks. Provided appropriate counseling interventions, assisted group communication and lead group members in therapeutic exercises based on Dialectical Behavioral Therapy
- Administered surveys and charted data for 50 clients throughout internship
- Managed care plans and supported positive client outcomes through evidence based therapeutic modalities
- Assisted students in crisis by providing guidance in creating safety plans, collaborating with medical providers to start medication, and supporting students needing to be seen inpatient

RESEARCH EXPERIENCE

Counselor Board Modifications, Shane Haberstroh Ph.D

Northern Arizona University: 2020-2021

- Documented all 50 states and DC's counselor licensing changes
- Analyzed the data and used Dedoose to code the data into established categories
- Drafted a manuscript for publication
    - *A content analysis of counselor licensure board modifications during the COVID-19 pandemic.* (In Preparation). Manuscript prepared for the Journal of Mental Health Counseling.

Pain and Postural Alignment, Rajel Cohen Ph.D

University of Idaho: 2017-2018

- Assisted fellow research team members in studying how biofeedback can be used to lessen pain experienced in certain individuals diagnosed with Parkinson's Disease
- Screened 20+ participants for appropriateness for the study

- Collected participant data and logged it into the research spreadsheet
- Provided support for clinical study by inspecting biofeedback equipment, administering informed consent and following up with clients to obtain their follow up survey
- Utilize the Vicon Camera Marker system in order to collect patient biofeedback data
- Communicated with participants weekly in order to administer post experiment surveys and follow up.

Stress and Maladaptive Perfectionism, Clarissa Richarson Ph.D

University of Idaho: 2016-2018

- Developed and administered 25 informed consents
- Aided fellow research team members in studying the relationships between high cortisol levels and self-identified perfectionism
- Screened participants for study eligibility
- Performed experiments using the Trier Social Stress Test on five participants a week.
- Obtained saliva samples from participants and logged patient data into the research spreadsheet
- Administered pre-experimental surveys and post-experimental follow up surveys
- Trained six other research students on lab protocol

EDUCATION

Northern Arizona University, Flagstaff, AZ — *MA in Clinical Mental Health Counseling*

August 2019 - December 2021

Graduated high honors with a 4.0 GPA

University of Idaho, Moscow, ID —*BS in Psychology*

August 2016 - May 2018

Minor in Communications and Sociology

Graduated Magna Cum Lade

CERTIFICATIONS

Collaborative Institute Training Initiative, Good Clinical Practice Course, #36690480; *2020-present*

Certified in Psychological First Aid; 2021

National Certified Counselor; 2021-present

Idaho Licensed Counselor LPC-10210

AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 15, 2025

MEETING DATE: August 6, 2025

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Director, Planning & Community Development Department

SUBJECT: Acceptance of $950,000 RV Fund Grant – City Beach RV Campground Rebuild

Purpose:

To request City Council approval to formally accept a $950,000 grant from the Idaho Department of Parks and Recreation (IDPR) Recreational Vehicle Fund, awarded for improvements to the Sandpoint City Beach RV Campground.

DESCRIPTION/BACKGROUND:

On June 23, 2025, the City of Sandpoint was notified by the IDPR that its application for RV Fund grant support had been approved in the amount of $950,000 (Project No. RV26-1-09-1) for the City Beach RV Campground Rebuild Project.

The project, with a total budget of $1,000,000, includes grading and site work, asphalt and utility upgrades, ADA-compliant improvements, a new restroom/shower facility, landscaping, stormwater improvements, and other campground amenities. Construction is expected to occur during the 2026 construction season.

GRANT REQUIREMENTS AND CITY POLICY:

The project is governed by a standard grant agreement from IDPR, which includes provisions related to bidding laws, internal controls, reimbursement procedures, and public access standards in accordance with IDAPA 26.01.31.

Pursuant to the City of Sandpoint's adopted *Grants Policies and Procedures Manual*, any grant award exceeding administrative thresholds must be formally accepted by City Council through a public meeting and resolution before execution. Council's acceptance authorizes the Mayor to execute the grant agreement and commits the City to meeting the terms and conditions of the grant.

ACTION:

Staff respectfully recommends City Council approve and accept the $950,000 grant award from the Idaho Department of Parks and Recreation's RV Fund and authorize the Mayor or his designee to execute the associated grant agreement.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes, in the FY26 budget

ATTACHMENTS:

- Notice of Award from IDPR (dated June 23, 2025)
- IDPR Grant Agreement for RV26-1-09-1
- City of Sandpoint Grants Policies and Procedures Manual (excerpt)

State of Idaho
Department of Parks and Recreation

BRAD LITTLE
Governor

SUSAN E. BUXTON
Director

Idaho Park and Recreation Board
Brian Beckley, Chair - District 3 | Chuck Roady - District 1 | Hugh Cooke - District 2 |Jim Keating - District 4 | Amy Manning - District 5 | Cortney Liddiard - District 6

June 23, 2025

Jason Welker
City of Sandpoint
1123 Lake St
Sandpoint, ID 83864

Dear Mr. Jason Welker,

It is my pleasure to inform you that the Idaho Park and Recreation Board has approved funding for the Sandpoint City Beach RV Campground Rebuild in the amount of $950,000.00. At the same time, I would like to commend you for your efforts to improve outdoor recreation facilities and services in Idaho.

The grant number assigned to this project is RV26-1-09-1 Please use this grant number on all correspondence regarding this project.

A grant agreement will be generated in the grant management system and emailed directly to you for signature. Please sign and return the agreement with an original (wet) or authenticated digital signature of the individual with authority to make long-term obligations for their respective agency or organization, within (60) days of this letter to:

Anissa Crane
North Region Grant Specialist
Idaho Department of Parks and Recreation
2885 Kathleen Avenue, Suite 1
Coeur d'Alene, ID 83815

An agreement will be returned to you along with other necessary forms and further instructions.

Funds for this project will be available July 1, 2025. All work on this project must be completed and payments made by the end of the project period.

Thank you for your interest in IDPR's grant programs and for your service to Idaho's recreating public. If you have any questions, please contact Anissa Crane at (208) 415-3396 or anissa.crane@idpr.idaho.gov.

Sincerely,

Susan E. Buxton
Director

No: 25-
Date: August 6, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SANDPOINT CITY BEACH RV CAMPGROUND REBUILD GRANT AWARD AGREEMENT WITH IDAHO DEPARTMENT OF PARKS AND RECREATION

WHEREAS: On June 23, 2025, the City of Sandpoint was notified by the Idaho Department of Parks and Recreation (IDPR) that the City's application for RV Fund grant support had been approved in the amount of $950,000 under IDPR Project No. RV26-1-09-1 for the City Beach RV Campground Rebuild Project;

WHEREAS: The project, with a total budget of $1,000,000, includes grading and site work, asphalt and utility upgrades, ADA-compliant improvements, a new restroom/shower facility, landscaping, stormwater improvements, and other campground amenities, with construction expected to occur during the 2026 construction season;

WHEREAS: The project is governed by a standard grant agreement from IDPR, which includes provisions related to bidding laws, internal controls, reimbursement procedures, and public access standards in accordance with section 26.01.31 of the Idaho Administrative Procedures Act (IDAPA);

WHEREAS: Pursuant to the City of Sandpoint's adopted Grants Policies and Procedures Manual, any grant award exceeding administrative thresholds must be formally accepted by City Council through a public meeting and resolution before execution; and

WHEREAS: Council's acceptance of this award authorizes the Mayor to execute the Grant Agreement and commits the City to meeting the terms and conditions of the grant.

NOW THEREFORE BE IT RESOLVED THAT: The $950,000 grant award from the Idaho Department of Parks and Recreation's RV Fund is hereby accepted.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized to execute the Grant Agreement, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM

Applicant: City of Sandpoint	Project No: RV26-1-09-1
Project Name: Sandpoint City Beach RV Campground Rebuild	Date Approved: 06/11/2025
Location: Address: 102 Bridge Street, Sandpoint, ID 83864 Facility: City Beach Park	Project Period: From: 07/01/2025 To: 06/30/2026

It is mutually agreed and understood that the use of these funds will be for the purposes stated on the attached budget sheet known as Exhibit A, which is incorporated herein by this reference and subject to the terms as described herein. It is also understood that the Grantee is responsible to obtain all necessary permits; follow applicable bidding laws; keep accurate records of expenses for audit purposes; construct all improvements according to mutually agreed upon construction standards and all applicable state, local, or federal codes and maintain improvements to be open and safe for public use, without regard to one's race, gender, national origin, religion, or disability. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and contribution of funds, that the Department shall acquire no interest in the property or improvements covered by this agreement, and that the Department and the state of Idaho, therefore, shall not bear any liability for use of the facilities or project area except insofar as such loss may be attributable to design by the Department. It is mutually agreed that the Grantee will comply with the rules governing the appropriate recreation program in effect as of the date of this agreement. ***Grantees are required to understand and follow the rules outlined in IDAPA 26.01.31 Administration of IDPR Recreational State & Federal Grant Funds, including, but not limited to:***

Expenditure of Grant Funds. The grantee shall have only the designated state fiscal year to expend and request reimbursement of grant funds. If the grant funds are not expended within the designated fiscal year, the grant shall be revoked unless the applicant makes a written request and receives an extension of time from the Department.

Documentation and System of Internal Controls. The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms.

Disbursement of Funds. The Department shall authorize disbursement of funds allocated to a project on a reimbursement basis. This means that the grantee shall initially pay all project costs and then seek reimbursement through the Department using the approved IDPR form. Requests for reimbursement must be received within forty-five (45) days after completion of the project. In addition to reimbursement deadlines in IDAPA 26.01.31, the Department requires that all requests for project closeout reimbursements must be submitted no later than thirty (30) days prior to the end of the designated state fiscal year.

Grant Modification. Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified.

Public Use/Nondiscrimination. Physical facilities and real property purchased in whole or in part with grant moneys shall be available for public use regardless of race, color, religion, national origin, gender, age, or disability. Facilities constructed with grant moneys shall meet the requirements as set by the Americans with Disabilities Act Guidelines.

For a complete list of rules please refer to https://adminrules.idaho.gov/rules/current/26/260131.pdf

Idaho Department of Parks and Recreation

GRANT AGREEMENT FORM – page 2

By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds, including any special conditions listed.

In witness thereof:

Signature-Applicant's Authorized Representative

Title

Date

APPROVED:

Idaho Department of Parks and Recreation

Title

Date

Grant Budget Narrative / Milestone Plan

Project Name:	City Beach RV Campground Improvements	**Date Prepared:**	1/28/2025
Applicant Name:	City of Sandpoint, ID	**Project Start:**	7/15/2025 (*If Grant Funds Awarded)
Total Project Cost :	$1,000,000.00	**Acquisition:**	N/A
GRANT Share:	$950,000.00	**Development:**	N/A
Grant Share as % of project:	95%		

Scope of Work (basic description):

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
1. Architectural and Engineering Fees				
Professional Services: Site Survey/Geotech	$1,900.00	$100.00	$2,000.00	7/15/2025-9/15/2025
Professional Services including: Civil & Electrical Engineering of design development, construction documentation, construction bidding management, and permitting applications.	$80,750.00	$4,250.00	$85,000.00	8/1/2025-10/1/2025
			$87,000.00	
2.Other Architectural & Engineering Fees				
N/A				
			$0.00	
3. Project Inspection Fees				
Electrical, Construction Administration and Special Inspections (if needed).	$2,850.00	$150.00	$3,000.00	3/1/2026-10/30/2026
*Construction administration and construction management including regular inspections, planned to be completed by professional City Staff (unless additional Professional Services are required for unseen circumstances).This amount will be calculated during the span of the project and noted at end of project as "In-Kind" contributions.	$0.00	$0.00	$0.00	3/1/2026-10/30/2026
			$3,000.00	
4. Site Work				3/1/2026-10/30/2026
Grading, Utilies, Earthwork	$114,000.00	$6,000.00	$120,000.00	
Sedimentation Control (SWPPP) & Erosion Control	$9,500.00	$500.00	$10,000.00	
Construction Survey	$2,375.00	$125.00	$2,500.00	
Construction Traffic Control	$2,375.00	$125.00	$2,500.00	
Temporary Dust Abatement	$2,375.00	$125.00	$2,500.00	
Clearing & Grubbing	$34,200.00	$1,800.00	$36,000.00	
			$173,500.00	
5. Demolition & Removal				3/1/2026-10/30/2026
Demolition & Removal of Existing Asphalt Pavement & Existing Concrete	$38,000.00	$2,000.00	$40,000.00	
Unsuitable Material Excavation & Hauling	$23,750.00	$1,250.00	$25,000.00	
			$65,000.00	
6. Construction				3/1/2026-10/30/2026
Mobilization (10% of Total Project Cost)	$90,250.00	$4,750.00	$95,000.00	
Plant Mix Asphalt Pavement	$95,000.00	$5,000.00	$100,000.00	

PROPOSED ACCOMPLISHMENTS	GRANT	MATCH - from grant sponsor	SUBTOTALS by Category	MILESTONES - projected dates by scope element
Concrete, flatwork, Curb replacement/Repair,etc.	$46,550.00	$2,450.00	$49,000.00	
Pavement Markings	$2,375.00	$125.00	$2,500.00	
Utility Repairs & Upgrades	$114,000.00	$6,000.00	$120,000.00	
Stormwater Improvements	$9,500.00	$500.00	$10,000.00	
Landscaping & Reseeding Disturbed Areas	$19,000.00	$1,000.00	$20,000.00	
ADA-compliant improvements	$33,250.00	$1,750.00	$35,000.00	
Lighting	$47,500.00	$2,500.00	$50,000.00	
			$481,500.00	
7. Equipment (no labor)				
			$0.00	
			$0.00	
			$0.00	
			$0.00	
8. Labor				
			$0.00	
9. Supplies & Materials				10/1/2025-10/30/2026
Restroom Building/Shower Facility	$104,500.00	$5,500.00	$110,000.00	
			$0.00	
			$110,000.00	
10. Miscellaneous				10/1/2025-10/30/2026
Wifi Internet Hook-up	$9,500.00	$500.00	$10,000.00	10/1/2025-10/30/2026
Additional Facility Amenities (Signs, benches, etc.)	$47,500.00	$2,500.00	$50,000.00	10/1/2025-10/30/2026
Bonding & Permitting	$19,000.00	$1,000.00	$20,000.00	10/1/2025-10/30/2026
			$80,000.00	
Subtotals - grant cost share	**$950,000.00**		**$1,000,000.00**	
Subtotal - match cost share *(all sources)*		**$50,000.00**		
16. TOTAL PROJECT COSTS	**$1,000,000.00**			
Total project cost by type of cost share	95%	5%		

Notes: These are preliminary cost estimates used for budgetary purposes only, as based on 2024 construction costs for the region, and shouldn't be considered a formal bid or estimate.

Cost estimates prepared by: **City of Sandpoint** Staff: Maeve Nevins-Lavtar, Park Planning & Dev. Mgr.

No: 18-26
Date: April 18, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CITY OF SANDPOINT GRANTS POLICIES AND PROCEDURES MANUAL

WHEREAS: The Grants and Projects Administrator seeks to establish policies and procedures that mitigate current and future risks associated with the administration of grants or financial assistance, and that make the City more competitive when seeking grant and financial assistance funds;

WHEREAS: The City Council recognizes the benefit of ensuring compliance with all State and Federal regulations and compliance standards governing the management of grant and financial assistance awards; and,

WHEREAS: The City Council wishes to adopt policies and procedures that, among other factors, provide guidelines for entering into contractual agreements with private, State or Federal entities associate with the award of grants of financial assistance.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint Grants Policies and Procedures Manual is hereby adopted.

Shannon Williamson

Shannon Williamson, City Council President
for Shelby Rognstad, Mayor

ATTEST:

Maree Peck

Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Eddy		X			
2.	Aitken		X			
3.	Williamson		X			
4.	Ruehle	Motion	X			
5.	Aispuro	Second	X			
6.	Darling		X			

City of Sandpoint

Grants Management Policies and Procedures Manual

Central Administrative Services
City of Sandpoint
1123 Lake Street
Sandpoint, ID. 83864

CITY OF SANDPOINT
ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: **GRANTS MANAGEMENT POLICY AND PROCEDURE MANUAL**
EFFECTIVE DATE:
REVISION DATE:

1.0 GENERAL

1.1 The City of Sandpoint Grant Policies and Procedures Manual has been developed to standardize grant related activity associated with the City of Sandpoint. The purpose of the manual is to establish guidelines for meaningful oversite and coordination of grant and financial assistance awards throughout the entire award lifecycle; thereby increasing award revenues, mitigating potential City exposure to grant related legal liability, and improve the efficiency and impact grant awards have on municipal projects and service delivery.

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4.0 DEFINITIONS
5.0 POLICY
6.0 PROCEDURE
7.0 RESPONSIBILITIES
8.0 DOCUMENT

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City of Sandpoint departments and divisions.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Financial Assistance" means the transfer of money, property, services or anything of value from a federal, state, or local/private entity to the City of Sandpoint to support and stimulate a project to be carried out for public benefit. This does not include any donations made to the City. Departments/divisions should contact the Grants and Projects Administrator for assistance in determining whether an award should be classified as a grant or donation.

4.2 "Award Management System" means the software tool that allows for the retention of grant and financial assistance awards, and is the repository for all award master files.

4.3 "Award Master File" means an electronic file housed within the Award Management System created and maintained for each grant or financial assistance award, specifically. Each award master file may contain, but is not limited to, grant or financial assistance notice of funding, research materials, letters of intent, program administrative rules, application and supporting documents, reports, contracts, contractor reimbursements, program drawdowns, etc.

4.4 "Contractor" means any entity that receives a contract from a recipient or subrecipient defined as a legal instrument used to purchase goods or services to carry out a grant or financial assistance award program.

4.5 "Subrecipient" means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a grant or financial assistance award program.

5.0 POLICY

5.1 The City of Sandpoint, actively researches, applies for, and accepts grants or enters into appropriate contracts, when such grants or contracts have been determined to serve the interest, purpose, or mission of the City of Sandpoint, reduce City taxpayer burden in the support of service delivery, and when such grants or contracts do not obligate the City to needless or unacceptable conditions, requirements, or liabilities.

5.2 The City of Sandpoint Grants and Projects Administrator manages and ensures compliance with all financial assistance award terms and conditions, provides documentation to auditors, and provides technical assistance to all City departments throughout the entirety of a grants lifecycle. Specifically, this position is responsible for:

a. Establishing and managing internal controls that safeguard federal, state and local/private grant assets and ensure their proper use;

b. Establishing and enforcing written policies and procedures clarifying the roles and responsibilities pertaining to the submission, acceptance and administration of approved grant awards;

c. Conducting all environmental reviews associated with any request for financial assistance;

d. Providing oversite, monitoring, and reporting on Davis-Bacon requirements for the City;

e. Providing complete grant lifecycle oversite and compliance through the development and management of software and databases specific to grants management;

f. Maintaining the Data Universal Numbering System (DUNS) and System of Award Management (SAM) registrations for the City of Sandpoint;

g. Providing assistance and training to all City elected officials and departments on compliance with regards to city, state, federal and private funder policies and special conditions requirements; and,

h. Establishing, and when necessary, updating written policies and procedures pertaining to grant management for the City to ensure compliance as defined by all federal, state, and private funding agencies.

6.0 PROCEDURES

See Document

7.0 RESPONSIBILITIES

It is the responsibility of the Grants and Projects Administrator to administer the policies and procedures herein for the City of Sandpoint.

8.0 DOCUMENT

City of Sandpoint Grants Policies and Procedures Manual.

APPROVAL

Revision of this manual will be issued as required.

All City of Sandpoint personnel are required to follow the policies and procedures set forth herein when engaging in any grant related activity.

Any questions concerning grant policies and procedures should be directed to the City Administrators Office, Sandpoint City Hall at (preferred contact information).

The Policies and Procedures herein are effective (Date), and apply to all current and future grant activity.

Sean Scoggin
Grants and Projects Administrator

4/19/2018
Date

Jennifer Stapleton
City Administrator

4/20/2018
Date

Scot Campbell
City Attorney

4/20/18
Date

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Section I: ADMINISTRATIVE – Departmental Roles and Responsibilities

Purpose:

This policy establishes the roles and responsibilities for each City of Sandpoint department and their staff associate with, or involved in, activities pertaining to grant and financial assistance life cycles.

Policy:

City of Sandpoint departments and staff whom occupy positions of responsibility in regard to the procurement of awards of financial assistance, or projects whose funding is in any way associated with financial assistance contracts, are required to adhere to the procedural roles and responsibilities set forth in this manual, and shall ethically perform and uphold their assigned roles and responsibilities. Only City of Sandpoint departments and staff shall have the authority to occupy roles associated with the application, administration, and overall management of grants or financial assistance awards, unless otherwise authorized by City Council directive.

Procedures:

1. **Office of the Mayor**

   Sole responsibility for final execution and acceptance of all grant or financial assistance awards, as well as approval of projects and programs they support resides in the Mayor. As such, the Mayor or his/her designee is the Authorized Organization Representative for the purposes of the execution of grant and financial assistance awards

   Should a proposal or request for funding require the contact information, electronic or written signature, or final approval of the senior authority for the City, the Mayor's contact information shall be provided, which shall be coordinated by the Grants and Projects Administrator, and will also be responsible for providing any associated login and password information to the Office of the Mayor immediately upon request.

2. **Central Administrative Services**

   Oversight and overall centralized management of activities pertaining to research, application, reporting, compliance, and closeout of grants and financial assistance awards and contracts are the responsibility of the Grants and Projects Administrator, who reports directly to the City Administrator. Strategic identification and coordination of grants and financial assistance awards to be pursued by the City will also be provided by Central Administrative Services.

Therefore, all grant and financial assistance activity within the City shall be routed through Central Administrative Services in accordance with this Grants Management Policies and Procedures Manual. Additionally, the City Administrator shall act as the Mayor's Authorized Organization Representative in all cases and situations in which obtaining signature from the Mayor is unattainable.

Additional responsibilities of the Grants and Projects Administrator will be to maintain the City's DUNS and SAM registration, strategic awards planning, establishment and management of grant and financial assistance internal controls, identifying and investigating potential compliance issues pertaining to the management of grant and financial assistance awards, oversight of possible award audits, and provide assistance and training to all City elected officials and departments on compliance regarding city, state, federal and private funder policies and special conditions requirements.

The grants and Projects Administrator is responsible for the final approval and submission of all grant or financial assistance award applications to ensure that all policies and procedures established in this manual are adhered to.

3. Finance Department

The establishment of unique program numbers and/or detailed coding for each grant or financial assistance award in the City's accounting system is the responsibility of the Finance Department. Finance will also ensure that associated revenues and expenditures are tracked appropriately and that such individual funds are not comingled with any other City funds. Additionally, the Finance Department is responsible for processing transactions, including the payment of invoices to outside entities for work performed associated with a grant or financial assistance funded project within the scope of a specific grant or financial assistance award, preparation of financial reports, single audit reporting, and providing assistance to Central Administrative Services in the event of a grant or financial assistance audit.

4. Legal Department

A legal review of all grant or financial assistance award agreements ensures that all terms of the agreement are legally enforceable. Therefore, the City's Legal Department shall review the terms and conditions of all grant or financial assistance award contracts to ensure such contracts do not obligate the City to needless or unacceptable conditions, requirements, or liabilities. The Grants and Projects Administrator will work in concert with the Legal Department in reviewing all grant or financial assistance award contracts as an initial step in the award acceptance process.

Section I: ADMINISTRATIVE – Departmental Roles and Responsibilities

5. City Departments and Divisions

All City departments or divisions who wish to receive a grant or financial assistance award for a specific project are responsible for working in conjunction with the Grants and Projects Administrator in the development of award applications, implementation plans, management of the project associated with the award, preparing, reviewing and submitting reports to awarding agencies, and assisting in the close out process as outlined throughout this manual and in compliance with all award contract terms and conditions.

All departments wishing to apply for a specific grant or financial assistance program are responsible for completion of an initial draft of the application, in full, and provide the draft to the Grants and Projects Administrator for final review and submission.

A department awarded funds will appoint one individual as the Project Lead who will work in conjunction with the Grants and Projects Administrator in managing award administration and compliance. In the event of an award audit, The Project Lead will be designated to assist the Grants and Projects Administrator and Director of Finance throughout the audit process.

Additionally, staff acting on behalf of the City as liaison to a commission or committee shall be responsible for working in conjunction with Central Administrative Services and the Grants and Projects Administrator on all commission or committee grant or financial assistance program lifecycles as set forth above.

Section I: ADMINISTRATIVE – Conflict of Interest

Purpose:

This policy addresses conflicts of interest, perceived or otherwise, which can damage the reputation and credibility of the City of Sandpoint. The purpose of this policy is to avoid an appearance, or actual, conflict of interest or breach of trust by any official or employee of the City.

Policy:

No employee, officer, or agent of the City of Sandpoint shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct or reporting of a grant or financial assistance funded project on which he or she is working.

In addition, no employee, office or agent of the City of Sandpoint may participate in the award or administration of a contract associated with a grant or financial assistance award to the City if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:

- An employee, officer, or agent of the subrecipient;
- Any member of an employee's officer's, or agent's immediate family;
- An employee's, agent's or officer's partner; or
- An organization which employs, or is about to employ, any of the identified in the preceding section.

Officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors associated with a grant or financial assistance awarded to the City. Any additional prohibitions relative to real, apparent, or potential conflicts of interests made by an awarding agency must be complied with.

Any real, apparent, or potential conflicts of interests involving City employees, officers or agents, or subrecipients of the City, shall be reported to the Grants and Projects Administrator who shall disclose in writing any potential conflict of interest related to a federal grant to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

All City employees, officers, or agents assigned to projects associated with a grant or financial assistance award shall avoid any action that may result in, or create the appearance of:

a. Using his or her official position for private gain;
b. Giving preferential treatment to any person or organization;
c. Losing complete independence or impartiality;
d. Making an official decision outside official channels;
e. Adversely affecting public confidence in the program or project funded by the award in particular and the City in general.

Any questions regarding conflicts of interest should be forwarded to the Grants and Projects Administrator for clarification.

Section I: ADMINISTRATIVE – Award Management System

Purpose:

The Award Management System is a software tool that assists in the management of grants and financial assistance awards throughout the entire award lifecycle; improves project or program coordination; enhances oversight and internal controls; provides a database of all previous and current City-wide grant and financial assistance awards; and centralizes the overall administration of City grant and financial assistance awards. The purpose of this policy is to describe the proper use of the Award Management System and to establish the responsibilities for entering award related data, along with requirements for maintaining and updating that data.

Policy:

An award master file shall be created in the Award Management System for each funding opportunity identified for application, or for each award received. The award record shall be appropriately named, constitute an award master file, and contain all documentation needed to demonstrate compliance and performance reporting.

Procedure:

1. Prior to final submission of an application for grant or financial assistance funds on behalf of the City of Sandpoint, Central Administrative Services will create an award master file and upload all corresponding request for funding materials associated, including project outline, budget, timeline, and all other appropriate documentation.
2. In the event that a request for funding is successful in securing a grant or financial assistance award, the grant contract will be housed within its corresponding award master file.
3. All documentation pertaining to a grant or financial assistance award, including but not limited to, contracts between the City and third parties, reports, invoices, requests for reimbursement, and closeout materials will be provided to the Grants and Projects Administrator for uploading to the corresponding award master file for compliance monitoring.

Section I: ADMINISTRATIVE – Multiple Application Submission

Purpose:

Not every funding agency will consider multiple funding requests from a single applicant within the same funding round. This is especially true for federal and state grantors. Therefore, multiple requests for submissions to the same funding agency during the same funding round must be addressed. The purpose of this policy is to identify the procedure for resolving such an event.

Policy:

The City shall not submit multiple applications to the same funding agency during the same funding round unless explicitly allowed by the funder and approved by the Grants and Projects Administrator. In the event that multiple departments or divisions intend to submit an application to the same funder during the same funding round, and the funder will not accept more than one (1) application from the City, the City Administrator shall be the final arbiter of which department or division will submit the application.

Procedure:

1. Upon identifying the potential for the submission of multiple applications to the same grantor during the same funding cycle, the Grants and Projects Administrator shall determine whether the funding agency permits multiple submissions. If the grantor allows for multiple submissions, Central Administrative Services will authorize the multiple requests for funding as provided in Section II of this Manual.
2. In the event the funding agency does not allow for multiple submissions within the same round, the Grants and Projects Administrator shall meet with each department or division in question to discuss their respective projects in need of funding to determine whether a collaborative approach is feasible. If a collaborative approach is feasible, the Grants and Projects Administrator will work with both departments or divisions in the creation of the new project scope and subsequent funding request.
3. Should a funding agency not allow for multiple submissions, the Grants and Projects Administrator shall notify the City Administrator of the conflict and provide her/his analysis and recommendation.
4. Upon receiving feedback from the City Administrator, the Grants and Projects Administrator will notify the departments or divisions as to which project has priority over the other.
5. Central Administrative Services will then authorize the funding request for the project having highest priority as provided in Section II of this Manual.

Section II: FUNDING RESEARCH AND APPLICATION – Strategic Funding Alignment

Purpose:

In order to strategically align the City's grants and financial assistance activities with the appropriate departmental projects or programs, the Grants and Projects Administrator must have knowledge of prioritized departmental needs that require grant and other forms of outside financial assistance. Such knowledge and information sharing are critical and will allow Central Administrative Services and the Grants and Projects Administrator to coordinate common needs amongst City departments and divisions, monitor submissions of requests for funds to regular cyclical funding opportunities, and be pre-positioned to confidently pursue funding opportunities for major City projects. The purpose of this policy is to establish a strategic approach in the pursuit of outside funding through the coordination and enhancement of City-wide, cross-departmental communication pertaining to awards of grant and financial assistance.

Policy:

Applications for grant and financial assistance and their awards shall align with existing City strategic plans, priorities and processes. Awards typically support activities in three categories: 1) capital; 2) operating; and 3) program. Applications and awards for capital should align with the City's Capital Improvements Strategic Plan. Applications and awards for operating and program support should align with other existing City plans.

Additionally, each City department or division should undergo an annual strategic planning process specific to grant or financial assistance acquisition and produce a need assessment report outlining a prioritized list of projects in need of any additional outside funding. Budgets and brief narrative statements should be developed for each of the needs, as should goals and objectives that, once achieved, will address the identified need.

Procedure:

1. All City departments shall conduct an annual needs assessment that will identify needs that can potentially be met through grant or financial assistance funding. All assessments will be submitted to the Grants and Projects Administrator during the annual budget process.
2. Submitted departmental needs will be prioritized and accompanied by a project scope, which will also indicate whether the need is a short-term or long-term priority.
3. Needs should be accompanied by a narrative providing a description of activities, personnel, equipment, facility and other resources that will be required, as well as the goals and measurable objectives.
4. Budgets should be developed to identify the overall cost, City funds available, and the funding gap that represents the need for requesting outside funding for the project.

Section II: FUNDING RESEARCH AND APPLICATION – Strategic Funding Alignment

5. Departmental needs assessment reports should also include potential outside funding sources for each project, if known.
6. The Grants and Projects Administrator will collate each departmental need assessment into a single cogent document, the Annual Grants Strategic Plan, which will be included in the City's annual budget document.

Section II: FUNDING RESEARCH AND APPLICATION – Pre-Application Identification and Approval

Purpose:

The purpose of this policy is to ensure that all applications for funding submitted by the City align with established City priorities, are not redundant in their submission within a funding cycle, and are done so with the understanding that the City will meet all agreed upon contract terms and conditions of an approved grant or financial assistance award.

Policy:

The City of Sandpoint aggressively pursues grants and other forms of financial assistance with the understanding that they are a significant resource for enhancing the quality and quantity of public services, facilities and infrastructure. The City will seek financial assistance for activities that further core City functions or that fund programs deemed in the best interests of the Citizens of Sandpoint. As such, the benefits and impact of all grant or financial assistance opportunities will be examined prior to application by the Grants and Projects Administrator.

The City will decline or deny the submission of any grant or financial award applications that do not to meet the criteria above, or includes requirements that the City is unable or unwilling to fulfill. Funding applications shall be approved, signed and submitted by the Grants and Projects Administrator only after receiving final authorization from the City Administrator.

Procedure:

1. Upon identification by a City department of a potential funding source, the department will complete the Grant Information Form, in full, and submit it to the Grants and Projects Administrator.
2. The Grants and Projects Administrator will then review the Grant Information Form to verify:
    a. Alignment with existing strategic plans as provided under Section II of this Manual;
    b. No other City department is also considering the opportunity;
    c. No other concerns can be identified at this stage.
3. Any concerns identified by the Grants and Projects Administrator at this stage will be discussed with the department identifying the funding opportunity and any other appropriate City employees.
4. If identified concerns cannot be rectified or continue to conflict with the above criteria, the Grants and Projects Administrator will advise the City Administrator and provide her/his recommendations. Final authority in whether to deny or proceed at this point in the application process rests with the City Administrator.

Section II: FUNDING RESEARCH AND APPLICATION – Pre-Application Identification and Approval

5. Should the request for funding appropriately align with City and departmental priorities, and no further concerns are identified, the Grants and Projects Administrator will authorize the department to move forward to the initial application draft process pursuant to the policies and procedures of this Manual.

Section II: FUNDING RESEARCH AND APPLICATION – Application Submission

Purpose:

The Grants and Projects Administrator is responsible for the oversite of all grant applications submitted on behalf of the City of Sandpoint, ensuring City compliance with all application submission requirements. The purpose of this policy is to provide the Grants and Projects Administrator with proper information to ensure that all application requirements are met prior to submission.

Policy:

At the discretion of the City Administrator, the Grants and Projects Administrator shall have sole authority to approve the submission of grant or financial assistance applications, unless the funding agency specifically requires legislative approval, in which case, the formal approval of City Council will be sought.

Procedure:

1. The Grants and Projects Administrator will review all departmental grant application initial drafts prior to submission to ensure proper completion, that all policies and procedures of this Manual were adhered to, and that all prior approvals have been acquired.
2. Should an application be found to be incomplete or in need of revision, it will be returned to the department with proper instruction for completion.
3. If an application review is satisfactory, the department will be notified of its approval for submission by the Grants and Projects Administrator.
4. At the discretion of the City Administrator, the Grants and Projects Administrator may electronically sign the application and submit it with any and all necessary supporting documentation as specified in the application instructions.
5. Once submitted, a copy of the finalized application along with any and all supporting documentation shall be uploaded into the Award Management System.
6. It is the responsibility of the Grants and Projects Administrator to secure all letters of support, should they be needed, and the approval of City Council prior to submission of all grant or financial assistance applications.

Section III. AWARD ACCEPTANCE – Award Acceptance

Purpose:

It is the City's responsibility to carry out, from inception to completion, all projects and/or activities associated with a grant or financial assistance award, while also adhering to all terms and conditions prescribed by the funding agency. Failure to do so increases the City's exposure to legal liability and compromises current and future grant or financial assistance funding for all departments. The purpose of this policy is to ensure that all relevant City departments and divisions are made aware of award notices in a timely fashion and standardize the procedure for, and document the acceptance or rejection of, grant or financial assistance awards made to the City.

Policy:

All grant and financial assistance awards made to the City of Sandpoint shall be reviewed and approved by the Grants and Projects Administrator prior to formal acceptance, approval, and signature by the Mayor or his/her authorized designee.

Following the review of a proposed grant contract by the Grants and Projects Administrator, both the Legal and Finance departments shall review the contract and provide their recommendations for revisions, acceptance, or in some cases rejection. Upon approval of the contract by both the Legal and Finance departments, the award will be formally accepted by the City through resolution by City Council.

Procedure:

1. Upon receipt of an award notification, a copy of the award letter and/or contract shall be uploaded to its corresponding award master file within the Awards Management System by the Grants and Projects Administrator.
2. Prior to acceptance of the award the Grants and Projects Administrator will coordinate with both the Legal and Finances departments for review and subsequent recommendations concerning revision, acceptance, or rejection.
3. If recommendations of revision are made by either the Legal or Finance department, the Grants and Project Administrator will communicate those concerns to the funding agency and work to amend the contract terms and conditions in a manner that addresses those concerns.
4. Should the funding agency not agree to the amended terms and conditions presented by the City, the Grants and Projects Administrator will advise the City Administrator and seek her/his recommendations on whether to accept or reject the award.
5. Should the funding agency agree to the proposed amended terms and conditions, and upon receipt of the amended contract, the Grants and Projects Administrator will bring the contract before City Council for final review and authorization by resolution.

Section III. AWARD ACCEPTANCE – Award Acceptance

6. Once final authorization has been received by City Council, the Grants and Projects Administrator will return the signed contract to the funding agency, inform the department overseeing the project associated with the funding, and, if specified within the terms and conditions of the contract, work with the City Administrator on the preparation and publishing of all public notices or press releases associated with the award.

Section III. AWARD ACCEPTANCE – Award Management

Purpose:

To facilitate the successful implementation of a grant or financial assistance award, the Grants and Projects Administrator will be responsible for the notification of funding award. It is the purpose of this policy and procedure to establish and ensure a timely notification of award to the department for which the funding is associated.

Policy:

Upon acceptance of a grant or financial assistance award, the Grants and Projects Administrator will immediately notify the department director and project lead for which the award funds are associated. The Grants and Projects Administrator will also inform the department director and project manager of the project timeline, interim report dates, and all award terms and conditions.

It is the sole responsibility of the Grants and Projects Administrator to ensure City compliance with all contract terms and conditions. If for any reason the City is found to be, or is in jeopardy of becoming, non-compliant with the established terms and conditions of a grant or financial award contract, it is the responsibility of the Grants and Projects Administrator to immediately notify the City Administrator.

Procedure:

1. Upon entering into a grant or financial assistance award contract, the Grants and Projects Administrator shall conduct a pre-implementation meeting with the associated department director, project lead, Finance Director, and any other appropriate City staff.
2. The department director and project lead will be informed of pertinent contract terms and conditions, project timeline, and interim report dates.
3. The Finance department will assign a budget project number to the project within the financial management system.
4. Should the contract allow for reimbursement of prior design, engineering design, administrative services, or any other allowable expenditures made prior to the award notice, a reimbursement shall be submitted to the funding agency only after approval from the Finance Department and the Grants and Projects Administrator.

Section III. AWARD ACCEPTANCE – Budget & Finance

Purpose:

The purpose of this policy is to ensure the proper establishment of a budget associated with a grant or financial assistance funded project.

Policy:

Central Administrative Services will determine whether an award made to the City of Sandpoint shall be classified as federal, state, private, or other. The Finance Department shall be responsible for assigning unique program numbers to each individual grant or financial assistance award to ensure that funds are not comingled with other City funds. Additionally, the Finance Department shall set up the proper revenue and expense account in the City's financial management system.

Procedure:

1. Once an award has been approved by Central Administrative Services and an award type determination has been made, the Director of Finance will set up the proper revenue and expense account in the financial management system. A unique program number will be assigned to each award, enabling the ability for the generation of individual reports.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Revenue and Receipts

Purpose:

The purpose of this policy is to identify the avenues through which award funds can be accepted and received.

Policy:

The default method of payment selected for all awards of financial assistance shall be reimbursement, unless the award is for an immediate, one-time expenditure or the only method of payment allowed by the funder is an advance payment. The basis for selecting another method of payment shall be discussed with the Grants and Projects Administrator who must approve the alternate method of payment prior to selection or draw down. Cash reimbursement shall be made only after actual costs have been incurred and the expense recorded in the general ledger or City payroll accrued in the payroll subsidiary ledger. All funds received shall be recorded as revenue in the grant program.

The City of Sandpoint's preferred method of receipt is Electronic Fund Transfers (EFTs). EFTs are wired to the City Treasurer and automatically deposited into the appropriate account. When a check is received rather than an EFT, the check shall be taken to the Finance Department for deposit within twenty-four (24) hours of receipt.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Program Income

Purpose:

The purpose of this policy is to identify the treatment of program income associated with grant and financial assistance activity.

Definition:

Program income is gross income earned by the City of Sandpoint that is directly generated by a supported activity or earned as a result of a grant or other award of financial assistance during the period of performance.

Program income includes, but is not limited to, income from fees for services performed, the use of rental or real or personal property acquired under grants and financial assistance, the sale of commodities or items fabricated under a grant or award of financial assistance, license fees and royalties on patents and copy rights and principal and interest on loans made with award funds.

Interest earned on advances of Federal funds is not program income, nor are rebates, credits, discounts and interest earned on any of them unless specified in the agreement or associated program regulations.

Policy:

Program income shall be recorded and used in accordance with program requirements, the Federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Federal awarding agency laws, program regulations and the provisions of the contract or grant agreement pertaining to the program.

City departments that earn program income that defrays program costs or any net proceeds (income received less the cost to generate the income) must be deducted from the allowable award expenditures before billing the funding agency for the net expenditures. Program income must be used for the purposes of, and under the conditions applicable, to the award. Unless specified by the awarding agency, program income must be used as earned and expended as soon as possible.

With prior funding agency approval, program income may be used to meet any non-award matching funds requirements or for additional allowable and allocable award activities. This approval must be in writing and documented within the corresponding grant or financial assistance award master file.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Program Income

Procedure:

1. The designated Project Lead in the department receiving the award is responsible for contacting the Grants and Projects Administrator and the Finance Director to discuss the activity that will generate program income and its relationship to the grant or contract and how the program income shall be recorded. If this is known at the time the award is received, this discussion shall occur prior to the grant funded project commencing.
2. Dependent upon the awarding agency requirements, program income may be used in one of three methods:
   a. **Deduction** - deduct program income from total allowable costs to determine the net allowable cost on which the funder's share of costs is based. Program income shall be used for current cost.
      i. **EXAMPLE**: The initial project budget was $100,000. $10,000 of program income is earned. The adjusted project budget amount from the sponsor is reduced to $90,000 after gross program income is taken into account. Total project costs remain at $100,000. ($90,000 on the parent budget and $10,000 on the program income sub-budget.)
   b. **Addition** - add program income to the funds committed to the award agreement. Program income shall be used for the purposes and under the conditions of the award agreement.
      ii. **EXAMPLE**: the initial project budget was $100,000. $10,000 of program income is generated. The total project costs may now be$110,000. ($100,000 expensed on the parent budget and $10,000 expensed on the program income sub-budget.)
   c. **Cost Sharing** - Program income may be used to meet the cost sharing or matching requirement of the award agreement. The amount of the award remains the same.
      iii. **EXAMPLE**: The initial project budget was $100,000 with cost sharing/match committed at $20,000. $10,000 of program income is generated. The expenditure of the program income may be used to account for $10,000 of the committed cost sharing.

If the award is silent on the treatment of program income, the addition method generally applies and is the default method for applying program income. Central Administrative Services shall be the final arbiter as to how to record the program income. This shall be documented in the Award Management System and the Finance Director will be notified.

Regardless of the accounting method used, program income may be used only for allowable and allocable costs in accordance with the applicable cost principles and the terms and conditions of the award.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Program Income

3. The Finance Department shall be responsible for depositing program income and calculation of the net program expenditures upon the use of program income when preparing drawdown requests and financial reports. It shall be coded under the match program number if using the Cost Sharing method.
4. Unless otherwise allowed in writing by the awarding agency, program income funds remaining in the project or program income account after the project has terminated will be returned to the awarding agency. If the Project Lead in the department or division receiving the award wishes to use these funds to further project or program objectives, a no cost extension of the award should be requested. The Grants and Projects Administrator shall be notified prior to the funding termination date and the request will be entered into the Award Management System.
5. Upon request for a no cost extension, the Grants and Projects Administrator will bring the request before Council for approval of the no cost extension by resolution.
6. Unless funding regulations or award terms and conditions specify otherwise, there is no obligation to the funding agency for program income earned after the end of the award period. However, income earned during the award period but received up to sixty (60) days after the end of the award period must be treated as program income received during the award period.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Allowable Costs and Expenditures

Purpose:

The purpose of this policy is to ensure that all project expenditures associated with a grant or financial assistance award are necessary, reasonable, allowable, and allocable costs supported by source documentation.

Policy:

The City of Sandpoint shall use applicable Federal OMB cost principles, agency program regulations and the terms of award and sub-award agreements to determine the necessity, reasonableness, allowability, and allocability of costs. A cost is necessary if it is required to effectively carry out the funded project or activity and meets the associated project goals and objectives stipulated in either the grant or financial assistance application or contract. A cost is reasonable if it does not exceed what a prudent person would incur under similar circumstances. A cost is only allowable if adequately documented and supported by accounting records and source documentation, such as purchase orders, vouchers, invoices, payroll allocation reports, payroll summaries, timesheets, etc. A cost is allocable to the extent the goods or services benefit the program or activity.

The specific requirements for activities allowed or un-allowed are unique to each program and are found in the laws, regulations and provisions of the contract or grant agreement.

Procedure:

1. The Director or approved designee of a department overseeing a project supported by a grant or financial assistance award shall be responsible for providing contractors the Grant Accounts Payable form upon retaining the contractor's services. The proper use and submission procedures regarding the Grants Accounts Payable form will be included within all award contracts.
2. Upon retention of a contractor's services, the department head or approved designee managing the project will provide a copy of the approved contract and/or service agreement to the Grants and Projects Administrator.
3. The Grants and Projects Administrator shall review and approve in writing all invoices and expenditures associated with the grant award submitted directly to him/her by the contractor via the Grant Accounts Payable form. Grant Accounts Payable forms must be submitted with all supporting documentation that will allow the Grants and Projects Administrator to verify the necessity, reasonableness, allowability and allocability of the cost.
4. The Grants and Projects Administrator will submit the Grant Accounts Payable form to the Finance Director for review. This review shall include a determination that the costs

are consistent with financial policies, regulations and procedures of the City of Sandpoint and verify that the expenses are not included as a cost or used to meet cost sharing or matching requirements of any other financial assistance award project, unless specifically allowed.

5. Upon review and authorization by both the Grants and Projects Administrator and the Director of Finance, the Grant Accounts Payable form and all attached supporting documentation shall be provided to the Accounts Payable Clerk for processing.
6. Once processed, the Accounts Payable Clerk will provide the Grants and Projects Administrator with a copy of the warrant, who will then upload the warrant to the
7. appropriate grant award master file along with the originating Grant Accounts Payable form and supporting documentation.
8. The Finance Department is responsible for processing all contractor payments in accordance with generally accepted accounting principles and City of Sandpoint financial policies and procedures.
9. If a project cost or expenditure is deemed high risk by the Grants and Projects Administrator, she/he shall have final responsibility and authority on the necessity, reasonableness, allowability and allocability of the cost prior to processing by the Finance Department.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Drawdowns and Reimbursements

Purpose:

The purpose of this policy is to ensure that all drawdowns or other reimbursement requests made under grants or financial assistance awards are fully supported, and that reimbursements are only requested for necessary, reasonable, allowable, and allocable costs.

Policy:

Drawdown or other reimbursement requests shall be prepared by the Grants and Projects Administrator and submitted to the award agency by the Accounts Receivable Clerk only after all allowable cost and expenditure processes have been performed pursuant to established policies and procedures.

Procedure:

1. The Grants and Projects Administrator will complete a Grant Receivable Form to include all supporting documentation, quotes, warrants, or any other materials that ensure the reimbursement request is necessary, reasonable, allowable, and allocable under the grant award contract.
2. The Grants and Projects Administrator will submit the Grant Accounts Receivable form and supporting documentation to the Finance Director for review. This review shall include a determination that the costs are consistent with all City financial policies, regulations and procedures.
3. The Grants Accounts Receivable form will then be uploaded to the corresponding grant award master file by the Grants and Projects administrator and submitted to the Accounts Receivable Clerk for processing.
4. The Finance Department is responsible for processing all contractor payments in accordance with generally accepted accounting principles and City of Sandpoint financial policies and procedures.
5. The Grants and projects Administrator will run a monthly project report to track the receipt of processed reimbursement request to ensure that such requests are received by the awarding agency in a timely manner.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Match or Cost-Sharing Contributions

Purpose:

The purpose of this policy is to ensure that any matching or cost-sharing contributions required and reported under grant and financial assistance awards meet the requirements of Federal OMB Circulars, award conditions, and terms that are applicable.

Policy:

All matching or cost-sharing contributions (including cash and in-kind) shall be fully documented and verifiable in City financial records to the extent possible and in the Award Master File. The contributions shall be tracked and monitored to ensure that they cannot be included as contributions toward, or paid under, any other grant or financial assistance project or program unless expressly allowed and verified by Central Administrative Services. The contributions shall be necessary and reasonable for proper and efficient accomplishment of the project or program objectives and must be allowable and provided for in the approved award budget.

Documentation of all matching and cost-sharing contributions shall be maintained in the Award Master File and will be included as supporting documentation for financial reports and/or drawdown of funds, if necessary.

Procedure:

1. The Grants and Projects Administrator is responsible for ensuring availability and allocability of any all match required under a grant or financial assistance award program prior to the submission of the program application.
2. Should a grant or financial assistance award application require a Letter of Commitment of matching funds, the Grants and Projects Administrator shall draft the letter ensuring to include language clearly identifying the total monetary City contribution, and provide the letter to the City Administrator for review and final signature. This letter shall be uploaded to the corresponding grant master file.
3. Any and all City contributions will be fully documented in the City's financial system and all supporting documentation will be provided by the Finance Department when reports or audits are prepared.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Contracting and Procurement

Purpose:

The purpose of this policy is to ensure that all contracting and procurement activity associated with grant or other financial assistance funds shall be consistent with City of Sandpoint Contracting Guidelines, Resolution 07-14, administrative policies and procedures, and all provisions, terms and conditions of a grant or financial assistance award.

Policy:

The department receiving a grant or financial assistance award is responsible for complying with all of the provisions, terms and conditions of the grant or financial assistance award, including all applicable terms and conditions of the funding requirements relating to the acquisition process. The City of Sandpoint's Contracting Guidelines as codified under City Council Resolution 07-14 shall be followed, provided that they conform to applicable Federal, State and local law and regulations and standards identified. If there is a discrepancy between the City's contracting policies and procedures and the award regulations and provisions, the most restrictive requirement shall be followed.

All procurements associated in any way with the use of federal funds will be conducted in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

Procedure:

1. The Department is responsible for overseeing the completion of a competitive solicitation process as specified in the City's Contracting Guidelines.
2. The Grants and Projects Administrator shall inform departments of all award provisions pertaining to contracting and procurement (specifications, terms and conditions, grant requirements, etc.) that must be included in a competitive solicitation document (Invitation to Bid, RFP, RFQ or RFI) to ensure compliance with all contract terms and conditions. All relevant information, provisions, restrictions, terms and conditions of the award pertaining to all contracted work performed must be included in the competitive solicitation document.
3. If the procurement is being made under a Federal grant or award of financial assistance, the department shall provide the Grants and Projects Administrator with contractor information prior to enlistment of services in order to verify suspension or debarment via the Federal System for Award Management (www.sam.gov) to determine if the contractor (including any subcontractors) is ineligible for the award of the contract and document the research and certification effort in the corresponding award master file.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Contracting and Procurement

4. Additionally, if the procurement is being made under a Federal grant or award of financial assistance, and the bid specifications provide for a specific brand name, or other requirements that limit competition, the specifications must be approved by the Grants and Projects Administrator before being published or distributed.
5. If a sole source is declared under a grant or other award of financial assistance, this must be approved by the Grants and Projects Administrator in writing prior to the contract or purchase being completed. Documentation of this approval will be maintained in the corresponding award master file.
6. Prior to final selection and announcement of a contractor award, documented review and approval must be obtained by the Grants and Projects Administrator.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Supplanting

Purpose:

The purpose of this policy is to protect the City from the revocation of grant or other financial assistance funds and exposure to legal liability associated with improper use of funds.

Policy:

Grant and other financial assistance funds awarded to the City of Sandpoint can only be used to supplement current funding and shall not be used to supplant an existing expense so that local funds can be used for another purpose unless otherwise identified as allowable in writing by the awarding entity and approved by the Grants and Projects Administrator.

Procedure:

All City staff associated with the preparation and establishment of budgets for grants and financial assistance awards shall ensure that funds are used to support new program/project costs and not to support ongoing costs previously or currently supported with local funds unless expressly authorized by the grant award agency. If any questions or concerns arise in this regard, The Grants and Projects Administrator shall be contacted for final guidance.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Contract Amendments

Purpose:

Amendments to awards, whether issued in the form of an official contract amendment or more informally in the form of a letter from the awarding agency, are legal contracts. As such, it is the City's responsibility to carry out the funded project and/or activities associated with an award in compliance with all revised or new terms and conditions contained in the amendment. The purpose of this policy is to ensure that amendments made to an existing grant or financial assistance award contract will not conflict with other non-amended portions of the contract, all relevant City departments are made aware of award amendments notices in a timely fashion, and establishes a procedure for the acceptance or declination of amendments of awards made to the City.

Policy:

Awards are often amended to shift allocated funds from one cost category to another, increase or decrease the budget, change the performance period or to alter the programmatic requirements. All award amendments are subject to approval by the recipient department director and the Grants and Projects Administrator.

Procedure:

1. When requesting a programmatic amendment, re-budget, or an extension to the award period, the department shall submit the request in writing to the Grants and Projects Administrator.
2. The Grants and Projects Administrator will then work with the program awarding agency in defining the new terms and conditions of the proposed amended contract.
3. If the Grants and Projects Administrator and awarding agency agree on the amended terms and conditions, the amended contract shall be provided to the City's Legal Department for review and recommendation on acceptance, revision, or rejection.
4. Should the nature of the amended award dictate a substantial change in award amount, project scope, or timeline the Grants and Projects Administrator shall take the amended contract before City Council for approval by resolution.
5. The Grants and Projects Administrator shall submit the signed documents to the funding agency, and upon receipt of a fully signed copy of the agreement, include the amended contract in the award master file.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Monitoring & Compliance

Purpose:

The purpose of this policy is to ensure that all grant and financial assistance activities are managed according to the City's Grants Policies and Procedures Manual, to ensure full compliance and strategic management of current and future grant and financial assistance awards throughout the entire award lifecycle, and to reduce the City's exposure and legal liability with respect to mismanagement or lack of compliance with grant and financial assistance policies, requirements and associated regulations.

Policy:

City departments and divisions that apply for, and receive, grant and other financial assistance awards are responsible for managing their funded projects and programs in compliance with all award terms and conditions as well as associated federal, state and City regulations, policies and procedures.

The City's Grants and Projects Administrator oversees the fiscal and programmatic accountability and compliance for any and all grant and financial assistance awards made to the City of Sandpoint and its respective divisions and departments.

The City has adopted a risk-based approach to grants and financial assistance monitoring and compliance which is developed and administered by the Grants and Projects Administrator. The criteria and associated risk status is identified below:

Low Risk – Full Compliance Status

- Initial Grant Review Completed by the Grants and Projects Administrator
- Grant Award and acceptance Approved by City Council
- Recurring Grant Awards
- Managed by Experienced Personnel (Grant and Projects Administrator)
- No concerns identified by the Grants and Projects Administrator or the department managing the grant project
- Compliance and monitoring with no concerns identified

Medium Risk – Grant Under Review

- Concerns Identified During Compliance Review
- Critical Personnel Change
- Significant Match Requirement
- Report dates established by award contract not met or overdue
- Overpayments

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Monitoring & Compliance

High Risk – Out of Compliance

- Audit Findings
- Significant Compliance Issues
- Missed Deadlines
- Reporting Errors
- Complete Lack of Compliance Management
- Unauthorized Contractor Payments and/or Drawdown Requests

Procedure:

1. The Grants and Projects Administrator will continually review all existing internal controls and establish new and/or strengthened controls when necessary to safeguard federal, state and local/private grant and financial assistance assets and ensure their proper use.
2. The Grants and Projects Administrator shall establish written policies and procedures that clarify responsibilities for researching funding opportunities, submitting applications and accepting and administering grants and financial assistance awards.
3. The Grants and Projects Administrator shall develop and manage systems to coordinate the identification of funding resources and track and manage the entire lifecycle of the grants and other financial assistance awards.
4. The Grants and Projects Administrator shall establish written policies and procedures for adoption by Sandpoint City Council to ensure compliance with funding requirements as defined by funding agencies, the Code of Federal Regulations and the State of Idaho.
5. The Grants and Projects Administrator will assist department staff and their respective department directors with the interpretation and application of City, state, federal and other award agency policies and requirements.
6. The Grants and Projects Administrator will conduct regular compliance reviews of all financial assistance and grant awards to determine if they are in compliance with applicable federal, state and local laws, City policies and award documents.
7. When conducting compliance reviews, the Grants and Projects Administrator will utilize a risk-based approach, which will categorize awards in one of three statuses; 1) **Low Risk** – Full Compliance; 2) **Medium Risk** – Grant Under Review; and 3) **High Risk** – Out of Compliance. With this knowledge and understanding, department directors may provide recommendation at any time on whether a specific award should be classified within the Medium or High-Risk categories.
8. The Grants and Projects Administrator will ensure that award closeout is conducted in a timely manner, and that all award master files are maintained in accordance with 2 CFR §200.333.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Property Management

Purpose:

The purpose of this policy is to properly identify, track, transfer and dispose of property acquired under a grant or other award of financial assistance. This policy applies to fixed assets, both real, personal, or intangible, as well as non-consumable supplies and materials such as furniture, computers, printers or other items considered small yet monetizable assets.

Definitions:

Real Property: Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

Personal Property: All property except for real property.

Equipment: Personal property with useful life of more than one year and a per-unit acquisition cost:

1. Equal or greater than the lesser of the capitalization level established by a non-Federal entity for financial statement purposes, or;
2. Equal or greater than $5,000

Supplies: Personal property with a per-unit acquisition cost less than $5,000.

Intangible Property: Property having no physical existence – trademarks, copyrights, data, patents, trade secrets, intellectual property, leases, loans, stock.

Policy:

All property purchased under grants or other awards of financial assistance that meet the definitions of property under this provision shall be subject to the following:

1. **Property Records** – All property purchased or otherwise received under grants and awards of financial assistance should be tagged and must be entered into the Fixed Asset System managed by the Finance Department with a description of the property, serial number or other identification number, the source of funding for the property to include the award identification number, who holds title, acquisition date, cost of the property, percentage of federal participation in the project costs (if acquired under a federal award), location, use and condition of property, and any disposition data, including the date of disposal and sale price of the property.
2. **Physical Inventory** – a physical inventory of the property must be taken and the results reconciled with the Fixed Asset System annually and upon the closeout of the award. the inventory is subject to verification from the Finance Department, auditors, and other third parties engaged by Finance.
3. **Control Systems** – Any loss, damage or theft to any property must be reported to the Finance Department and the Grants Administrator within 48 hours of discovery. A

follow-up investigation will be implemented by the department in control of the asset with the support of the Finance Department and the Grants and Projects Administrator.

4. **Maintenance** – The department in control of the property shall ensure adequate maintenance procedures are implemented to keep the property in good and usable conditions.
5. **Disposition** – when original or replacement property acquired under a grant or award of financial assistance is no longer needed for the original project, program, or other activities currently or previously supported by the funding agency, the department seeking to dispose of the property shall contact the Grants and Projects Administrator for guidance and approval. The Grants and Projects Administrator shall ensure that any property sold, passed through to another entity, or otherwise disposed of, is done in accordance with applicable awarding regulations and procedures, including the notification of the funding agency, when appropriate for approval or further direction. In addition, the Grants and Projects Administrator shall advise the department controlling the asset and the Finance Department of any restrictions related to the income received from the sale.
6. **Replacement** – If property is damaged, no longer in working condition, or other circumstances arise and it is replaced by the manufacturer under warranty, the original property should be noted as disposed of in the Fixed Asset System and the replacement property entered with all of the identifying award information used for the original asset. The Grants and Projects Administrator and the Finance Director shall be notified of these instances within 48 hours of occurrence.

Procedure:

1. Upon paying an invoice for property purchased under a grant or financial assistance award meeting the definitions above, the Finance Department will forward an asset tag to the department in control of the asset and verify all of the identifying information required to be entered into the Fixed Asset System.
2. If property is received that is passed through to the City by another entity under a grant or financial assistance award, the Grants and Projects Administrator shall be notified. An award master file shall be created and a copy of the award agreement or pass-through award information should be entered into the file. The award will be accepted and/or processed as provided for under the Award Acceptance policy.
3. Should the asset be purchased or passed through under a federal or state grant and meets the definition of real, personal, or intangible property, the asset shall be identified in the Fixed Asset System.
4. Should the asset be purchased or passed through under a federal or state grant and meets the definition of supplies, the asset shall be identified in the Fixed Asset System.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Property Management

5. The Finance Director shall coordinate with all departments to conduct a property inventory on an annual basis.
6. Any known loss, damage, theft or other material changes in the status of property shall be made known to the Finance Director by the department controlling the asset. This also includes changes in location or obsolescence of any asset.
7. If the controlling department intends to dispose of any property purchased under a grant or financial assistance award, the Grants and Projects Administrator shall be notified as soon as possible for guidance and approval.
8. The Grants and Projects Administrator shall review the awarding regulations and procedures, including contacting the funding agency when appropriate, for approval and further guidance if needed.
9. The Grants and Projects Administrator shall approve the disposition in writing and document it in the corresponding award master file. She/he shall also advise the department controlling the asset and the Finance Director of any special conditions related to the income received from the sale, including return of proceeds from the sale to the funding agency, and follow-up to ensure that appropriate internal controls are in place to comply with the special conditions.
10. The Finance Director shall be responsible for ensuring that the disposition data, including the disposition date and sale price of the property is entered into the Fixed Asset System.

Section IV. POST-AWARD MANAGEMENT AND ADMINISTRATION – Travel Under a Grant

Purpose:

The purpose of this policy is to ensure that all travel conducted and subsequent reimbursement requests made under a grant are allowable and in compliance with all federal, state, and City travel requirements and specific grant award conditions and guidelines.

Policy:

All travel under a grant or financial assistance award shall be conducted specifically to carry out the award and in accordance with City travel policy and federal travel guidelines, as well as the grant contract conditions and requirements. If a difference between City reimbursement rates and the allowable federal reimbursement rate as defined by the General Services Administration (GSA) exists, the more restrictive of the two shall be utilized and charged to the grant. Departments shall be responsible for ensuring that all travel to be charged to a grant is allowable and pre-approved by the granting agency, when required. Travel approvals shall be requested in writing following all City established travel request procedures and maintained in the corresponding award master file. Additionally, the Grants and Projects Administrator shall review and approve all travel expenses to be charged to a grant, prior to the expenditure of funds, and confirm the allowability and allocability of the expenses pursuant to the grant or financial assistance award terms and conditions.

Procedure:

1. All City staff, including commission or committee members, conducting travel under a grant shall submit for approval a travel request form including required supporting documentation pursuant to established City policies and procedures.
2. City departments are required to verify the allowability, allocability and reasonableness of travel under a grant, including securing prior written approval from the funding agency, if required.
3. A copy of the Travel Request form shall be submitted to the Finance Director and the Grants and Projects Administrator to confirm the allowability and allocability of the travel under the grant.
4. If the travel meets all the above policies and procedures, the Grants and Projects Administrator will notify the department responsible for managing the associated project and shall upload a copy of the Travel Request and all supporting documentation into the award master file.

Section V. SUAWARD CONTRACTING & COMPLIANCE – Subawards

Purpose:

The purpose of this policy is to ensure that subawards are correctly identified under grants and other awards of financial assistance, and that award and City requirements are appropriately included in the contracts.

Policy:

All City departments intending to enter into a contract for goods and services under a grant or financial assistance award shall determine whether the entity they wish to contract with should be designated as a contractor or a subrecipient. This determination shall be retained within the corresponding award master file. If technical assistance is needed in making a determination between whether an entity should be deemed a contractor or a subrecipient, the department shall consult with the Grants and Projects Administrator for determination. All grant terms, regulations, and laws apply to subrecipients.

All subawards entered into under federal awards of financial assistance shall be made only after completion of a fully documented competitive selection process, unless otherwise approved by the Grants and Projects Administrator with written approval obtained from the funding agency as determined by the Grants and Projects Administrator.

All subawards entered into under non-federal grants or other financial assistance awards, and any other amendments thereto, shall be prepared on a template provided by Central Administrative Services and submitted to the Grants and Projects Administrator for approval. The Grants and Projects Administrator will coordinate with the Legal Department and will obtain a full legal review and authorizing signature.

The approval and signatures of the Grants and Projects Administrator and Legal Department shall be obtained prior to the contract being sent to a subrecipient agent, and if necessary, City Council.

Procedure:

1. The Department is responsible for ensuring that a fully documented competitive selection process is implemented for any awards made under federal grants or financial assistance awards, or any other awards that contain federal requirements.
2. If a competitive process is not possible or will not be conducted for any reason, prior approval by the Grants and Projects Administrator and written approval from the funder as determined by the Grants and Projects Administrator must be obtained prior to contract development. Identifying or referencing a subrecipient by name in an application does not constitute funding agency approval of a non-competitive process.

3. The department is responsible for determining whether the entity or person she/he intends to contract with is classified as a contractor or subrecipient. A Subrecipient Determination Checklist form may be obtained from the Grants and Projects Administrator for this purpose.
4. All documentation and agreements pertaining to contractor or subrecipient award shall be maintained in the corresponding award master file.

Section V. SUBAWARD CONTRACTING & COMPLIANCE – Federal Funding Accountability and Transparency Act

Purpose:

The purpose of this policy is to ensure City compliance with the Federal Funding Accountability and Transparency Act.

Policy:

Pursuant to the Federal Funding Accountability and Transparency Act (FFATA), the Grants and Projects Administrator shall be responsible for ensuring that all subawards supported with federal funding greater than $25,000 are reported into the Federal Funding Accountability and Transparency Subaward Reporting System (FSRS). Reports shall be entered prior to the end of the month in which the subaward or obligation was made. Any contract modifications made to a subaward that change the previously reported information or increase the threshold of award to $25,000 or greater shall also be entered within the month the modification was made.

Procedure:

1. The Grants and Projects Administrator shall report subawards and or any award amendments meeting the FFATA threshold of $25,000 to the FSRS reporting system prior to the end of the same month in which the award was made and/or changed.
2. If more than one subaward contract is entered into with a single agency under the same federal award, the combined award amount shall be reported to the FSRS reporting system if the combined award amount meets the FFATA threshold of $25,000.
3. A copy of the FSRS report shall be uploaded to the subaward master file by the Grants and Projects Administrator.

Section V. SUBAWARD CONTRACTING & COMPLIANCE – Subrecipient Monitoring

Purpose:

The purpose of this policy is to ensure that all award subrecipients are sufficiently monitored to verify compliance with all laws, regulations and the provisions of contract or grant agreements, and that all performance goals and reporting are accomplished.

Policy:

Prior to entering into a subrecipient contract and for each fiscal year during the contract performance period, the Grants and Projects Administrator shall perform a risk assessment and implement an appropriate monitoring plan to assess project performance, including program objectives, eligible activities and benchmarks, financial management, and allowability and allocability of costs associated with the subrecipient's program or project. Monitoring of subrecipients may consist of on-site or remote monitoring techniques, or a combination thereof, based on results of the risk assessment.

Should the outcome of a subrecipient risk assessment identify any compliance concerns or weaknesses, the Grants and Projects Administrator will develop, implement, and monitor a corrective action plan. The Grants and Projects Administrator shall also be responsible for conducting subrecipient audit reviews during the contract performance period.

Risk assessments, audit review, corrective action plans, and any other monitoring activities shall be documented in the subrecipient award master file.

Procedure:

1. Prior to entering into a subrecipient contract, the Grants and Projects Administrator shall conduct a risk assessment of the subrecipient and implement a monitoring schedule.
2. The subrecipient shall be monitored by the Grants and Projects Administrator as follows:
    a. **Budget Monitoring** – Compare actual expenditures and outlays with budget amount
    b. **Expenditure Monitoring** – Ensure that all expenditures billed are supported by source documentation to include, but not limited to, cancelled checks, invoices, time reporting records, payroll records, contract and subaward contracts, etc.
    c. **Allowable Cost Monitoring** – All subaward expenditures shall be reviewed ensure that all costs billed are necessary, reasonable, allowable, allocable, and in accordance with program requirements.
    d. **Performance Monitoring** – the Grants and Projects Administrator shall monitor subrecipients to verify that their performance is adequate. In the event performance concerns arise, the Grants and Projects Administrator shall develop, document, and implement an appropriate action plan. Additional

actions that may be implemented in response to a subrecipient award compliance deficiency include, but are not limited to:

i. Issue a letter of warning to the subrecipient putting them on notice that, should the deficiency continue without correction, additional action will be taken;
ii. Recommend and/or request the subrecipient develop and submit a corrective action plan; and
iii. Suspension of the disbursement of funds for the deficient activity

e. **Reimbursement Monitoring** – Ensure that subrecipients are paid on a reimbursement basis unless specifically authorized by the Grants and Projects Administrator.
f. **Property Monitoring** – If property is purchased or passed-through under the subaward, verify fixed asset records on an annual basis during the period of performance and at award closeout, ensure that the Catalog of Federal Domestic Assistance (CFDA) number and any other award identification of the grant under which the property was acquired, description of the property, serial or model number, the source of the funding, who hold the title, acquisition date, property cost, percentage of federal participation in the cost, use and condition of the property, and any disposition data, including the date of disposal and sale price of the property being tracked.

3. The Grants and Projects Administrator shall monitor the audit requirements of the subrecipient as stated in the award contract, including obtaining and reviewing all subrecipient's audit reports within 30 days after issuance, no later than nine months after the end of the audit period, and reviewing for compliance and verifying submission to the Federal Audit Clearinghouse (FAC) should federal monies be involved. If and audit finding exists for noncompliance reasons, or a determination is made that a lack of internal controls may affect compliance, the Grants and Projects Administrator shall require the subrecipient to develop and implement a corrective action plan and comply with additional monitoring task.
4. The Grants and Projects Administrator will notify the City Administrator of any non-compliance issues and/or concerns.
5. All subrecipient monitoring activities and corrective action plans will be documented by the Grants and Projects Administrator and uploaded to the subrecipient award master file.

Section VI. AWARD REPORTING – Program Reporting

Purpose:

To ensure that the program results and associated reporting of grant and financial assistance supported activities are accurate, current, complete and made in accordance with the specific reporting requirements of the award and any and all associated regulations.

Policy:

The Department Director in the department receiving the award shall prepare program reports with supporting source documentation, including all invoices and contractor documentation. At their discretion, the Department Director may designate or assign a staff member within their department to prepare the program report. The reports will be reviewed by the Grants and Projects Administrator and signed, if required. Copies of reports submitted will be retained in the Award Master File.

Procedure:

1. All project reporting deadlines will be documented within the award master file and tasked out to the Department Director in the recipient department.
2. The Department Director or assigned personnel shall prepare the report in accordance with the reporting guidelines as stated in the award contract. The report should include supporting documentation as appropriate.
3. The Department Director shall submit the report to the Grants and Projects Administrator who will then submit the report to the award agency, if required.
4. If the funding agency has designated the use of a separate reporting system, all reports may be maintained in that system rather than duplicated in the Award Management System at the discretion of Central Administrative Services.
5. The Grants and Projects Administrator will upload the report into the award master file.

Section VI. AWARD REPORTING – Financial Reporting

Purpose:

To ensure that the financial results and associated reporting of grant and financial assistance supported activities are accurate, current, complete and made in accordance with the specific reporting requirements of the award and any and all associated regulations.

Policy:

The Finance Department shall prepare financial reports with supporting source documentation to verify the allowability and allocability of grant and financial assistance associated expenses. The reports will be verified for accuracy and compliance by the Director of Finance and the Grants and Projects Administrator.

Procedure:

1. All financial reporting deadlines associated with a grant or financial assistance award will be input in the corresponding award master file.
2. Prior to preparing the financial report, the assigned finance personnel shall analyze the expenditures vs. income received for the reporting period, including any program income received.
3. The assigned finance personnel shall prepare the report in accordance with the reporting guidelines stipulated in the grant or financial assistance award contract. The report shall include supporting documentation to back up all of the revenue and expenses reported, including, but not limited to, drawdown requests, program income calculations, copies of invoices paid, payroll documentation and a report showing actual revenue and expenditures printed directly from the financial system. If match is reported, the associated supporting documentation shall also be included.
4. Expenses that have not posted to the general ledger at the time of the report preparation will not be reported except under exceptional circumstances (to be determined and approved by the Director of Finance on a case-by-case basis).
5. The Grants and Projects Administrator shall provide technical assistance, if requested.
6. The completed report, including supporting documentation shall be provided to the Grants and Projects Administrator.
7. The Grants and Projects Administrator shall review the report and the supporting documentation to verify that all of the expenses reported are allowable and allocable and adequately supported.
8. The Grants and Projects Administrator shall obtain the signature of the department director on the report and submit it to the awarding agency as required and note the submission date in the corresponding award master file.

Section VI. AWARD REPORTING – Financial Reporting

9. A copy of the financial report, including appropriate approvals, shall be uploaded into the Award Management System.

Section VII. GRANT AUDITS AND REVIEWS – Award Agency Reviews

Purpose:

The purpose of this policy is to ensure that the City provides all needed documentation and verification of compliance to any funding agencies or their designees conducting reviews, monitoring or technical assistance support on City grants and other financial assistance awards.

Policy:

The Grants and Projects Administrator shall ensure that the City Administrator and the Finance Department are made aware of any scheduled reviews, monitoring or technical assistance visits made by their funding agency or designees. The Grants and Projects Administrator shall forward the Finance Director any advance documentation requests, including risk assessments, compliance checklists, etc. The Grants and Projects Administrator shall work with the City Administrator in coordinating the City's official response. The Grants and Projects Administrator shall also be responsible for developing and overseeing corrective action plans to address recommendations or weaknesses identified.

Section VII. GRANT AUDITS AND REVIEWS – Audits

Purpose:

To ensure that the City of Sandpoint appropriately complies with any and all audits conducted by a funding agency or their designated auditors to verify City compliance with all applicable rules, regulations, and circulars.

Policy:

The City of Sandpoint is responsible for conducting audits in accordance with the Single Audit Act of 1984 (31 U.S.C. 7501-7) and Federal agency implementing regulations. The Director of Finance shall serve as the primary point of contact with the state auditors for the Single Audit and shall be responsible for the developing and overseeing the implementation of any corrective action plans. The final Single Audit Report shall be submitted to the Federal Audit Clearinghouse within 30 days after receipt or nine months after the City's fiscal year end. The Accounting Department shall be responsible for electronically submitting the Single Audit Report.

The Director of Finance shall also serve as the primary point of contact for any other audits conducted by funding agencies and their designated auditors on the City's awarded grants and other financial assistance, and shall be responsible for developing and overseeing the implementation of corrective action plans.

The City of Sandpoint shall make available any and all supporting documents for review upon request by the awarding agency, its Inspector General, the Comptroller General of the United States or any other audit agencies designated.

Procedure:

1. The Finance Department will compile and prepare the Schedule of Expenditures of Federal Awards (SEFA) and may coordinate with Central Administrative Services for a secondary review.
2. The Director of Finance shall serve as the primary point of contact with the state auditors for the Single Audit and will assist City departments and divisions receiving grant and financial assistance funding with compliance oversight and technical assistance to comply with audit requirements in accordance with 0MB Circular A-133.
3. Within 30 days after receipt or nine months after the City's fiscal year end, the Finance Department will electronically submit the Single Audit Report to the Federal Audit Clearinghouse.
4. In addition, the Director of Finance shall serve as the primary point of contact for audits conducted by funding agencies and their designated auditors.

5. Auditors will be provided access to all award master files by Central Administrative Services for purposes of reviewing award master files and verifying internal controls.
6. In instances of concerns identified, whether included in a formal management letter or only provided orally, and/or audit findings, the Grants and Projects Administrator will assume primary responsibility for development of a corrective action plan in coordination with the impacted departments or divisions and submitting the plan to the auditor, funder and any other appropriate reviewing agencies. In addition, the Grants and Projects Administrator will follow-up with the City departments to ensure that the appropriate corrective action has been implemented.

Section VIII. CLOSE-OUT AND RECORDS RETENTION – Award Close-Out

Purpose:

To ensure that all required final documents are submitted and conditions are met to ensure the proper close-out of grants and financial assistance awards.

Policy:

Upon expiration or termination of an award, the Grants and Projects Administrator shall oversee the close-out process to ensure that all required reports are submitted, actions taken, and conditions are met to ensure proper compliance.

Procedure:

1. The Grants and Projects Administrator will monitor award ending dates and review close-out requirements within 90 days of completions of projects associated with grant funding.
2. If performance under an award will end at an earlier date or has been terminated for any reason by the recipient department, the Director of the department associated with the project funding shall notify the Grants and Projects Administrator in a timely manner to ensure proper close-out procedures are implemented.
3. All close-out documents will be uploaded to the award master file upon reviewed and approval by the Grants and Projects Administrator and prior to submission.
4. The Grants and Projects Administrator is responsible for submitting all final documents to the awarding agency.

Section VIII. CLOSE-OUT AND RECORDS RETENTION – Records Retention

Purpose:

The City of Sandpoint is responsible for ensuring that complete award records, including all supporting documents to prove the allocability and allowability of revenues, expenditures, obligations, program income, interest, assets, authorizations and unobligated balances must be retained for audit purposes in accordance with federal, state and specific award requirements.

Policy:

All award master files, including but not limited to, contract and amendments, applications, statistical records, program and financial reports, income and expenditures, requests for reimbursement, and all associated supporting documentation, will be maintained as designated by the Central Administrative Services, and in accordance with 2 CFR §200.333. The Grants and Projects Administrator and designated members of Central Administrative Services are responsible for establishing and maintaining this record and ensuring it is complete by uploading and updating all award documents.

Supporting original documents such as original signed contracts will be maintained by the Grants and Projects Administrator for three (3) years or the required retention period specified in the award agreement, or the retention schedule prepared by the Secretary of State, whichever is longer.

Additional supporting records such as the fixed asset records for real property and equipment acquired with grant or financial assistance funds will be retained for three (3) years after disposition. Indirect cost rate proposals and cost allocation plans will be retained for three (3) years following the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The retention period begins following the submission date of the audit report covering the entire award period, or until all issues resulting from litigation, audit resolution, or claims have been resolved, whichever is later.

Staff Report

To: Mayor Grimm and Sandpoint City Council Members

From: Erik Brubaker, Associate Planner

Report: July 16, 2025

Hearing: August 6, 2025

Item: PS25-0001: Great Northern Commerce

Applicant: Big Creek Land Company, LLC

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

1) Introduction and Background

Big Creek Land Company, LLC is requesting approval of a replat of an existing lot RPS40010010010A consisting of approximately 15.58 acres. The property is located east of Great Northern Road and South of Woodland Drive(Figure 1). Proposed developed access right-of-way (ROW) is off of Woodland Dr. The proposed subdivision seeks to create 21 lots, ranging from approximately 25,678sf to 34,523sf and dedication of 89,884 sf of ROW. According to the applicant, "The Great Northern Commerce Park First Addition Preliminary Subdivision is a proposal for the division of an approximately 15-acre piece of vacant pastureland in the City of Sandpoint into a 21-lot industrial subdivision. The subject property is known as Lot 1, Block 1 of the recently recorded 2-lot short plat known as Great Northern Commerce Park. It is situated southeast of the intersection of Great Northern Road and Woodland Drive, and lies in the northwest quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, City of Sandpoint, Bonner County, Idaho".

The property is situated within the Industrial General (IG) zone, as are all adjoining properties (Figure 2). All lots will have access and frontage on a proposed public right of way.

Preliminary plats set forth the basic information for the Planning and Zoning Commission (PZC) and City Council to determine if the proposed subdivision complies with the applicable requirements of the Sandpoint City Code and Idaho Statutes. Upon approval of a preliminary plat by City Council (after PZC review), a permit for public infrastructure improvements may be issued and once complete and accepted by the city, a final plat may be approved by City Council and recorded. A final plat is necessary to create and sell new lots and no building permits may be issued prior to the recordation of the final plat.



Figure 1 – Property location

The Planning and Zoning Commisison conducted a public hearing on July 15, 2025

and recommended approval of the preliminary plat(Figure 3). Part of the discussion centered on the potential for future connectivity to the south of the site. As a result, a condition of approval was added to amplify the propsoed storm drainage easement along the southern property line to aloso allow for pedestrian and bicycle access in the future, should the opportunity arise in the future.

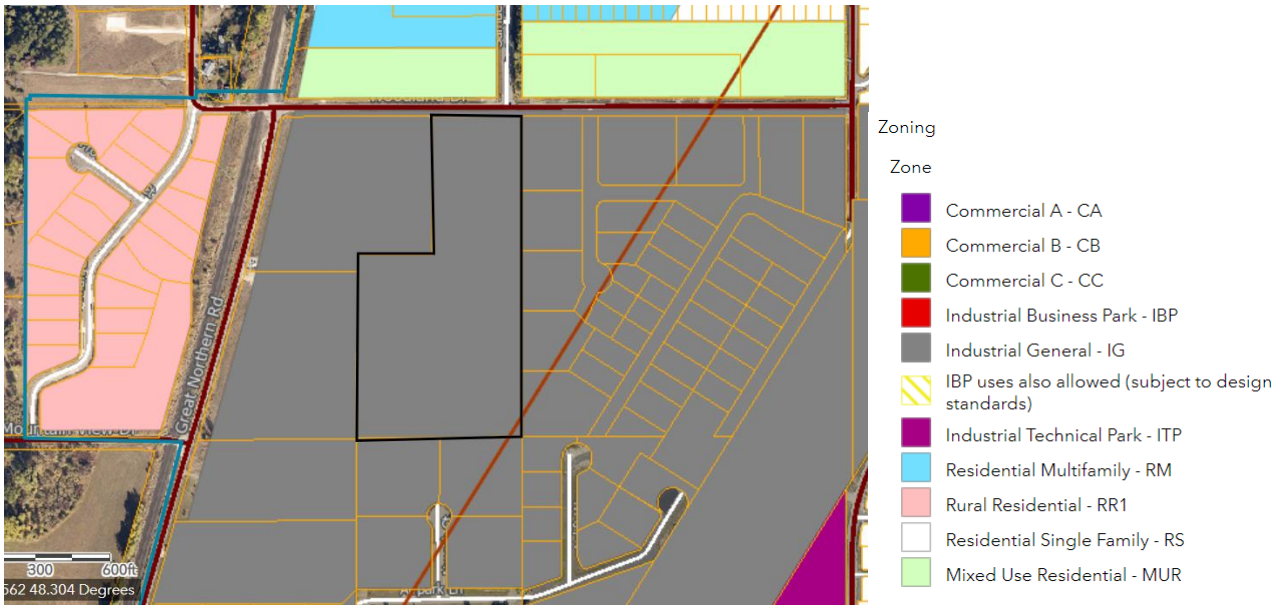


Figure 2 - Zoning Map

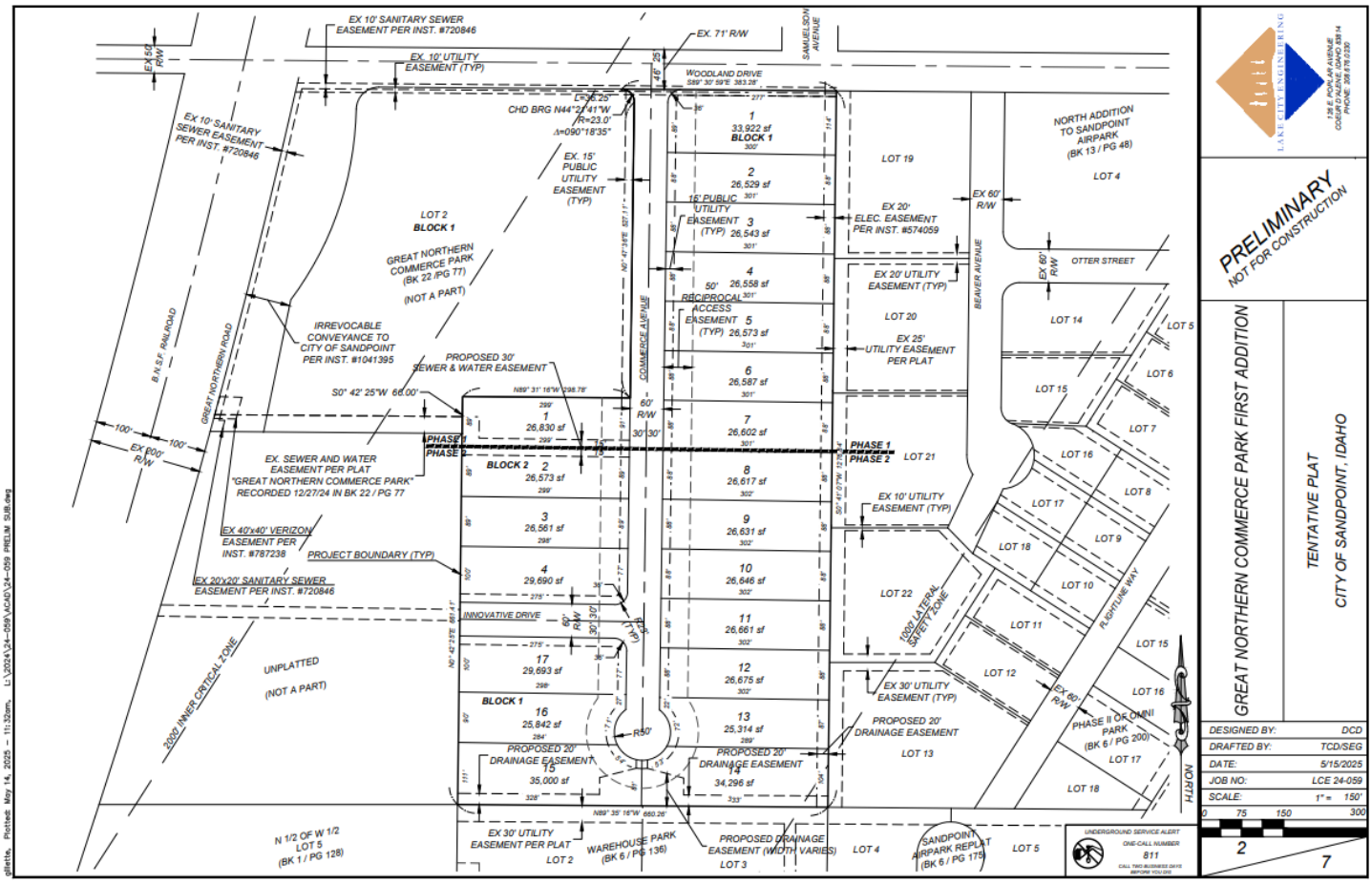


Figure 3 - Preliminary Plat

2) Agency Comments

Per Idaho Code and Sandpoint City Code, all applicable jurisdictions and agencies have been notified of the proposal including, but not limited to:

REVIEWING DEPARTMENTS & AGENCIES:				
City of Sandpoint	**Local Agencies & Districts**	**State & Federal**	**Bonner County**	**Other**
☒ **Building** ☒ **Fire Marshal** ☒ **Planning** ☒ **City Engineer** ☒ **Operations**	☒**Independent Highway District** ☒**Pend Oreille School District** ☒**Panhandle Health District** ☒**City of Dover** ☒**City of Ponderay**	☒ **Idaho Dept. of Lands** ☒ **Idaho Dept. of Environmental Quality** ☒ **Idaho Transportation Dept.** ☒ **USACE** ☒ **Idaho Dept. of Water Resources**	☒ **Surveyor** ☒**Sandpoint Airport** ☒ **Planning** ☒ **Bonner County EMS** ☒ **Commission**	☒ **Avista Utilities** ☒ **Northern Lights** ☒ **Utility and Service Providers** ☒ **BNSF Railroad**
X = Request for review/comments sent to department or agency.				

At the time of this report draft, the city has received five (5) agency responses to the application, all of which are attached to this report. Any additional comments received will be forwarded to the PZC and City Council.

Staff response to comments:
Idaho Transportation Depaprtment (ITD) and Idaho Department of Environmental Quality (DEQ) responded with "no comment". Northern Lights (NLI) expressed willingness to serve the project with three phase or single phase power and noted that they will be servicing the adjacent Amazon facility. The Federal Aviation Administration (FAA) did not respond to the City directly on the application. However, the applicant had submitted required applications to the FAA who in turn terminated a preliminary request for an Aeronautical Study due to the fact that no proposed buildings are a part of this subdivision process. Such applications to FAA would be required at a later phase when buildings are proposed. BNSF Railroad sumitted a copy of a "Final Field Diagnotic Notes". Whereas no specific requirement of the development application was requested or required in the BNSF comment, city staff are in regular contact with BNSF through the capital improvement project for Great Northern Rd which provides continued opportunity for coordination, including understanding additional requirements as needed for that capital improvement project.

Preliminary Plat Requirements

Title 10, Chapter 1 establishes the subdivision and new development standards and regulations for preliminary plats. *Section §10-1-C1 through 12* establishes the required elements to be shown on a proposed preliminary plat.

Findings: All relevant requirements of *§10-1-C* are generally present on the revised preliminary plat and/or within the application materials.

More specifically, Section §*10-1-1-C3. Lot Dimensions: The dimensions of all lots and subdivisions and re-subdivisions of lots shall be shown. All lots shall be sufficiently wide and deep to permit full conformity with the zoning regulations. Per* §*9-4-3 Table 2, the Industrial General – IG zoning district; new lots are required to be 1*

acre or larger with the exception found in Note 1. Parcels within an integrated development may vary from the minimum lot size and dimensions, with recordation of cross easements to guarantee access and common maintenance of all parking and landscape areas.

Findings: The minimum lot size in the IG zone district is one-acre, unless the parcels are within an integrated development, with recordation of cross easements to guarantee access and common maintenance of all parking and landscape areas, in which case the lots may vary from the minimum lot size and dimensions. This propsoed subdivision includes access and maintenance easements for the parking and landscaped areas, satisfying the requirement. A 50'-wide Reciprocal Access and Maintenance Easement has been added as shown on the revised drawings submitted on 4/25/25. Project is compliant on the condition that the subject developer provides CCR's that address common maintenance of parking and landscaped areas prior to recording of the Plat, (See Condition 1).

Section §10-1-1C10 states: *Wetlands: If the subject property is located within or partially within wetlands or the floodplain, wetlands must be shown on the preliminary plat. A copy of the application for flood hazard or wetlands development permit shall be submitted along with the preliminary plat for concurrent review by the commission or hearing examiner.*

Findings: Pursuant to the wetland determination and conclusion in the wetlands letter dated May, 7th, 2021. Staff finds that no wetlands are required to be shown on the subject plat and a copy of a wetlands development permit is not required. Further, The May 7, 2021 Wetland Letter Report prepared by Tom Duebendorfer for the Litehouse Property on Woodland Drive states the following determination: "Since wetland hydrology was lacking, none of the property would be considered wetland. It is possible however, in severe rainfall / precipitation events in very wet years, that some surface hydrology could be present — however the soils did not demonstrate clear reducing conditions (in most cases). The entire region has been significantly developed and it is possible that ditches, or re-routing of surface waters throughout the vicinity have altered the former "natural" state of hydrology. Even if some very small areas could be ponded for short duration, there did not appear to be any hydrologic connections with off-site "Waters of the US", and hence any potential wetland areas (if present) would likely be considered "isolated" by the Corps, and hence not regulated". He went on to conclude there are no wetlands on the Litehouse Property, parent property to the subject preliminary plat.

Title §10-1-3: Establishes requirement for improvements to public infrastructure. *Section §10-1-5* requires connection to city water and sewer mains, *Section §10-1-6* establishes the specific requirements for the design and construction of streets and *Section §10-1-C7* establishes the general requirements for other required utilities and improvements.

Findings: The draft preliminary plat, and preliminary improvement plans generally show compliance with the required development standards. The subdivision will include a water main extension, sewer main extension, and stormwater infrastructure. The proposed right of way width of 60 feet meets city standard for a local street. Before construction of any utilities or street infrastructure within the proposed right of way, final improvement plans, stamped by a professional engineer and marked "released for construction" shall be submitted for review and approval by the City Engineer, and a separate public infrastructure permit will be required to be issued by the City Engineer.

Section §10-1-6.A.2 requires conformance with the adopted transportation plan.

Findings: The proposed subdivision complies with the Multimodal Transportation Plan (MTMP). There are no capital projects identified in the MTMP for this property.

Section §10-1-6.A.5 eight hundred feet (800') in length may be required to have one crosswalk not less than ten feet (10') in width, situated near the center of the block.

Findings: This project complies because the distance along Commerce Avenue between the intersection of Woodland Drive and Innovative Drive is approximately 950 feet, and a mid-block crossing will be required at the

driveway entrance to the "Project Bulldog" (Amazon) property to the west, approximately 470 feet south of Woodland Drive, as stipulated in the conditions of approval.

Section §10-1-6.A.6 Street Arrangement: The arrangement of streets in new subdivisions or other development shall make provision for the direct continuation of the principal existing streets in adjoining subdivisions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements.

Findings: The subject proposal does not provide circulation to the east or south as opportunities are limited based on existing neighboring developments. The North addition to Sandpoint Airpark, to the east of the subject property, was developed with private streets and gated access for the purpose of controlling airport access, and looping the proposed street to the east would require right of way dedication through private property not associated with the proposed development. The industrial property to the south would similarly require right of way dedication on neighboring private property to connect to the existing cul-de-sac at Airpark Court. The project meets the rquirement for connectivity because a stub has been priovided on the westrn side of the proposed plat, providing opportunity for further connection to Great Northern Rd. (See Conditions 3 & 6).

The possibility for greater conenctivity may exist at the southern edge of the property. As noted above, the developoment pattern to the south provides very limited opportunity for connectivity to the this development. However, the drainage easement could be amended to also include public access in the event that development intensifies on the parcels to the south and such development is willing to provide the connectivity via a public access easement across their property. Such public access easement for future pathway connection to the south or southwest of the subdivision to accommodate potential for future bike and pedestrian circulation, recreation and nature connection would better further the city's connectivity policies, yet is not required. Additionally, consideratin for such an easement has to take into account the principal function of this area is for storm drain mangement.

Section §10-1-6.B Parks, Playgrounds, School Sites: In subdividing property, due consideration shall be given to the provision of suitable sites for parks, playgrounds and schools.

Findings: The subject proposal is an industrial park and is proposing a substantial treelined planting strip on internal and external rights-of-way. The Bicycle Priority Network (Figure 16) of the MMTP shows a Multi-use path along Woodland Dr. and allong Great Northern which parallels this project. The project complies because it furthers the policies of creating connections throughout the city, including between employment centers and parks and pathways. The proposed project is designed to match the adjacent, recently constructed street section to the east with sidewalk and planting strip. It is apparent that the multi-use path connection will need future consideration of alignments.

As mentioned above, as a major North South oriented Right-of-Way is proposed with GN Commerce, Planning and Zoning Commission may wish to consider an ingress egress/public access easement to accompany the drainage easement along the southern property line to accommodate potential future pathway connection.

Section §10-1-6.C Street Trees: Street trees shall be planted (at least one every twenty-five feet (25')) in accordance with a city approved plan. All proposed trees shall be from the city's currently approved tree list.

Findings: Street trees are shown on the preliminary improvement plans. Final planting locations and landscape plan details will be per final Construction Plans to allow for utilities, vision triangles, pedestrian ramps, light poles, etc. (See Condition 2).

Section §10-1-7 establishes the general requirements for other required utilities improvements and protections such as stormwater and erosion control.

Findings: The preliminary improvement plans, dated 6/10/2025, prepared by Lake City Engineering, generally conform to the requirements of §10-1-7.

Sandpoint City Code Title 9 is the city's zoning ordinance. Chapter 9-3 regulates land uses, setbacks, lot size, public street frontage, and may also contain certain design standards for resulting development with the Industrial General (IG) Zone.

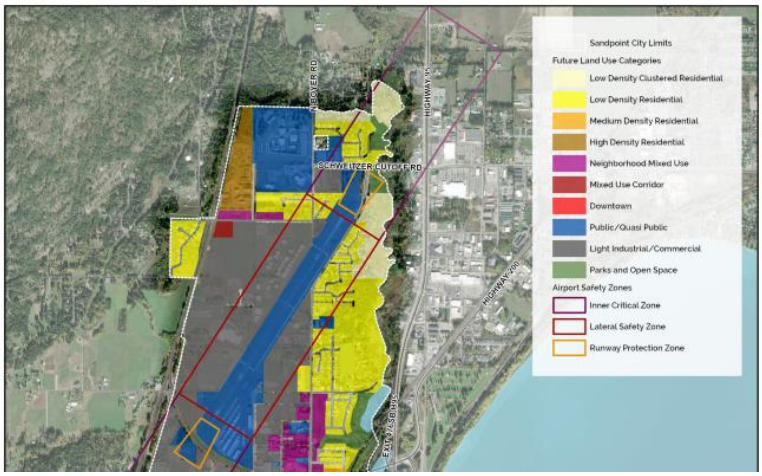
Findings: The proposed lots as dimensioned on the preliminary plat meet the lot size and frontage requirements and any future land uses and buildings will be regulated through the zoning and/or building permit processes for compliance with all applicable standards of Sandpoint City Code Title 9 (Zoning).

Conformance with existing plans, policies, and regulations

A. Comprehensive Plan

This project was reviewed for compatibility with policies, goals, and objectives of the 2024 Comprehensive Plan.

Map 4. Future Land Use Map



The City Comprehensive Plan contains a statement on Page 44 related to Light Industrial development as follows: "Light Industrial uses include warehouses, mini-storage, storage yards, and auto-repair shops that do not generate pedestrian traffic and are located throughout the city, but primarily adjacent to major streets or highways. Industrial land uses are located primarily north of Walnut Street and west of Boyer and include areas adjacent to the airport and railroad corridor. These areas are important job creators and balance the community's reliance on hospitality business. Some portions of the city's industrial lands have been classified as "brownfields" and will require remediation from contamination from previous uses before redevelopment can occur." Further, the Comprehensive Plan contains the following Goal 3E in the Land Use and Growth chapter (page 53): Ensure an adequate supply of appropriately zoned land for a diversified mix of commercial and industrial uses to maintain a diverse economy. Additionally, the Comprehensive Polan contains a Multimodal Transportation Chapter, including Goal 2, policy E (Page 75) which states: "Develop the region's system of trails and paths to support a well-connected region, enhancing inter-and intra-community connectivity and access". This chapter additioanllty contains the following policy A under Goal 7 (page 77): With new developemnt projects, encourage the design and construction of local streets to improve multimodal connectivity and safety and encourage well-connected, grid type street patterns.

Findings: The proposed development meets the applicability standard for the following reasons:
The development site is located west of Boyer and north of Walnut street near the airport and the railroad corridor. The property is zoned Industrial General providing for a range of land uses, including distribution and warehousing to further the objectives of job's creation and diversifying the economy. The street pattern shows conenctivity to the west and north accounting for the limitations of the existing development pattern to the east and south.

B. Multimodal Transportation Master Plan

City Code, Title 10, Section 6 requires conformance with the Transportation Plan and provides that streets shall be designed in accordance with the development standards of the city of Sandpoint. The Multimodal Transportation Master Plan (MTMP) adopted in 2021 provides vision, goals, and objectives against which developments can be evaluated. The Urban Area Transportation Plan (UATP) serves as the current standards, specific to access management and traffic analysis. The relevant goals, objectives and standards for which a

subdivision should be evaluated are noted below, with staff review noted in the Findings Section.

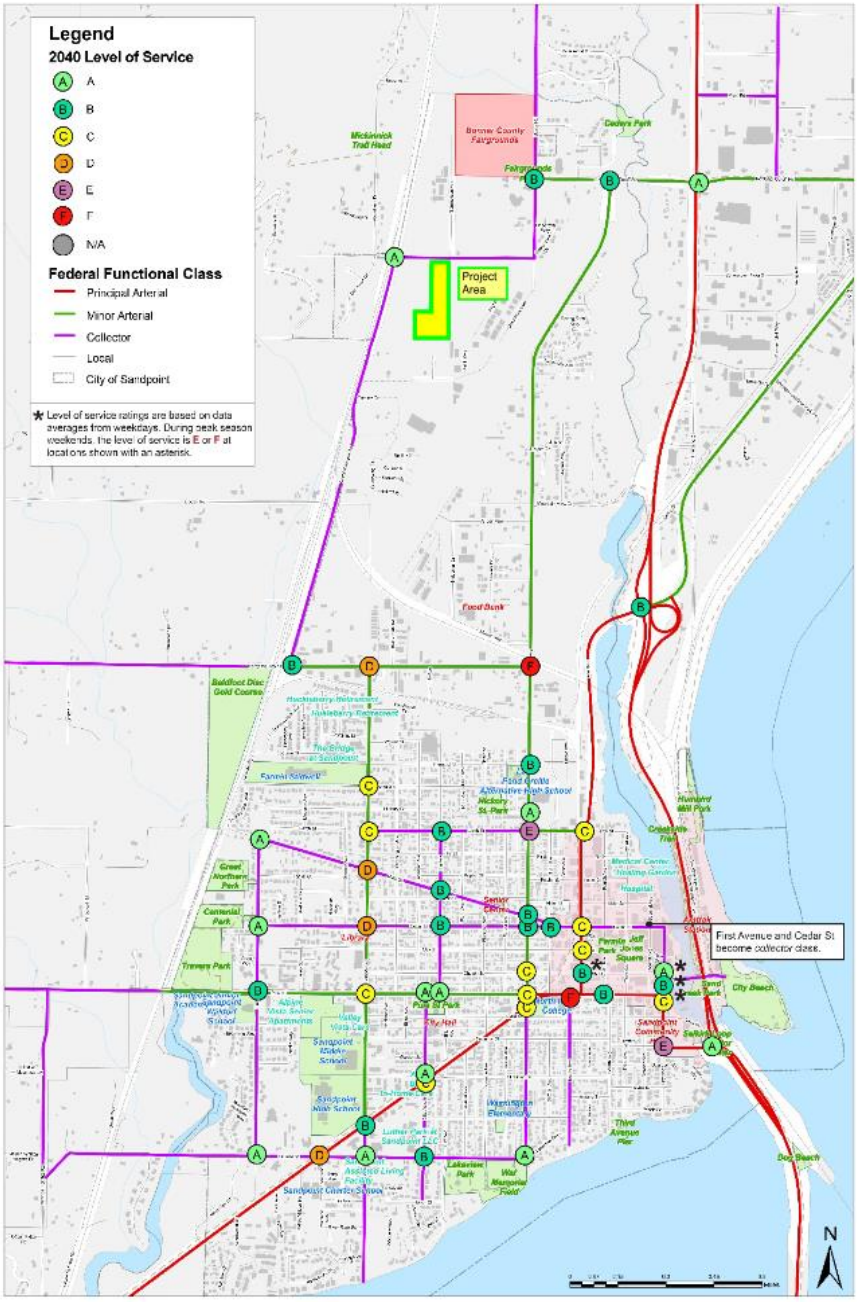


Figure 6 Existing Street Classifications and Intersection Levels of Service (2018/2020)

MTMP Goal 1. Provide a balanced approach to mobility. Objectives:
Improve and enhance safety and traffic circulation and preserve an acceptable level of service (LOS) at intersections; strive to maintain a LOS of D or better for peak hour traffic at intersections on Citystreets.
Limit the number of approaches onto collectors and arterials in order to minimize safety conflicts between modes and preserve the function of the multimodal corridor.
Continue to require compliance with roadway access management standards as part of land use application approval process.

Findings: The subdivision application is requesting that Streets "A and B" be dedicated as 60' public right-of-way.

MTMP Goal 2. Provide a walkable and bikeable network throughout the community. Objectives:

- Continue to enhance the walkability and bike-ability of not only Downtown, but also the entire community and improve walking and bicycling routes throughout the community.
- Continue to require development proposals to provide complete streets in a manner consistent with design standards, asapplicable.

Findings: Great Northern is planned for expansion with the addition of a 12-foot Shared Use Path in the vicinity of this project.

MTMP Goal 4. Support a resilient, livable and sustainable multimodal system. Objectives:

- Consider the long-term functionality and maintenance obligations when developingright-of- way design standards and through the subdivision approval process.
- Require compliance with adopted street designstandards.

Findings: The preliminary plat includes the dedication of Streets "A and B" as a public right-of-way.

MTMP Goal 8. Proactively plan for an increase in demands Objectives:

- Continue to implement requirements for traffic analyses and mitigation measures resulting from private development and changes in use.
- With new development projects, encourage the design and construction of local streets to improve multimodal connectivity and safety; encourage well-connected, grid type street patterns with new development.

Findings: A traffic impact analysis was completed and is attached to this report. City Code 10-1-6-A-18 requires that "Development contributing three hundred (300) or more vehicle trips per day to the city street system shall require a traffic impact analysis."

The traffic impact analysis conclusions show that after the proposed trips from this project are added to the network, all analyzed intersections operate at level of service D or above, with the exception of the intersection of Baldy and Division, which is currently operating below minimum level of service, and will continue to operate below level of service in the future with or without the proposed project, without addition of signalization to the intersection.

3) Urban Area Transportation Plan

Chapter 7 - Transportation Master Plan

The purpose of this chapter is to provide a comprehensive plan for the transportation system within the Urban Area. The Urban Transportation Plan covers all the transportation modes that exist and are interconnected throughout and expected to exist in the combined ACI's.

Appendix E - Developer Packet

Provides a checklist for ensuring design coherence with urban area development standards.

Findings: The proposed subdivision, and any required improvements as part of a future construction agreement, will generally be in compliance with the Urban Area Transportation Plan because the plat has been conditioned to conform to the regulations contained in the Urban Area Transportation Plan (Note Conditions of Approval 2, 3, & 4.

Appendix G - Access Management Policy

Access management is the proactive management of vehicular access points to land parcels adjacent to all manner of roadways to promote safe and efficient use of the transportation system. This local policy is consistent with national engineering best practices.

Approach Location: Approaches shall be located so as not to create undue interference with, or hazard to, the free movement of normal street or pedestrian traffic, or cause areas of congestion.

Approach Spacing: Spacing standards limit the number of driveways on a roadway by mandating a minimum separation distance between driveways. This reduces the potential for collisions as motorists enter or exit the roadway and encourages joint access, where appropriate.

Table G-4 provides the Minimum Intersection and Approach Spacing Requirements, specifying that driveways on a collector street shall be a minimum of 150' apart and on Local (residential) streets allows for access to each lot. The UATP also provides that the spacing between intersections shall be no less than 250'.

Findings: All elements applicable to the preliminary plat appear to conform with Appendix G as no new intersections nor access points are being proposed. Any future driveway on Great Northern Road will be reviewed and approved in accordance with these standards and the prior to the issuance of a building permit.

4) Preliminary Plat Procedures

10-1-8: Approvals:
Plats, except short plats, shall be approved subject to the following procedure:
A. The preliminary plats shall be set for public hearing before the planning commission or a hearing examiner only after all required documents have been received and fees paid. Notice of the public hearing shall be sent to the property owners within three hundred feet (300') of the development. Preliminary plats shall also be reviewed by the pedestrian advisory committee. A hearing examiner may be used to conduct public hearings when directed by the city council.

Findings: All necessary documents have been received and requisite fees have been paid. Project was reviewed by the pedestrian advisory committee, and at the May 8, 2025 meeting, the committee voted to recommend the following:

- Require curb ramps in both directions at south side of corner of Woodland and new N/S road.
  Staff response: *This has not been included as recommended condition of approval. The preliminary improvement plans show a crosswalk across Commerce Avenue at the Woodland intersection. Staff does not recommend a pedestrian crossing across Woodland at this time, because of the existing roadside ditch on the north side of Woodland. The City would be encouraging sight-impaired users to cross a roadway with no refuge on the other side.*
- Require curb ramps in both directions at two internal T intersections, with the ability to cross the N/S and E/W streets with ramps at the corner and across the street without a corner.
  Staff response: *This has not been included as recommended condition of approval. Tthere are not two internal T intersections, only one. The new intersection at Commerce Avenue and Innovative Drive will include crosswalks in both directions as shown on the preliminary improvement plans.*
- Require a 5' planting strip/snow storage between roadway and sidewalk.
  Staff response: *This has not been included as recommended condition of approval. Road geometry for new city*

streets is not determined by committees, it is specified by council-adopted standards. The Urban Area Transportation Plan includes typical street sections which staff uses as guidance to determine the road geometry of new streets. As shown on the preliminary improvement plans, both new internal streets will include a 5.5' wide planting strip between the back of curb and the front of the sidewalk.

- After construction on any lot, which will include driveway cut, ensure sidewalk still meets all city standards and require repair if not.
  Staff response: *This has not been included as recommended condition of approval. City Code section 7-3-10 already specifies requirements for construction, repair, or replacement of sidewalk at the time of building permit.*
- Require buildings have direct connections to sidewalks, not in driveways.
  Staff response*: this has not been included as recommended condition of approval, because it's already a requirement of the Americans With Disabilities Act (ADA) that public buildings provide accessible connections from the entrance to the public sidewalk.*
- Require bicycle parking at each building, convenient to main entrance (or inside for employees) not allowing parked bikes to intrude on pedestrian access.
  Staff response: *This has not been included as recommended condition of approval. Title 10, which specifies requirements for proposed subdivisions, does not includee provisions for required parking for individual building sites, for either vehicles or bicycles. City Code 9-5 addresses requirements for off-street parking for vehicles and bicycles, and is determined at the time of building permit or site plan permit application.*

Preliminary plats also require site posting and newspaper public notice prior to public hearing.

Findings: Project is compliant because notice has been posted at the site 7 days in advance of the hearing and a summary has been provided in the official newspaper of general circulation 21 days prior to the hearing date.

5) Recommended Conditions of Approval

Based upon the requirements of City Code relative to preliminary plats and other evidence and testimony in the public record, the following conditions of approval are provided for inclusion in a motion to approve the PS25-0001:

1. Prior to approval of any Final Plat the developer shall provide CCR's that address common maintenance of parking and landscaped areas to the satisfaction of the City Planner.
2. Final planting locations, tree type, and landscape plan details in final Construction Plans shall be to the satisfaction of the City Forrester.
3. Prior to construction of any utilities or street infrastructure within the proposed right of way, final improvement plans, stamped by a professional engineer and marked "released for construction" shall be submitted for review and approval by the City Engineer, and a separate public infrastructure permit shall be issued by the City Engineer, meeting the requirements of Title 10, Chapter 1.
4. Prior to construction of the proposed pressure sewer main shown on the preliminary improvement plans, the applicant shall obtain approval of the plans from the Idaho Department of Environmental Quality. Qualified Licensed Professional Engineer review (QLPE) through the City of Sandpoint is not allowed for pressure sewer mains.
5. Prior to approval of any Final Plat, revise plans and Plat to reflect that the streets of the North Addition to Sandpoint Airpark (to the east) are private and not Public R-O-W.
6. Prior to approval of any Final Plat, a mid-block crossing shall be installed at the driveway entrance to the "Project Bulldog" property to the west, approximately 470 feet south of Woodland Drive to the satisfaciton of the City Engineer.
7. Prior to approval of a Final Plat, the storm drain easement across lots 13 and 14 shall include public access on the face of the Final Plat.

6) Action

In accordance with SCC 10-1-8 (C), The City Council shall consider the preliminary plat folowing recipt of action by the Planning Commmission in a public hearing. The Planning Commisison report of actions is

attached to this staff report.

Per Sandpoint City Code §9-9-5, notice has been provided to property owners within 300 feet of the parcel boundaries on which the proposal is being considered. Notice has also been posted at the site 7 days in advance of the hearing and a summary has been provided in the official newspaper of general circulation 21 days prior to the hearing date.

Following public testimony and subsequent deliberations, the City Council may take one of the following actions in accordance with Sandpoint City Code §9-9-9 (B):

1. Concur with the recommendation of the planning commission if said commission's finding is deemed accurate and correct and grant the application, and, where action requires an ordinance to be adopted by the city council, proceed according to Idaho Code section 50-902.

2. Postpone consideration of the application to consult with the planning commission and its advisors and staff so that, within forty (40) days, after hearing the planning commission's recommendation, the application shall be approved, conditionally approved, or denied.

3. Deny the application.

7) Application History

2/20/2025	Application submittal
4/3/2025	Application complete
5/8/2025	Pedestrian and Bicycle Advisory Committee
6/16/2025	P&Z hearing notice published/mailed to property owners within 300 feet and sent to agencies
7/7/2025	P&Z hearing notice posted on-site
7/15/2025	Planning and Zoning Commission hearing
7/17/2025	CC hearing notice
8/6/2025	City Council hearing

8) Attachments

1. Application materials including:
    A. Revised Application Form
    B. Owner Authorization
    C. Narrative
    D. Deeds
    E. Wetland Report
    F. Revised Preliminary Plat
    G. Revised Preliminary Improvement Plans

2. Referenced Documents
    A. MMTP Excerpts from Appendix A
    B. MMTP Appendix B – Complete Streets Policy
3. Noticing Documents
    A. Notice of City Council Public Hearing – 7.17.2025
    B. Radius Map
4. Agency Comments Received

SANDPOINT
PLANNING DEPARTMENT

SUBDIVISION APPLICATION

File #: _____

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Applicant Information:

Applicant's Name: Lake City Engineering, Inc.
Address: 126 East Poplar Avenue, Coeur d'Alene, Idaho 83814
Phone: (H) _____ (W) 208-676-0230
E-mail: admin@lakecityengineering.com

Holder of Legal Title: Big Creek Land Company, LLC
Address: 1950 West Bellerive Lane, #107, Coeur d'Alene, Idaho 83814
Phone: (H) _____ (W) 208-777-3000
E-mail: cliff@buildmort.com

Representative Information:

Business Name: Lake City Engineering, Inc.
Surveyor: h2 Surveying, LLC
Address: 126 East Poplar Avenue, Coeur d'Alene, Idaho 83814
Phone: (H) _____ (W) 208-676-0230
E-mail: dittman@lakecityengineering.com

Project Information:

Proposed Development Name: Great Northern Commerce Park First Addition
Legal Description of Site: Lot(s) 1 Block # 1 Addition Great Northern Commerce Park
(or) _____
Section 10 Township 57N Range 2W
Total Size of Parcel: 15.58 acres
Number of Lots/Units: Existing: 1 Proposed: 21
Smallest Lot Size: 25,678 SF Largest Lot Size: 34,523 SF

Current Zoning:

Residential	Commercial	Industrial
☐ Rural Residential RR2	☐ Mixed-use Residential (MUR)	■ Industrial General (IG)
☐ Rural Residential RR1	☐ Commercial A (CA)	☐ Industrial Business Park (IBP)
☐ Residential Single-Family (RS)	☐ Commercial B (CB)	☐ Industrial General w / IBP uses allowed
☐ Residential Multi-Family (RM)	☐ Commerical C (CC)	☐ Industrial Technology Park (ITP)

Current Comprehensive Plan Designation:

☐ Very Rural	☐ Context Area 2	☐ Context Area 4
☐ Context Area 1	☐ Context Area 3	☐ Context Area 5
☐ Context Area 1.5	☐ Context Area 3B	■ Industrial

What land uses border the site? Describe lot sizes, structures and uses:

North: Woodland Drive (public right-of-way) with Mixed Use Residential to the North of Woodland Drive.

South: Industrial uses. Lot sizes of approximately 2.5-2.8 acres each. 1 structure per lot.

East: Industrial lots 0.38 - 2.0 acres each. Some developed with hangar structures and paved access to taxiways.

West: Undeveloped Industrial zoned land (IG)

What Zones border the project site?

North: Mixed Use Residential South: Industrial General East: Industrial General West: Industrial General

Utility Information:

Power will be provided by:

☐ Avista Utilities

■ Northern Lights Inc

Water will be supplied by:

■ Existing public or community system
☐ Individual well
☐ Proposed public or community system

Sewage disposal will be provided by:

■ Existing community system
☐ Individual system
☐ Proposed community system

Site Information - provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: Old agricultural field which is fairly flat and gently sloping to the South at less than 1%

2. Water courses (springs, streams, rivers, etc.): None exist.

3. Existing structures (size & use): None exist.

4. Land cover (timber, pasture, etc.): Old pasture or agricultural field. No wetlands exist per replat by Dubendorfer dated May 7, 2021.

5. Other pertinent information: N/A

Note: The Planning and Zoning Director may request additional information in specific circumstances in order to assist the Planning and Zoning Commission in reviewing this request.

The date of the Planning and Zoning Commission hearing will be established by the Planning and Zoning Department upon the acceptance of a ***complete*** application. An application will be considered complete when all of the requested information has been submitted.

I am the owner or owner's representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

Signature of Applicant

2/12/25
Date

City of Sandpoint
1123 W. Lake Street
Sandpoint, ID 83864

February 12, 2025

ATTN: Planning Department

RE: Great Northern Commerce Park First Addition
Lot 1, Block 1 of Great Northern Commerce Park

To Whom It May Concern,

I hereby authorize Lake City Engineering, Inc. to act as the Authorized Agent for matters related to the above referenced project.

Thank you for your time and consideration in this matter.

Thomas D Mort — 2-14-25

Thomas D. Mort, Member
Big Creek Land Company, LLC

Date

STATE OF IDAHO)
)ss.
COUNTY OF KOOTENAI)

On this 14th day of February 20 25, before me, the subscriber, a Notary Public in and for said State and County, personally appeared Thomas D. Mort, a Member of Big Creek Land Company, LLC, known or subscribed and sworn to me to be the person whose name is subscribed to the within instrument, and in due form of law acknowledged that he is authorized on behalf of said limited liability company to execute all documents pertaining hereto and acknowledged to me that he executed the same as his voluntary act and deed on behalf of said limited liability company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal in said State and County on the day and year last above written.

Andrea L. Dittman
Notary Public

ANDREA L. DITTMAN
COMM. NO. 57253
NOTARY PUBLIC
STATE OF IDAHO

Residing at: Kootenai County

My Commission Expires: 1-5-29

Great Northern Commerce Park
First Addition

Preliminary Subdivision

Project Proponent:

Big Creek Land Company, LLC
1950 W. Bellerive Ln #107
Coeur d'Alene, ID 83814
(208) 777-3000

Project Applicant:

Lake City Engineering, Inc.
126 E. Poplar Avenue
Coeur d'Alene, ID 83814
(208) 676-0230

PROJECT SUMMARY

The Great Northern Commerce Park First Addition Preliminary Subdivision is a proposal for the division of an approximately 15-acre piece of vacant pastureland in the City of Sandpoint into a 21-lot industrial subdivision. The subject property is known as Lot 1, Block 1 of the recently recorded 2-lot short plat known as Great Northern Commerce Park. It is situated southeast of the intersection of Great Northern Road and Woodland Drive, and lies in the northwest quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, City of Sandpoint, Bonner County, Idaho.

SUBJECT PROPERTY

The property under consideration for the subdivision is as follows:

Parcel Number:	RPS00000103605A (ptn) *County has not issued this piece a new parcel #
Total Area:	15.58 acres
Current Zoning:	Industrial General
Legal Description:	Lot 1, Block 1 of Great Northern Commerce Park

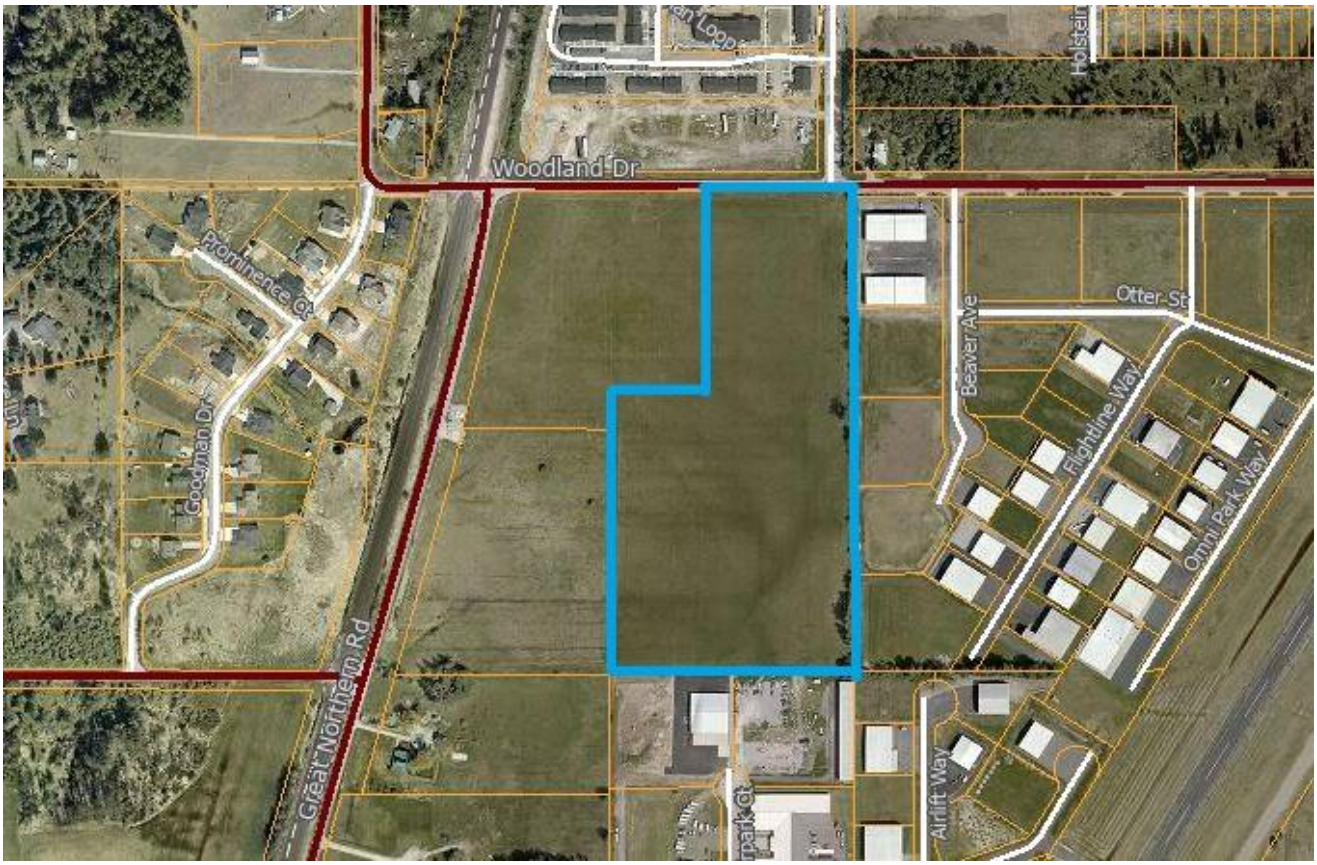


Figure 1: Vicinity Map

ZONING CLASSIFICATION

The subject parcel is currently zoned Industrial General (IG) in the City of Sandpoint and is comprised of vacant pastureland surrounded by other properties within the City Limits. Sandpoint City Code describes the IG District as one that is "intended for lands appropriate for light and medium manufacturing and industrial activities with direct access to major transportation routes, such as arterial roads, air and rail service". This district allows for a wide range of manufacturing and industrial uses and a limited number of commercial uses. The adjacent parcels to the East and southwest are zoned Industrial General and are a mix of vacant lots and developed industrial parcels with hangar structures and access to taxiways. To the West are two large parcels of undeveloped vacant land zoned Industrial General. Directly North, across Woodland Drive, lies Schweitzer Ranch, a multi-family and commercial development, zoned Mixed Use Residential (MUR).

DEVELOPMENT CHARACTERISTICS

The development of the subject property may have impacts on existing City services, such as sewer, water, schools and other public services. These impacts are required to be mitigated during the development process to ensure adequate facilities and infrastructure exist and are commensurate with the scope and nature of the proposed development.

The following are the proposed subdivision parameters for the Great Northern Commerce Park First Addition Subdivision:

Total # of Lots:	21
Min Lot Size (net):	25,678 SF
Max Lot Size (net):	34,523 SF
Average Lot Size (net):	27,958 SF

Figure 2 below shows the proposed Subdivision:

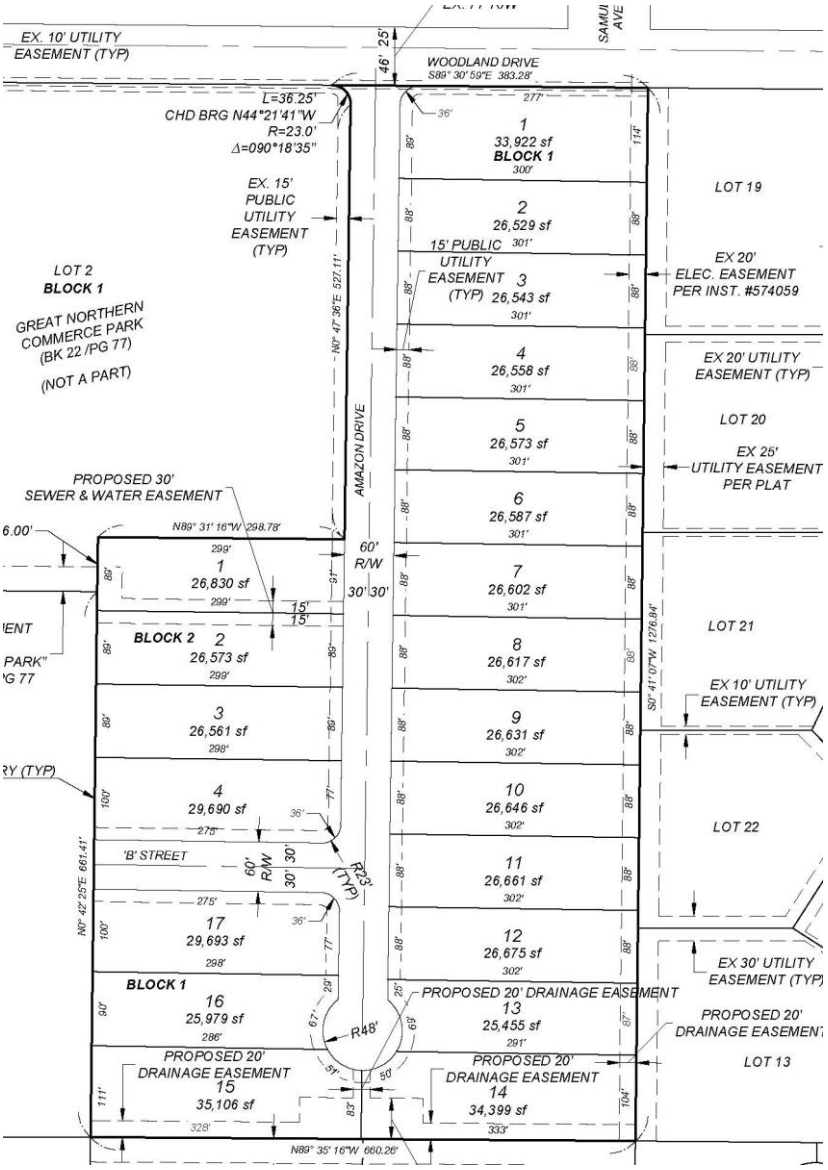


Figure 2: Proposed Subdivision

Domestic Water

Domestic and irrigation water needs would be provided by the City of Sandpoint. At the time of development, infrastructure would need to be extended from the existing 18" steel water main in Woodland Drive, which runs along the northern border of the subject property. This infrastructure would be installed in accordance with the City of Sandpoint Public Works Standards and the requirements of the Idaho Department of Environmental Quality. It is our understanding that there is currently sufficient capacity to serve the subject property.

Sanitary Sewer

The City of Sandpoint would be the wastewater purveyor for the subject property. New sewer infrastructure would need to be extended from the existing 8" gravity sewer main in Woodland Drive, which runs along the northern border of the subject property. Gravity sewer will be extended partially to the South in the new street until grade prevents further gravity sewer

installation. The remainder of the lots will pump into a low-pressure sewer main that will outlet into the gravity sewer. There is also the potential to extend gravity sewer and tie-in directly to the existing lift station located to the West in Great Northern Road. The Applicant will work with the City Engineer on the best available sewer routing prior to construction. This infrastructure would be designed and built in accordance with both the City of Sandpoint and the Idaho Department of Environmental Quality standards and requirements. It is our understanding that there is currently sufficient capacity to serve the subject property.

Streets and Transportation

Currently, Woodland Drive, which runs along the northern edge of the property, is constructed to ± 24' of paved width. All necessary right-of-way dedications were effectuated with the recent recordation of the Great Northern Commerce Park short plat. Woodland Drive will widened to a 40' street section along the frontage of this project. The proposed subdivision will include two internal streets – the main entrance, which extends South off of Woodland Drive, and another near the South end of the subdivision that extends to the western border of the subject property. Both of these streets are proposed to be situated in a 60' public right-of-way, with standard curb and gutter and 15' utility, sidewalk and drainage easements on either side.

At the South end of the project, a drainage easement varying in width is proposed to capture any excess stormwater runoff from the internal streets and lots and serve as a location for snow storage.

Other Utilities

All dry utilities are currently available to serve the proposed project and are located in Woodland Drive. Dry utilities would be extended from and through the future development of the subject property as required at the time of construction. All dry utility companies would be notified at the appropriate time. Agreements to provide service would be finalized between the Developer and the respective utility.

Police and Fire Protection

The City of Sandpoint police station is located within City Hall at 1123 Lake Street and is less than 3 miles from the subject property. Approval of the proposed preliminary plat itself will not have any impact on police services; however, future development of the site may place additional demand on the police service. This future demand is typically offset by the additional tax revenue generated from any proposed development. Impacts on the police service can be examined in further detail during the development and subdivision review process as required by City Code.

The subject property is within the jurisdiction of the Selkirk Fire Rescue & EMS District. The nearest fire station is connected to Sandpoint City Hall, located at 1123 Lake Street in Sandpoint, and is less than 3 miles from the subject site.

COMPREHENSIVE PLAN ANALYSIS

The City of Sandpoint Comprehensive Plan (adopted July 17, 2024) is the current guiding document for all land use development decisions. It is important that land use decisions meet, or exceed, the Goals and Policies as outlined in the current Comprehensive Plan. It is also important that properties are developed in accordance with the current Future Land Use Map.

The subject parcel is currently located in an area on the western edge of the City Limits that is designated as Light Industrial / Commercial by the 2024 Future Land Use Map. These types of properties typically consist of lands appropriate for light and medium manufacturing and industrial activities, and often with direct access to major transportation routes. The existing zoning designation of Industrial General (IG) provides for a wide variety of outright permitted uses, including warehouse and manufacturing facilities, mini/self-storage units, raw materials processing and distribution centers.

The project proponent believes that the following Goals and Objectives as outlined in the 2024 Comprehensive Plan, at a minimum, are applicable to the proposed preliminary plat:

JOBS & ECONOMIC DEVELOPMENT

GOAL 1: Economic Health

A vibrant, diverse, and resilient year-round economy in Sandpoint is cultivated.

OBJECTIVE: B. Support existing businesses as providers of jobs with living wages and benefits.

Comment: The proposed subdivision with its configuration of 21 industrial lots is anticipated to entice a number of industries capable of providing a wide range of employment opportunities to the residents of the Sandpoint area. And although approving the preliminary plat proposal itself will not create jobs, it will make the industrial lots marketable to a wide variety of large businesses that could employ hundreds of Sandpoint residents

GOAL 3: Regional Economy

Strengthen Sandpoint's place in the regional economy through coordination and collaboration with neighboring cities and the County.

OBJECTIVE: D. Leverage the Sandpoint Airport to increase economic activity within the region.

Comment: With its proximity to Sandpoint Airport, the subject property is ideally situated to provide future businesses with a location that allows for the ability to move goods into, out of and throughout Sandpoint and the surrounding region. Being adjacent to two Collector streets and within Sandpoint City Limits gives this location easy access to major roadways that are maintained by the City and connect to other nearby transportation corridors.

AIRPORT FACILITY

GOAL 2: Economic Benefits

Economic growth with community benefits related to the Airport are encouraged.

OBJECTIVES: A. Encourage commercial and industrial uses in the proximity of the Airport that benefit from and do not conflict with aircraft operations.

B. Allow uses that promote the efficient mobility of goods and services consistent with regional economic development and transportation goals.

GOAL 3: Compatibility of Land Uses

Compatible land uses around the airport are planned while keeping in mind the property owner's rights and concerns.

OBJECTIVE: A. Promote appropriate land uses adjacent to the airport which would be both compatible and beneficial to the Airport and the community.

Comment: *The subject property is situated in a location that is adjacent to two Collector streets and Sandpoint Airport, which makes it highly attractive to a wide variety of industries that will fit in well with the surrounding industrially-zoned area and serve as a complement to existing businesses and the Airport itself.*

Instrument # 998846
Bonner County, Sandpoint, Idaho
01/10/2022 04:21:42 PM No. of Pages: 3
Recorded for: TITLEONE - SANDPOINT
Michael W. Rosedale Fee: $15.00
Ex-Officio Recorder Deputy rflaherty
Index to: WARRANTY DEED

TitleOne
a title & escrow co.

Order Number: 20394023

Warranty Deed

For value received,

Litehouse Inc., an Idaho Corporation

the grantor, does hereby grant, bargain, sell, and convey unto

Big Creek Land Company, an Idaho limited liability company

whose current address is 1950 W Bellerive Lane Suite B107 Coeur D Alene, ID 83814

the grantee, the following described premises, in Bonner County, Idaho, to wit:

See Exhibit A, attached hereto and incorporated herein.

To have and to hold the said premises, with their appurtenances unto the said Grantee, its heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that Grantor is the owner in fee simple of said premises; that they are free from all encumbrances except those to which this conveyance is expressly made subject and those made, suffered or done by the Grantee; and subject to all existing patent reservations, easements, right(s) of way, protective covenants, zoning ordinances, and applicable building codes, laws and regulations, general taxes and assessments, including irrigation and utility assessments (if any) for the current year, which are not due and payable, and that Grantor will warrant and defend the same from all lawful claims whatsoever. Whenever the context so requires, the singular number includes the plural.

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Unofficial Document

Dated: 1-10-22

Litehouse Inc., an Idaho Corporation

By: Kelly Prior, President

State of Idaho, County of Bonner, ss.

On this 10 day of January in the year of 2022, before me, the undersigned, a Notary Public in and for said State, personally appeared Kelly Prior known or identified to me to be the President of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

Notary Public
Residing In: Sandpoint
My Commission Expires: 01/30/2024
(seal)

JENNIFER STEVENS NOTARY PUBLIC Comm No. 44812 STATE OF IDAHO

Unofficial Document

EXHIBIT A
LEGAL DESCRIPTION OF THE PREMISES

The Southwest Quarter of the Northwest Quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, Bonner County, Idaho.

TOGETHER with a portion of tract received by Judgment to Harold I. Tibbs and Virginia I. Tibbs, husband and wife, by Judgment recorded as Instrument Number 243353, records of Bonner County, Idaho, adjacent to the above described tracts, lying Southerly thereof and between the Southerly extensions of the side lines of the above tract.

LESS County Road rights-of-way;

LESS Great Northern Railway right-of-way;

LESS that portion of the Southwest Quarter of the Northwest Quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, Bonner County, Idaho, lying West of the Great Northern Railway right-of-way;

LESS that portion of the Southwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, Bonner County, Idaho, lying East of the County Road, including that portion of the tract received by Judgment to Harold I. Tibbs and Virginia I. Tibbs, Husband and Wife, by Judgment recorded as Instrument Number 243353, records of Bonner County, Idaho, adjacent to the above described tracts, lying Southerly thereof and between the Southerly extensions of the side lines of the above described tract.

Unofficial Document

Tom Duebendorfer - Biological Consultant, Professional Wetland Scientist

May 7, 2021

Cliff Mort
c/o: Big Creek Land Company
1950 W. Bellerive Lane, Suite B107 , Coeur d'Alene, Idaho 83814
(208) 691-4654
Cliff@buildmort.com

Re: **Wetland Letter Report for Litehouse Property; Woodland Dr, ID**
RPS00000103605A; 10-57N-2W N2SWNW LESS N 30FT E OF CO RD; SESWNW

Dear Cliff:

Per your request for environmental services, I am submitting this Wetland Delineation Letter Report for the above-referenced property (Figures 1, 2). On April 16, 2021, I used the Regional Supplement to the Corps of Engineers (Corps) Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region U.S. Army Corps of Engineers 2010, to determine whether the three required wetland parameters (vegetation, soils, and hydrology) were present. I completed 11 Data Plots and found no evidence of hydrology. For a wetland to be jurisdictional, it is required that all three parameters be observed, or indicators thereof.

Site Conditions
The property consists of undeveloped open pasture that has been mowed regularly. The property is in an area mapped by the National Wetland Inventory as completely within a PEM1C (palustrine, emergent, persistent, seasonally flooded) wetland. The soils were mapped as Odenson silt loam (a hydric soil).

Vegetation
The site investigation was completed early in the season to ascertain whether or not wetland hydrology could be present. As such, the vegetation was just "emerging" and consisted of pastures grasses, clearly bentgrass (*Agrostis stolonifera* [FAC]), timothy (*Phleum pratense* [FAC]), and likely in some areas, meadow foxtail (*Alopcurus pratensis* [FAC]). Essentially all pasture grasses are considered hydrophytes, thus the site has hydrophytic vegetation.

Soils
The site soils were mapped as Odenson silt loam (a hydric soil). Most soils had matrix chromas of 3 or 4 with or without redoximorphic features. Two Plots showed reducing conditions. Table 1 summarizes the soil data plot characteristics.

Table 1 Data Plot Summary (forms attached)

Data Plot	Vegetation (hydrophytic?*)	Soils: (hydric?)	Hydrology (present?)	Wetland?
1	yes	2.5Y 5/3 w M; no	no	no
2	yes	2.5Y 5/3 w M; no	no	no
3	yes	10YR 4/4 w M; no	no	no
4	yes	10YR 5/2 w M; yes	no	no
5	yes	10YR 5/2 w M; yes	no	no
6	yes	2.5Y 5/3 w M; no	no	no
7	yes	2.5Y 5/3 w M; no	no	no
8	yes	2.5Y 5/3 w M; no	no	no
9	yes	10YR 5/3; no	no	no
10	yes	2.5Y 5/3 w M; no	no	no
11	yes	2.5Y 5/3 w M; no	no	no

* all pastures grasses are FAC and considered hydrophytes; "M" = mottles (redoximorphic features). Hydric indicators require a chroma of 2 or less and value of 4 or more to be considered a reduced matrix.

Hydrology
The National Wetland Inventory (NWI) mapped the entire property as PEM1C wetland. The site investigation occurred early in the spring to ascertain potential wetland hydrology given the low areas near the airport. None of the soil Data Plots showed any indication of a high water table or surface expressions of wetland hydrology. Since it has been a relatively dry spring, I completed some data plots on the property immediately west of and adjacent the Litehouse property and found surface hydrology and water in some of those soil pits - attesting to spring hydrology being present in the general vicinity - but not on the subject property.

Wetland Determination
Since wetland hydrology was lacking, none of the property would be considered wetland. It is possible however, in severe rainfall / precipitation events in very wet years, that some surface hydrology could be present — however the soils did not demonstrate clear reducing conditions (in most cases). The entire region has been significantly developed and it is possible that ditches, or re-routing of surface waters throughout the vicinity have altered the former "natural" state of hydrology. Even if some very small areas could be ponded for short duration, there did not appear to be any hydrologic connections with off-site "Waters of the US", and hence any potential wetland areas (if present) would likely be considered "isolated" by the Corps, and hence not regulated.

I conclude there are no wetlands on the Litehouse Property

Thank you for requesting my services. Let me know if you have any questions or need additional information.

Sincerely,

Tom Duebendorfer, MA, PWS (Emeritus)

encls: Figure 1: Vicinity Map
Figure 2: National Wetland Inventory and NRCS Soils Map
Figure 3: Data Plot Location Map
Data Plots (11) 2-page forms
Résumé

References Used (not necessarily cited):

Bonner County Viewer (on-line mapping tool)

Cowardin, L.M., V. Carter, F.C. Golet, and E.T. LaRoe. 1979. Classification of Wetlands and Deepwater Habitats of the United States. Office of Biological Services, Fish and Wildlife Service, U.S. Dept. of the Interior, FWS/OBS-79/31.

Environmental Laboratory. 1987. Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, US Army Engineer Waterways Experiment Station, Vicksburg, Miss.

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Hitchcock, C.L., A. Cronquist, M. Ownbey, and J.W. Thompson. 1977 (and as updated 2018 in 2nd Edition). Vascular Plants of the Pacific Northwest. University of Washington Press. Seattle, Washington (five volumes).

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NTCHS. 1995. National Technical Committee for Hydric Soils, Natural Resources Conservation Service (formerly Soil Conservation Service).

Vepraskas, M.J. 1992. Redoximorphic Features for Identifying Aquic Conditions. North Carolina Agricultural Research Service. Raleigh, North Carolina.

U.S. Army Corps of Engineers 2010. Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region.

USDI. National Wetland Inventory mapping (website).

USGS. Sandpoint, ID 7.5' topographic quadrangle.

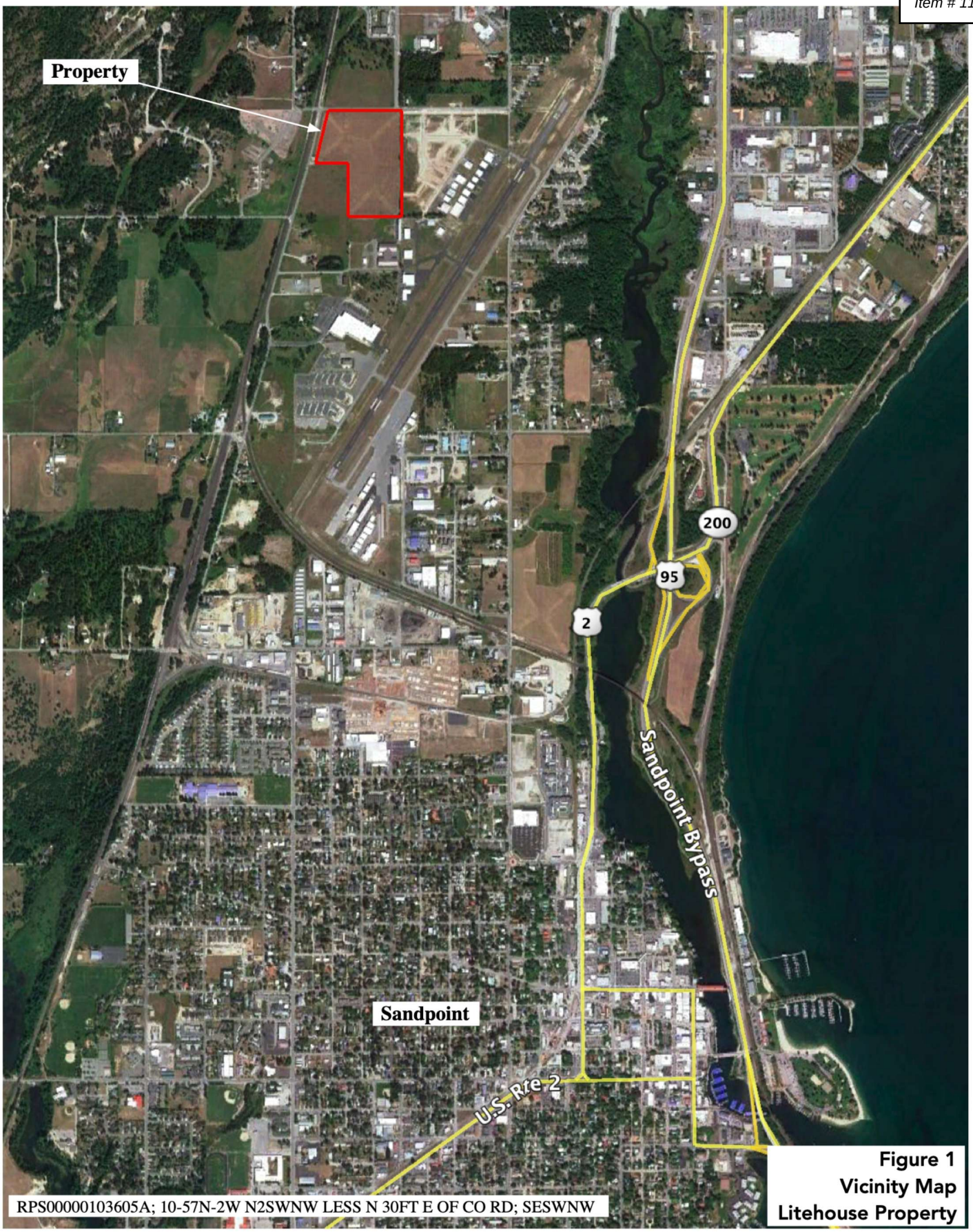


Figure 1
Vicinity Map
Litehouse Property

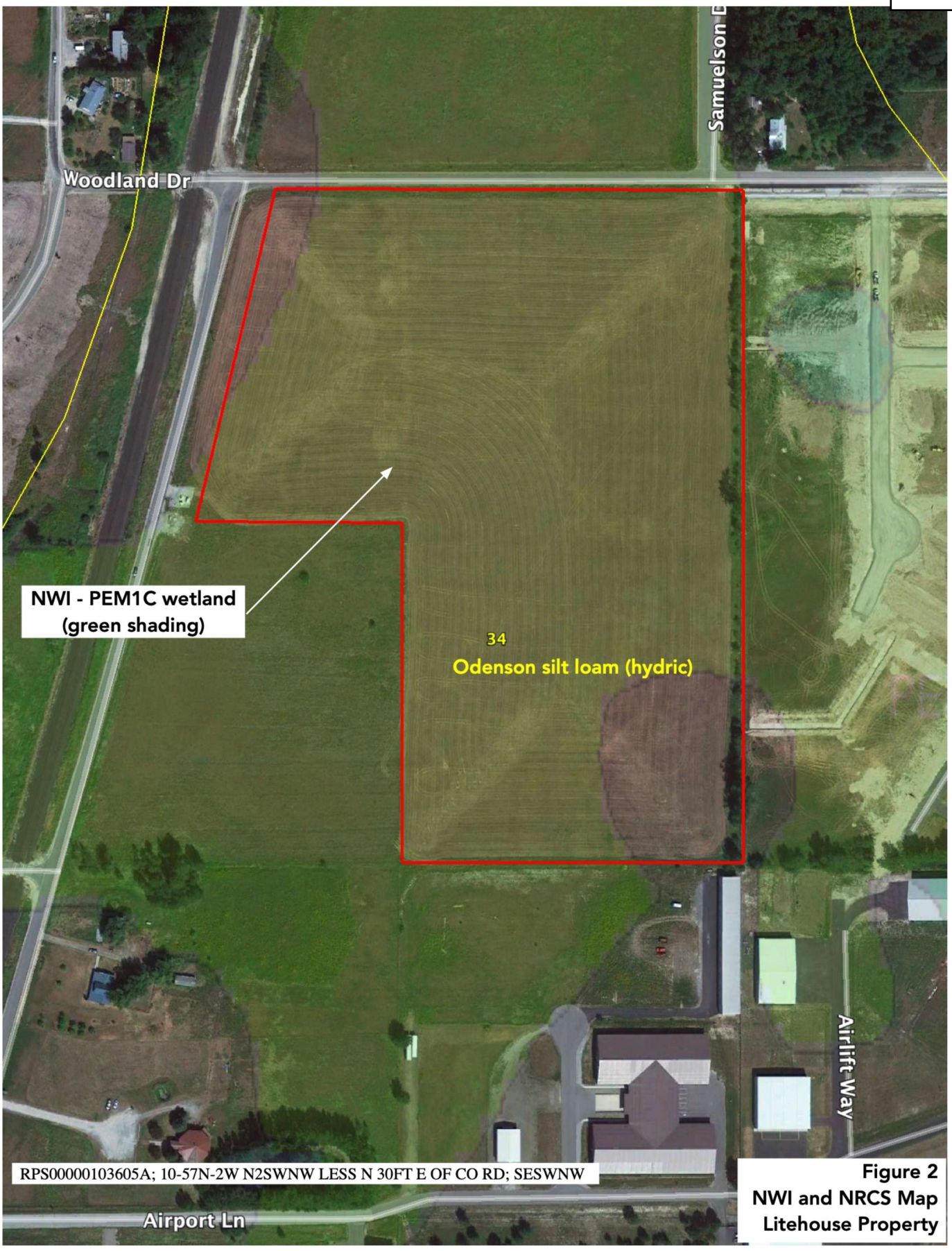


Figure 2
NWI and NRCS Map
Litehouse Property



Figure 3
Data Plot Location Map
Litehouse Property

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 1

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'14.93"N **Long.:** 116°33'51.21"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), hydric soil and wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 1

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-6	10YR	3/3	100%						Silt Loam	
6-14	2.5YR	5/3	70%	10YR	4/4	30%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma too high

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present? Yes ○ No ◉ Depth (inches):

Water Table Present? Yes ○ No ◉ Depth (inches):

Saturation Present? (includes capillary fringe) Yes ○ No ◉ Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 2

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'14.84"N **Long.:** 116°33'48.75"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), hydric soil and wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

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Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
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UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
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- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 2

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-8	10YR	3/3	100%						Silt Loam	
8-16	2.5YR	5/3	90%	10YR	4/4	10%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

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- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
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- ☐ Depleted Matrix (F3)
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- ☐ Depleted Dark Surface (F7)
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Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
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- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma too high

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
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- ☐ Stunted or Stressed Plants (D1) (LRR A)
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Water Table Present? Yes ○ No ◉ Depth (inches):

Saturation Present? (includes capillary fringe) Yes ○ No ◉ Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 3

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'14.78"N **Long.:** 116°33'46.43"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), hydric soil and wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

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2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 3

Item # 11.

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-10	10YR	3/3	100%						Silt Loam	
10-18	10YR	4/4	70%	7.5YR	4/4	30%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma too high

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present? Yes ○ No ◉ Depth (inches):

Water Table Present? Yes ○ No ◉ Depth (inches):

Saturation Present? (includes capillary fringe) Yes ○ No ◉ Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 4

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'13.33"N **Long.:** 116°33'46.87"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ◉	No ○	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses) and hydric soil indicators observed, but wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 4

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-7	10YR	3/3	100%						Silt Loam	
7-16	2.5Y	5/2	50%	7.5YR	4/6	50	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☑ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ◉ No ○

Remarks:

Hydric indicators observed - matrix chroma of 2 with value of 4+ with redox indicates reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○	No ◉	Depth (inches):	
Water Table Present?	Yes ○	No ◉	Depth (inches):	
Saturation Present? (includes capillary fringe)	Yes ○	No ◉	Depth (inches):	

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 5

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'12.59"N **Long.:** 116°33'49.39"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ◉	No ○	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses) and hydric soil indicators observed, but wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 5

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-7	10YR	3/3	100%						Silt Loam	
7-9	10YR	4/3	100%						Silt Loam	
9-16	2.5YR	5/2	60%	10YR	4/4	40%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☑ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ◉ No ○

Remarks:

Hydric indicators observed - matrix chroma of 2 with value of 4+ with redox indicates reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○	No ◉	Depth (inches):
Water Table Present?	Yes ○	No ◉	Depth (inches):
Saturation Present? (includes capillary fringe)	Yes ○	No ◉	Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 6

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'12.52"N **Long.:** 116°33'52.34"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), neither hydric soil indicators nor wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 6

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-8	10YR	3/3	100%						Silt Loam	
8-10	10YR	3/6	100%						Silt Loam	
10-17	2.5YR	5/3	70%	10YR	4/4	30%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma of 3 with value of 4+ with redox does not indicate reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○ No ◉	Depth (inches):	
Water Table Present?	Yes ○ No ◉	Depth (inches):	
Saturation Present? (includes capillary fringe)	Yes ○ No ◉	Depth (inches):	

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 7

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'9.75"N **Long.:** 116°33'53.55"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), neither hydric soil indicators nor wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 7

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-9	10YR	3/3	100%						Silt Loam	
9-16	2.5Y	5/3	90%	10YR	4/4	10%	C	M	Silt Loam	
									Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma of 3 with value of 4+ with redox does not indicate reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○	No ◉	Depth (inches):
Water Table Present?	Yes ○	No ◉	Depth (inches):
Saturation Present? (includes capillary fringe)	Yes ○	No ◉	Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 8

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'9.16"N **Long.:** 116°33'51.31"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), neither hydric soil indicators nor wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 8

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-9	10YR	3/3	100%						Silt Loam	
9-16	2.5Y	5/3	90%	10YR	4/4	10%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma of 3 with redox does not indicate reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○ No ◉	Depth (inches):	
Water Table Present?	Yes ○ No ◉	Depth (inches):	
Saturation Present? (includes capillary fringe)	Yes ○ No ◉	Depth (inches):	

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 9

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'8.85"N **Long.:** 116°33'49.19"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), neither hydric soil indicators nor wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
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FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 9

Item # 11.

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-11	10YR	3/3	100%						Silt Loam	
11-18	10YR	5/3	100%						Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma of 3 lacking redox does not indicate reducing conditions

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○	No ◉	Depth (inches):
Water Table Present?	Yes ○	No ◉	Depth (inches):
Saturation Present? (includes capillary fringe)	Yes ○	No ◉	Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 10

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'15.31"N **Long.:** 116°33'55.98"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), hydric soil and wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
Herb Stratum (Plot size:)			
1. Agrostis stolonifera	50	☑ 50.0%	FAC
2. Alopecurus pratensis	50	☑ 50.0%	FAC
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
8.	0	☐ 0.0%	
9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
Woody Vine Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
	0	= Total Cover	

% Bare Ground in Herb Stratum: 0

Dominance Test worksheet:

Number of Dominant Species That are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

	Total % Cover of:	Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	100	x 3 =	300
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
- ☑ 2 - Dominance Test is > 50%
- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 10

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-6	10YR	3/3	100%						Silt Loam	
6-14	2.5YR	5/3	70%	10YR	4/4	30%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)

- ☐ Histosol (A1)
- ☐ Histic Epipedon (A2)
- ☐ Black Histic (A3)
- ☐ Hydrogen Sulfide (A4)
- ☐ Depleted Below Dark Surface (A11)
- ☐ Thick Dark Surface (A12)
- ☐ Sandy Muck Mineral (S1)
- ☐ Sandy Gleyed Matrix (S4)
- ☐ Sandy Redox (S5)
- ☐ Stripped Matrix (S6)
- ☐ Loamy Mucky Mineral (F1) (except in MLRA 1)
- ☐ Loamy Gleyed Matrix (F2)
- ☐ Depleted Matrix (F3)
- ☐ Redox Dark Surface (F6)
- ☐ Depleted Dark Surface (F7)
- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma too high

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
- ☐ Algal Mat or Crust (B4)
- ☐ Iron Deposits (B5)
- ☐ Surface Soil Cracks (B6)
- ☐ Inundation Visible on Aerial Imagery (B7)
- ☐ Sparsely Vegetated Concave Surface (B8)
- ☐ Water-Stained Leaves (B9) (except MLRA 1, 2, 4A, and 4B)
- ☐ Salt Crust (B11)
- ☐ Aquatic Invertebrates (B13)
- ☐ Hydrogen Sulfide Odor (C1)
- ☐ Oxidized Rhizospheres on Living Roots (C3)
- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
- ☐ Drainage Patterns (B10)
- ☐ Dry Season Water Table (C2)
- ☐ Saturation Visible on Aerial Imagery (C9)
- ☐ Geomorphic Position (D2)
- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present? Yes ○ No ◉ Depth (inches):

Water Table Present? Yes ○ No ◉ Depth (inches):

Saturation Present? (includes capillary fringe) Yes ○ No ◉ Depth (inches):

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

WETLAND DETERMINATION DATA FORM - Western Mountains, Valleys, and Coast Region

Project/Site: Litehouse **City/County:** Bonner **Sampling Date:** 16-Apr-21

Applicant/Owner: Cliff Mort **State:** ID **Sampling Point:** DP 11

Investigator(s): Tom Duebendorfer, PWS **Section, Township, Range:** S 10 T 57N R 2W

Landform (hillslope, terrace, etc.): Flat **Local relief (concave, convex, none):** flat **Slope:** 0.0 % / 0.0 °

Subregion (LRR): LRR E **Lat.:** 48°18'17.25"N **Long.:** 116°33'47.21"W **Datum:** WGS 84

Soil Map Unit Name: Odenson silt loam **NWI classification:** PEM1C

Are climatic/hydrologic conditions on the site typical for this time of year? Yes ◉ No ○ **(If no, explain in Remarks.)**

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **significantly disturbed?** **Are "Normal Circumstances" present?** Yes ◉ No ○

Are Vegetation ☐ **, Soil** ☐ **, or Hydrology** ☐ **naturally problematic?** **(If needed, explain any answers in Remarks.)**

Summary of Findings - Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes ◉	No ○	**Is the Sampled Area within a Wetland?** Yes ○ No ◉
Hydric Soil Present?	Yes ○	No ◉	
Wetland Hydrology Present?	Yes ○	No ◉	

Remarks:
Although hydrophytic vegetation is present (2 FAC pasture grasses), hydric soil and wetland hydrology not observed. Plot not in a wetland.

VEGETATION - Use scientific names of plants.

	Absolute % Cover	Dominant Species? Rel.Strat. Cover	Indicator Status
Tree Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
	0	= Total Cover	
Sapling/Shrub Stratum (Plot size:)			
1.	0	☐ 0.0%	
2.	0	☐ 0.0%	
3.	0	☐ 0.0%	
4.	0	☐ 0.0%	
5.	0	☐ 0.0%	
	0	= Total Cover	
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1. Agrostis stolonifera	50	☑ 50.0%	FAC
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5.	0	☐ 0.0%	
6.	0	☐ 0.0%	
7.	0	☐ 0.0%	
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9.	0	☐ 0.0%	
10.	0	☐ 0.0%	
11.	0	☐ 0.0%	
	100	= Total Cover	
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Prevalence Index worksheet:

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UPL species	0	x 5 =	0
Column Totals:	100 (A)		300 (B)

Prevalence Index = B/A = 3.000

Hydrophytic Vegetation Indicators:

- ☐ 1 - Rapid Test for Hydrologic Vegetation
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- ☑ 3 - Prevalence Index is ≤3.0 [1]
- ☐ 4 - Morphological Adaptations [1] (Provide supporting data in Remarks or on a separate sheet)
- ☐ 5 - Wetland Non-Vascular Plants [1]
- ☐ Problematic Hydrophytic Vegetation [1] (Explain)

[1] Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes ◉ No ○

Remarks:
Vegetation is hydrophytic (FAC pasture grasses) - both tests met

*Indicator suffix = National status or professional decision assigned because Regional status not defined by FWS.

Soil

Sampling Point: DP 11

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)		%	Redox Features Color (moist)		%	Type[1]	Loc[2]	Texture	Remarks
0-6	10YR	3/3	100%						Silt Loam	
6-14	2.5YR	5/3	70%	10YR	4/4	30%	C	M	Silt Loam	

[1]Type: C=Concentration. D=Depletion. RM=Reduced Matrix, CS=Covered or Coated Sand Grains [2]Location: PL=Pore Lining. M=Matrix

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- ☐ Redox depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ☐ 2 cm Muck (A10)
- ☐ Red Parent Material (TF2)
- ☐ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present):

Type:

Depth (inches):

Hydric Soil Present? Yes ○ No ◉

Remarks:

Hydric indicators not observed - matrix chroma too high

Hydrology

Wetland Hydrology Indicators:

Primary Indicators (minimum of one required; check all that apply)

- ☐ Surface Water (A1)
- ☐ High Water Table (A2)
- ☐ Saturation (A3)
- ☐ Water Marks (B1)
- ☐ Sediment Deposits (B2)
- ☐ Drift deposits (B3)
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- ☐ Presence of Reduced Iron (C4)
- ☐ Recent Iron Reduction in Tilled Soils (C6)
- ☐ Stunted or Stressed Plants (D1) (LRR A)
- ☐ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ☐ Water-Stained Leaves (B9) (MLRA 1, 2, 4A, and 4B)
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- ☐ Saturation Visible on Aerial Imagery (C9)
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- ☐ Shallow Aquitard (D3)
- ☐ FAC-neutral Test (D5)
- ☐ Raised Ant Mounds (D6) (LRR A)
- ☐ Frost Heave Hummocks (D7)

Field Observations:

Surface Water Present?	Yes ○ No ◉	Depth (inches):	
Water Table Present?	Yes ○ No ◉	Depth (inches):	
Saturation Present? (includes capillary fringe)	Yes ○ No ◉	Depth (inches):	

Wetland Hydrology Present? Yes ○ No ◉

Describe Recorded Data (stream gauge, monitor well, aerial photos, previous inspections), if available:

Remarks:

No water in soil pit April 16, 2021.

Tom Duebendorfer - Professional Wetland Scientist (#000157), Biologist, Botanist

OBJECTIVE

Provide botanical and ecological services to a wide range of organizations and individuals for projects involving land development, wetland delineation, vegetation mapping, rare plant surveys, resource inventories, Environmental Assessments, Biological Evaluations and Assessments, and research-level studies on specific habitats or species.

EDUCATION

WSPSS, SWS Hydric Soils Workshop, Soils and Hydrology, June 2009
Wetland Training Institute, Soils and Hydrology, August 1990
Humboldt State University, Arcata, California
M.A. Biology May 1987
California State Teaching Credential May 1987
B.A. Biology June 1977
University of California, Irvine (2 years - biology major)

EMPLOYMENT

- **Self-employed wetland and botanical consultant (1981 to present)**

  Provided botanical and wildlife surveys, floristic research, habitat characterization, ecological sampling, synecological analysis, aerial photo mapping, wetland delineation, impact analysis, restoration and mitigation, resource planning, permitting, rare and endangered plant surveys, plant taxonomy, soil analysis, computer-aided multivariate analyses and statistics, computer-aided graphics and drafting. Involved with design (as part author/editor) of Washington Dept of Ecology Hydrogeomorphic approach to wetland function assessment program (Assessment Team). Trained in E WA DOE Assessment Methodology (assisted in development of the methodology). Wetland Mitigation Bank preparation. Teaches wetland delineation and plant identification courses to Tribes, agencies, and groups.

  Project locations include rare plant surveys/studies and wetland work in southern, central, northern and coastal California; coastal, southwestern, and northeastern Oregon; north, east-central, and southwest Idaho; eastern and western Washington; and northwest Montana.

- **Senior Wetland Ecologist, Client/Project Manager, Corporate Botanist (1989-1994)**

  David Evans and Associates, Inc. Bellevue, Washington

  Provided wetland delineation, impact assessment, conceptual and final mitigation design, monitoring, cumulative impact assessment, wetland permitting, habitat characterization, rare plant and T&E animal surveys, Biological Evaluations and Assessments, as well as instruction and guidance in systematics and classification to staff in 7 west coast offices. Maintained excellent rapport with clients and other project team members (both in office and as field crew leader). Managed projects from proposals, contracting, budgeting, scheduling and invoicing, to collections.

  Project locations include: Pacific Northwest, from central and coastal Oregon to eastern, western, and coastal Washington, and northwest Montana.

CERTIFICATIONS

Professional Wetland Scientist, Society of Wetland Scientists (#000157)
Certified Wetland Delineator, Corps of Engineers (Seattle District)
Qualified Wetland Specialist, Spokane County, Washington
Qualified Wetland Specialist, City of Spokane, Washington
Completed Training in NEPA/EPA Process
Completed Soils and Hydrology workshops (WTI); Hydric Soils (WSSPSS - Updates 2009)

Tom Duebendorfer - Professional Wetland Scientist (#000157), Biologist, Botanist

SPECIFIC EXPERIENCE

Habitats include: dune coastline, coastal and inland forested, scrub, and marsh wetlands, oak woodlands, steppe scrubland, grasslands, sagebrush, agricultural areas (wetlands), coniferous and deciduous montane, alpine, bog (fen), and serpentine vegetation.

Permitting knowledge and direct use of wetland methodologies (USFWS, US Army Corps of Engineers, WA Dept of Ecology, and local county and city jurisdictions); knowledge of Corps Permit process. Restoration activities. Biological Assessments (BA), USFS Evaluations (BE), Environmental Assessments (EA); SEPA/NEPA; T&E species monitoring, Raptor Monitoring, Wetland Mitigation Bank Design.

Rare plant studies include approximately 45 sensitive plant and vegetation surveys on private, state, and federal lands for small to medium scale hydroelectric plants, stream corridors, sewage treatment facilities, water treatment facilities, prison site, seeding experiments, road and highway construction, transmission corridors (utilities), fiber optic cable routes, and mining companies. Biological Evaluations for USFS-listed sensitive species in four states.

Clients (independently and during tenure as employee) include:

Small- and Large-scale Developers:
Burlington-Northern, Puget Western, Glacier Park Company, Trillium Corporation, Quadrant, Blackhawk/Port Blakely Communities, Coldwater Creek, Valencia Wetlands Trust, Waterfront Property Mgmt., Kirk-Hughes Development, Fortress LLC, & others

Public Entities:
Washington Department of Ecology, Benewah County (through EDA), Federal Highways Administration, Bureau of Reclamation, King Co., US Army Corps of Engineers, Spokane County Engineering and Public Works, Oregon Nature Conservancy, Humboldt County Planning, Humboldt State University Research Program; Benewah County; Idaho Soil and Conservation District, City of Winchester, Idaho Transportation Department, Washington Department of Transportation, Kalispell Indian Tribe, City of Colville, Rathdrum

Communications (fiber optic projects):
AT&T, MCI/WorldCom, Cascade Utilities

Exploratory and Active Mining Companies:
Emerald Creek Garnet Company, American Gold Resources, Cal Nickel Corp., Baretta, Noranda

Assisting other Consulting Firms and Numerous Private Landowners.
The Soils Group, Intermountain Resources, Inc., Hart-Crowser, Inc., Welch-Comer Eng., Land Profile, Inc., Selkirk Environmental, David Evans and Associates, J.A. Sewell and Assoc., EarthTech, ALSC Architects; Ecological Resources, Forsgren Assoc., JUB Eng., Adolfson Assoc. Copper Basin Constr., Toothman-Orton Eng., Rocky Point Investments, HAWKEFA, Tate Engineering.

PUBLICATIONS

Duebendorfer, T.E. 1990. *"An Integrated Approach to Enhancing Rare Plant Populations through Habitat Restoration: II. Habitat Characterization through Classification of Dune Vegetation."* Pp. 478-487 in: Bonnicksen, T.M. and H.G. Hughes, eds. Proceedings of the first annual meeting of the Society for Ecological Restoration and Management. Also presented at Society of Wetland Scientists, May 1993.

Pickart, A.J., L.M. Miller, and T.E. Duebendorfer. 1998. *"Yellow bush lupine invasion in northern California coastal dunes. I. Ecological impacts and manual restoration techniques"*. Restoration Ecology Vol 6 No 1, pp59-68.

Seattle Audubon Series, "*Wetland Plants of the Western Washington and NW Oregon"* (Cooke 1997, editor): My role was as a contributor and technical editor.

Hruby, T., S. Stanley, T. Granger, T. Duebendorfer, R. Friesz, B. Lang, B. Leonard, K. March, and A. Wald. 2000. Methods for Assessing Wetlands Functions. Volume II, Part 1: Assessment Methods - Depressional Wetlands in the Columbia Basin of Eastern Washington, WA State Department of Ecology Publication #00-06-47.

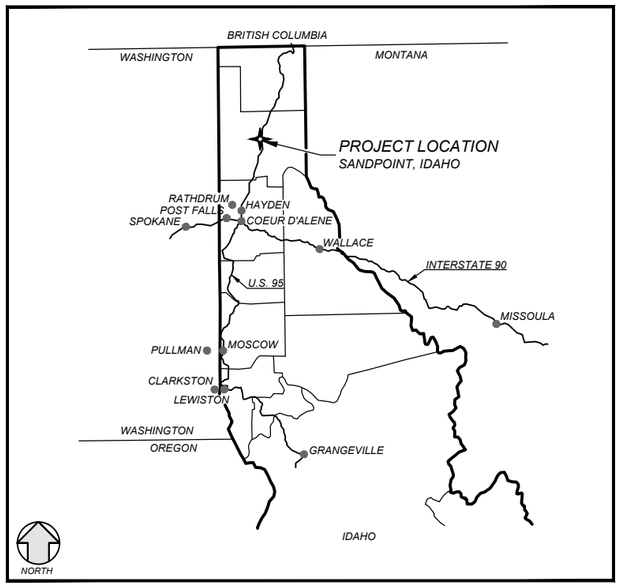
GREAT NORTHERN COMMERCE PARK FIRST ADDITION

PRELIMINARY IMPROVEMENT PLANS
NOT FOR CONSTRUCTION
APPROVED BY:

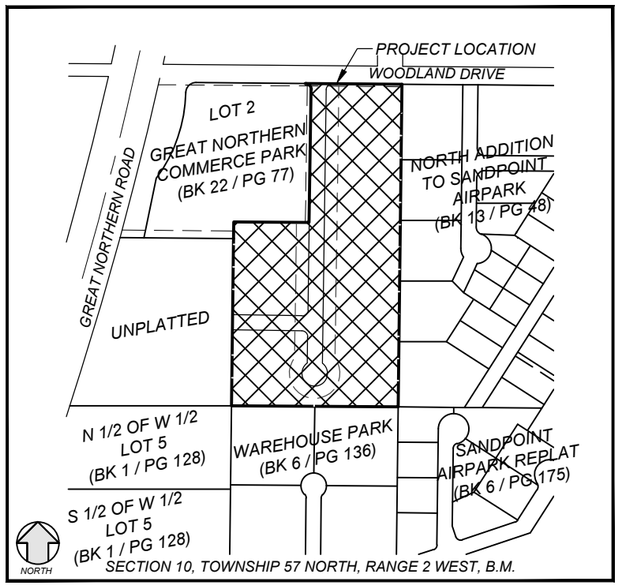
BRANDON STAGLUND, P.E.
CITY ENGINEER
7-9-2025
DATE

PRELIMINARY SUBDIVISION - IMPROVEMENT PLAN SET

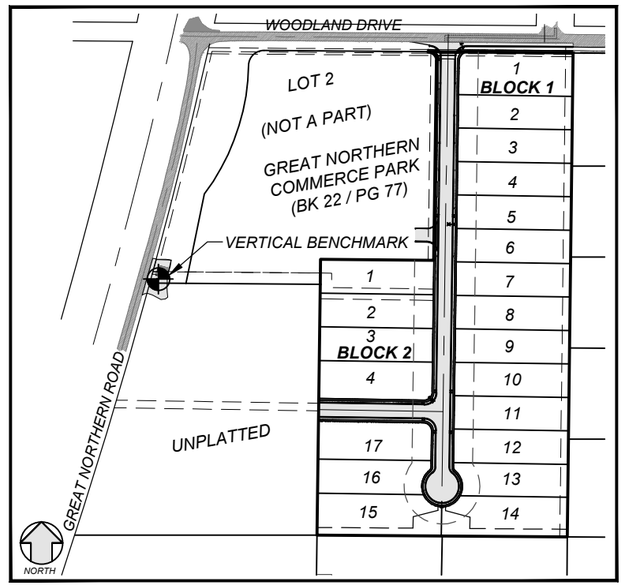
A REPLAT OF LOT 1, BLOCK 1 OF GREAT NORTHERN COMMERCE PARK
SECTION 10, TOWNSHIP 57 NORTH, RANGE 2 WEST, B.M.
CITY OF SANDPOINT, BONNER COUNTY, IDAHO



VICINITY MAP
NTS



PROJECT LOCATION
1" = 600'



PROJECT SITE
1" = 400'

PROJECT OWNER

BIG CREEK LAND COMPANY, LLC
1950 W. BELLERIVE LANE, SUITE 107
COEUR D'ALENE, IDAHO 83814
PH: (208) 777-3000

PROJECT ENGINEER

LAKE CITY ENGINEERING, INC.
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PH: (208) 676-0230

PROJECT MATRIX

LEGAL DESCRIPTION:	LOT 1, BLOCK 1 GREAT NORTHERN COMMERCE PARK (BK 22, PG 77)
AREA:	15.58 ACRES
ZONING:	IG (INDUSTRIAL GENERAL)
INTENDED USES:	USES AS ALLOWED WITHIN ZONE IG
# OF LOTS	21
MINIMUM LOT SIZE:	25,678 sf
MAXIMUM LOT SIZE:	34,523 sf
AVERAGE LOT SIZE:	27,958 sf
RIGHT-OF-WAY AREA:	89,884 sf

CONTACT INFORMATION

WATER PURVEYOR

CITY OF SANDPOINT - PUBLIC WORKS DEPARTMENT
1123 LAKE STREET
SANDPOINT, IDAHO 83864
PH: (208) 263-3407

SEWER PURVEYOR

CITY OF SANDPOINT - PUBLIC WORKS DEPARTMENT
1123 LAKE STREET
SANDPOINT, IDAHO 83864
PH: (208) 263-3407

STREET AND STORMWATER PURVEYOR

CITY OF SANDPOINT - PUBLIC WORKS DEPARTMENT
1123 LAKE STREET
SANDPOINT, IDAHO 83864
PH: (208) 263-3407

UTILITY CONTACT LIST

NORTHERN LIGHTS ELECTRIC COOPERATIVE (POWER): (808) 326-9594
AVISTA (GAS): (800) 227-9187
NORTHLAND COMMUNICATIONS (COMM): (208) 263-4070
INTERMAX NETWORKS (COMM): (208) 265-3533

INDEX OF SHEETS

1. TITLE SHEET
2. TENTATIVE PLAT
3. PRELIMINARY SITE AND UTILITY PLAN
4. PLAN & PROFILE - COMMERCE AVENUE
5. PLANS & PROFILES - COMMERCE AVENUE & INNOVATIVE DRIVE
6. EXISTING CONDITIONS MAP
7. PROJECT DETAILS AND STORMWATER CALCULATIONS

VERTICAL BENCHMARK

PUNCH MARK IN NORTHEAST CORNER OF SEWER VAULT
ELEV: 2137.39 (NAVD 88)

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PHONE: 208.676.0230

Item # 11.

PRELIMINARY
NOT FOR CONSTRUCTION

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

TITLE SHEET
CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	N.T.S.

Not To Scale

gillette, Plotted: Jun 10, 2025 — 2:00pm, L:\2024\24-059\ACAD\24-059 PRELIM SUB.dwg

LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83814
PHONE: 208.676.0230

PRELIMINARY
NOT FOR CONSTRUCTION

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

TENTATIVE PLAT

CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	1" = 150'

0 75 150 300

2

7

179

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

EX 10' SANITARY SEWER EASEMENT PER INST. #720846
EX. 10' UTILITY EASEMENT (TYP)
EX. 71' R/W
SAMUELSON AVENUE
WOODLAND DRIVE
S89° 30' 59"E 383.28'
EX 50' R/W
EX 10' SANITARY SEWER EASEMENT PER INST. #720846
L=36.25'
CHD BRG N44°21'41"W
R=23.0'
Δ=090°18'35"
EX. 15' PUBLIC UTILITY EASEMENT (TYP)
LOT 2
BLOCK 1
GREAT NORTHERN COMMERCE PARK (BK 22 /PG 77)
(NOT A PART)
IRREVOCABLE CONVEYANCE TO CITY OF SANDPOINT PER INST. #1041395
B.N.S.F. RAILROAD
GREAT NORTHERN ROAD
N0° 47' 36"E 527.11'
COMMERCE AVENUE
PROPOSED 30' SEWER & WATER EASEMENT
S0° 42' 25"W 66.00'
N89° 31' 16"W 298.78'
60' R/W
30' 30'
100'
100'
EX 200' R/W
PHASE 1
PHASE 2
BLOCK 2
EX. SEWER AND WATER EASEMENT PER PLAT "GREAT NORTHERN COMMERCE PARK" RECORDED 12/27/24 IN BK 22 / PG 77
EX 40'x40' VERIZON EASEMENT PER INST. #787238
PROJECT BOUNDARY (TYP)
EX 20'x20' SANITARY SEWER EASEMENT PER INST. #720846
INNOVATIVE DRIVE
60' R/W
30' 30'
R23' (TYP)
R50'
N0° 42' 25"E 661.41'
2000' INNER CRITICAL ZONE
UNPLATTED
(NOT A PART)
N 1/2 OF W 1/2 LOT 5 (BK 1 / PG 128)
N89° 35' 16"W 660.26'
EX 30' UTILITY EASEMENT PER PLAT
LOT 2
WAREHOUSE PARK (BK 6 / PG 136)
PROPOSED DRAINAGE EASEMENT (WIDTH VARIES)
LOT 3
LOT 4
SANDPOINT AIRPARK REPLAT (BK 6 / PG 175)
LOT 5

1 33,922 sf BLOCK 1
2 26,529 sf
3 26,543 sf
4 26,558 sf
5 26,573 sf
6 26,587 sf
7 26,602 sf
8 26,617 sf
9 26,631 sf
10 26,646 sf
11 26,661 sf
12 26,675 sf
13 25,314 sf
14 34,296 sf
15 35,000 sf
16 25,842 sf
17 29,693 sf
1 26,830 sf
2 26,573 sf
3 26,561 sf
4 29,690 sf

15' PUBLIC UTILITY EASEMENT (TYP)
50' RECIPROCAL ACCESS EASEMENT (TYP)
LOT 19
EX 20' ELEC. EASEMENT PER INST. #574059
LOT 20
EX 25' UTILITY EASEMENT PER PLAT
EX 20' UTILITY EASEMENT (TYP)
LOT 21
EX 10' UTILITY EASEMENT (TYP)
LOT 22
1000' LATERAL SAFETY ZONE
EX 30' UTILITY EASEMENT (TYP)
PROPOSED 20' DRAINAGE EASEMENT
LOT 13
PROPOSED 20' DRAINAGE EASEMENT
PROPOSED 20' DRAINAGE EASEMENT
LOT 12
BEAVER AVENUE
EX 60' R/W
NORTH ADDITION TO SANDPOINT AIRPARK (BK 13 / PG 48)
LOT 4
OTTER STREET
LOT 14
LOT 5
LOT 6
LOT 15
LOT 7
LOT 16
LOT 8
LOT 17
LOT 9
LOT 18
LOT 10
LOT 11
FLIGHTLINE WAY
LOT 15
LOT 16
PHASE II OF OMNI PARK (BK 6 / PG 200)
LOT 17
LOT 18
NORTH

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LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83
PHONE: 208.676.0230

PRELIMINARY
NOT FOR CONSTRUCTION

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

PRELIMINARY SITE AND UTILITY PLAN

CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	1" = 150'

0 75 150 300

NORTH

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

gillette, Plotted: Jun 10, 2025 – 2:00pm, L:\2024\24-059\ACAD\24-059 PRELIM SUB.dwg

LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83
PHONE: 208.676.0230

PRELIMINARY
NOT FOR CONSTRUCTION

STA: 10+00.00 COMMERCE AVENUE
FS/CL: 2130.00
STA: 10+50.00
FS/CL/GB ELEV: 2130.78
STA: 12+44.71 COMMERCE AVENUE
STA: 10+30.00 INNOVATIVE DRIVE
FS/CL/INTX ELEV: 2131.70
ORIGINAL GROUND
PRELIMINARY FINISHED SURFACE AT CL
4' MIN. BURY (LOW PRESSURE SEWER)
5' MIN. BURY (WATER MAIN)
1.56%
0.50%
511 LF 4" CLASS 160 PVC PRESSURE SEWER MAIN
263.01 LF OF 8" SDR 35 PVC @ 0.40%
1,213 LF 12" C900 WATER MAIN
396.01 LF OF 8" SDR 35 PVC @ 0.40%
STA; 10+27.87, 6' LT
PRESSURE SEWER C.O. #1
SSMH #1
STA: 15+67.86 OFF: -6.0' L
RIM: 2133.84
INV OUT: 2128.23 8" PVC (N)
SSMH #2
STA: 18+34.87 OFF: -6.0' L
RIM: 2134.39
INV IN: 2127.18 8" PVC (S)
INV OUT: 2127.08 8" PVC (N)

PROFILE SCALE
HORIZONTAL: 1" = 80'
VERTICAL: 1" = 20'

2185 2180 2175 2170 2165 2160 2155 2150 2145 2140 2135 2130 2125 2120 2115 2110

2132.1 2130.00 | 2132.0 2130.78 | 2132.1 2131.03 | 2132.5 2131.27 | 2132.8 2131.52 | 2133.0 2131.77 | 2132.8 2132.02 | 2132.8 2132.26 | 2133.2 2132.51 | 2133.2 2132.76 | 2133.6 2133.01 | 2133.7 2133.25 | 2133.8 2133.50 | 2134.0 2133.75 | 2134.2 2134.00 | 2134.3 2134.25 | 2134.3 2134.49 | 2134.4 2134.74 | 2134.5 2134.99 | 2134.6 2135.24 | 2134.7 2135.48 | 2135.0 2135.73

10+00 10+50 11+00 11+50 12+00 12+50 13+00 13+50 14+00 14+50 15+00 15+50 16+00 16+50 17+00 17+50 18+00 18+50 19+00 19+50 20+00 20+50

COMMERCE AVENUE
STA: 10+00 TO 20+50

INNOVATIVE DRIVE
SEE SHEET 5
60' R/W
15' UTILITY EASEMENT (TYP)
15' UTILITY EASEMENT (TYP)
PHASE 2
PHASE 1
30' SEWER & WATER EASEMENT
LOT 2
BLOCK 1
GREAT NORTHERN COMMERCE PARK (BK 22 /PG 77)
BLOCK 2
15' UTILITY EASEMENT (TYP)
(NOT A PART)
SSCO #1 (PRESSURE)
PROPOSED 4" PRESSURE SEWER MAIN (TYP)
SIGHT DISTANCE TRIANGLE (SEE DETAIL,SHEET 7)
SSMH #1
SSMH #2
PROPOSED 8" SANITARY SEWER MAIN (TYP)
N0° 47' 36"E 527.11'
R48'
R23' (TYP)
PS4
W12
SS8
COMMERCE AVENUE SEE SHEET 5
PROPOSED 2" WATER METER & SERVICE (TYP)
PROPOSED STREET TREES @ 25' SPACING (TYP)
PROPOSED 6" GRAVITY SEWER SERVICE (TYP. LOTS 1-7, BLOCK 1 AND LOT 1, BLOCK 2)
PROPOSED FIRE HYDRANT (TYP)
50' RECIPROCAL ACCESS EASEMENT (TYP)
15' UTILITY EASEMENT (TYP)
PROPOSED 12" WATER MAIN
PROPOSED 2" PRESSURE SEWER SERVICE (TYP. LOTS 8-17, BLOCK 1 AND LOTS 2-4, BLOCK 2))
15 16 17 4 3 2 1 14 13 12 11 10 9 8 7 6 5 4 3 2
BLOCK 2
BLOCK 1
NORTH

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

PLAN & PROFILE - COMMERCE AVENUE

CITY OF SANDPOINT, IDAHO

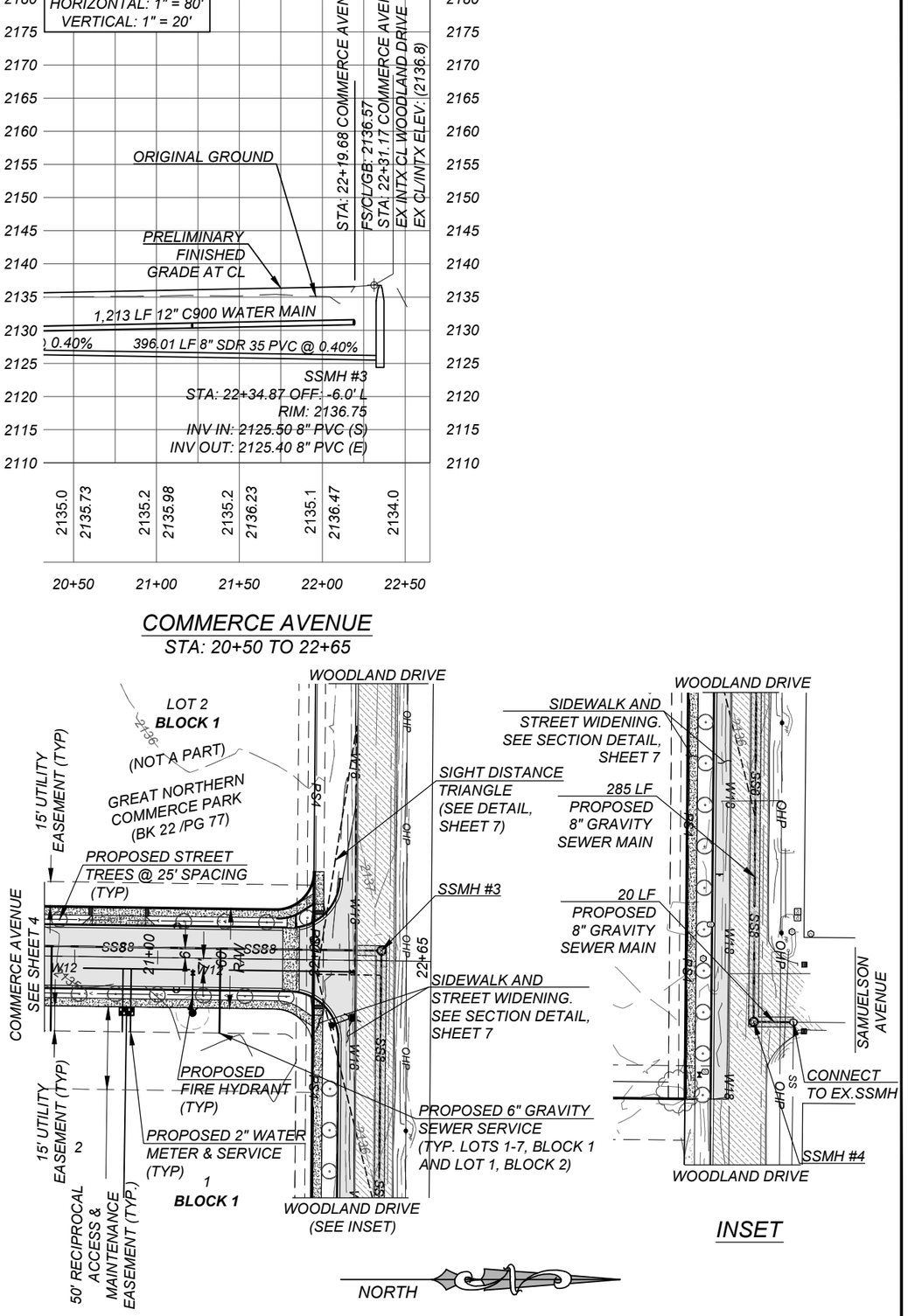
DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	1" = 80'

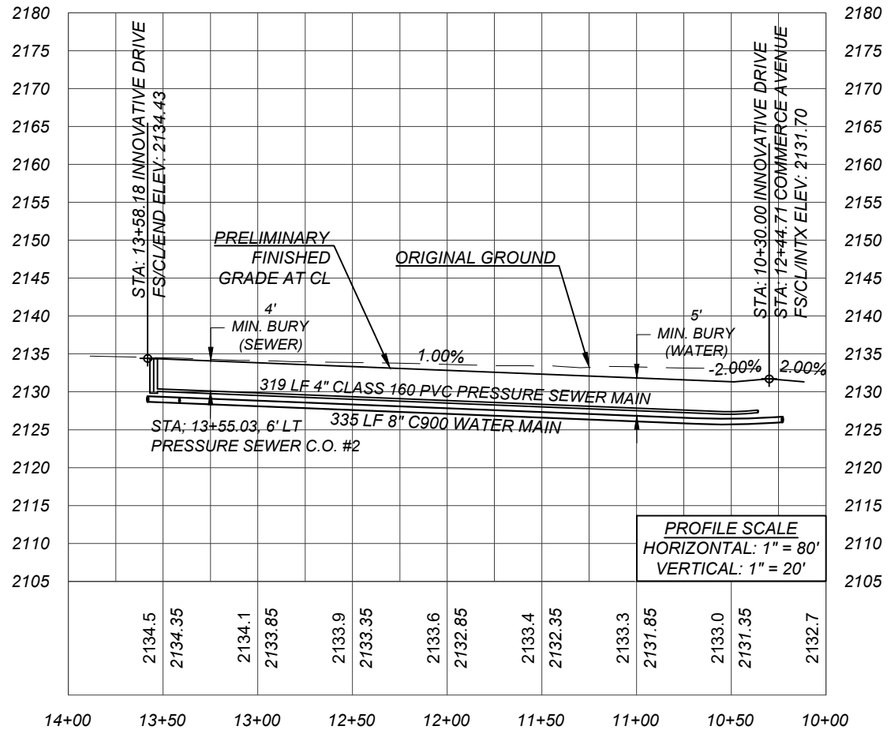
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4 / 7

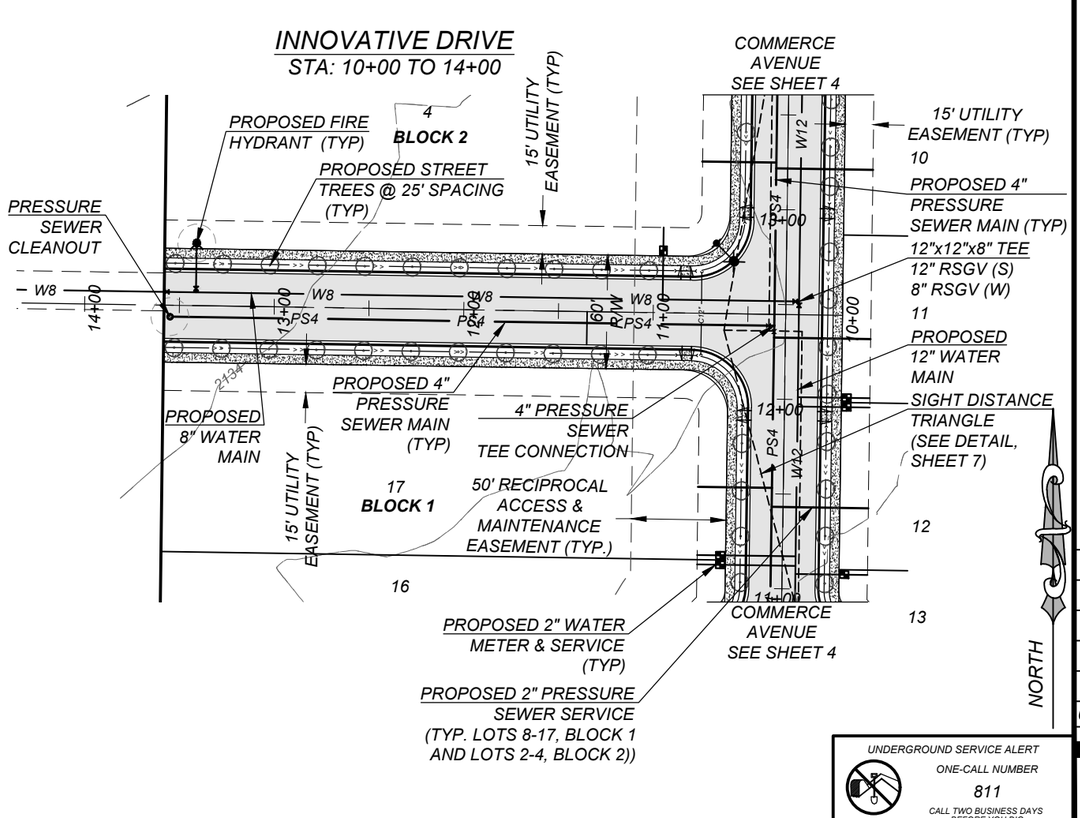
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COMMERCE AVENUE
STA: 20+50 TO 22+65





INNOVATIVE DRIVE
STA: 10+00 TO 14+00



UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS
BEFORE YOU DIG

LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83
PHONE: 208.676.0230

Item # 11.

PRELIMINARY
NOT FOR CONSTRUCTION

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

PLANS & PROFILES - COMMERCE AVENUE & INNOVATIVE DRIVE

CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	1" = 80'

0 40 80 160

5

7

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LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83
PHONE: 208.676.0230

PRELIMINARY
NOT FOR CONSTRUCTION

EX 50' R/W
EX 10' SANITARY SEWER EASEMENT PER INST. #720846
EX CULVERT (TYP)
EX SSMH (TYP)
EX 18" WATER MAIN (TYP)
EX FIRE HYDRANT
WOODLAND DRIVE
S89° 30' 59"E 383.28'
EX 4" PRESSURE SEWER (TYP)
EX 10' SANITARY SEWER EASEMENT PER INST. #720846
EX COMMUNICATION & FIBER UTILITY BOXES (TYP)
EX GAS RISER (TYP)
EX 10' UTILITY EASEMENT
L=36.25'
CHD BRG N44°21'41"W
R=23.0'
Δ=090°18'35"
EX 71' R/W
PROJECT BOUNDARY (TYP)
EX SSMH
RIM: 2134.45
IE: 2123.75
LOT 19
NORTH ADDITION TO SANDPOINT AIRPARK (BK 13 / PG 48)
LOT 4
EX 16" WATER MAIN (TYP)
LOT 2
BLOCK 1
GREAT NORTHERN COMMERCE PARK (BK 22 / PG 77)
(NOT A PART)
EX OVERHEAD POWER & POWER POLE (TYP)
EX 15' UTILITY EASEMENT
N0° 47' 36"E 527.11'
EX 20' ELEC. EASEMENT PER INST. #574059
EX 60' R/W
EX 60' R/W
OTTER STREET
EX 20' UTILITY EASEMENT (TYP)
BEAVER AVENUE
LOT 20
LOT 14
LOT 5
LOT 6
LOT 15
LOT 7
EX 25' UTILITY EASEMENT PER PLAT
PROJECT BOUNDARY (TYP)
IRREVOCABLE CONVEYANCE TO CITY OF SANDPOINT PER INST. #1041395
B.N.S.F. RAILROAD
GREAT NORTHERN ROAD
EX VERIZON COMMUNICATIONS EQUIPMENT
S0° 42' 25"W 66.00'
N89° 31' 16"W 298.78'
FND 5/8" REBAR W/ CAP MARKED "PLS 13727" (TYP.)
100'
100'
EX 200' R/W
EX 30' SEWER & WATER EASEMENT
LOT 1
BLOCK 1
LOT 21
S0° 41' 07"W 1276.84'
LOT 16
LOT 8
EX 40'x40' VERIZON EASEMENT PER INST. #787238
EX 10' UTILITY EASEMENT (TYP)
LOT 17
LOT 9
EX 20'x20' SANITARY SEWER EASEMENT PER INST. #720846
GREAT NORTHERN COMMERCE PARK (BK 22 / PG 77)
LOT 18
LOT 10
EX SEWER LIFT STATION
PROJECT BOUNDARY (TYP)
LOT 22
LOT 11
FLIGHTLINE WAY
LOT 15
UNPLATTED
(NOT A PART)
N0° 42' 25"E 661.41'
EX CHAIN FENCE (TYP)
LOT 12
EX 30' UTILITY EASEMENT (TYP)
EX 60' R/W
LOT 16
PHASE II OF OMNI PARK (BK 6 / PG 200)
CENTER-WEST 1/16 SEC. 10
FND 5/8" REBAR W/ YPC MARKED "PLS 5087" CP&F 954330
FND 5/8" REBAR W/ CAP MARKED "MILLER PLS 6107"
LOT 13
LOT 17
PROJECT BOUNDARY (TYP)
EX CATCH BASIN & SWALE
LOT 18
NORTH
(2136.0) OG
N89° 35' 16"W 660.26'
N 1/2 OF W 1/2 LOT 5 (BK 1 / PG 128)
EX 30' UTILITY EASEMENT PER PLAT
LOT 2
WAREHOUSE PARK (BK 6 / PG 136)
LOT 3
LOT 4
SANDPOINT AIRPARK REPLAT (BK 6 / PG 175)
LOT 5

WETLAND NOTE:

PER REPORT PREPARED BY TOM DUEBENDORFER AND DATED MAY 7TH, 2021, NO WETLANDS EXIST ON THE SUBJECT PROPERTY.

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

EXISTING CONDITIONS MAP

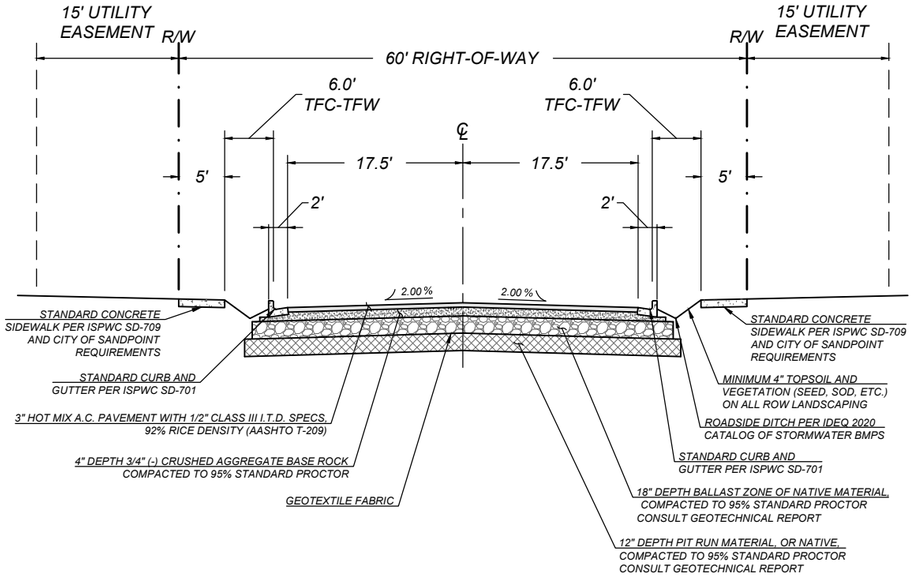
CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	1" = 150'

0 75 150 300

6 7

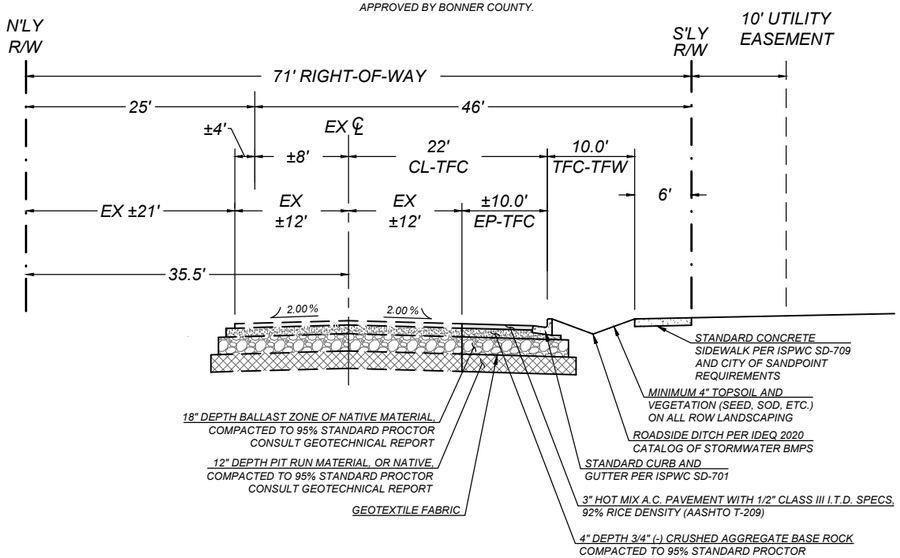
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TYPICAL INTERNAL STREET SECTION (COMMERCE AVENUE & INNOVATIVE DRIVE)

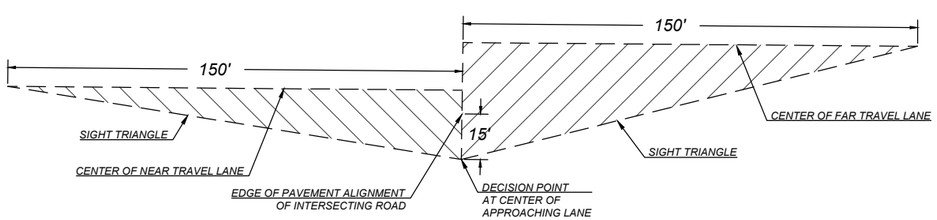
NTS

NOTE: STREET NAMES HAVE BEEN APPROVED BY BONNER COUNTY.



TYPICAL WOODLAND DRIVE STREET SECTION

NTS



TYPICAL SIGHT TRIANGLE DETAIL

NTS

PROJECT:	Project Name
JOB NAME:	24-059
DATE:	4/25/25
	RATIONAL METHOD Q=CiA
	Basin: A
Design Type:	208 Design
Design Event:	25 yr
Case:	Post developed

Description	"C" Factor	Area (ft2)	Area (acres)	A * C
Asphalt / Sidewalk	0.90	75,948	1.74	1.569
Driveway	0.80	-	0.00	0.000
Grass	0.15	-	0.00	0.000
Residential	0.30	-	0.00	0.000
Total Basin Area =		75,948 SF	1.74 ac	
Calculated Composite "C" =		0.90		
Total Impervious Area =		75,948 SF		

Time of Concentration (TR-55)

Sheet Flow< 300 LF, Shallow Concentrated Flow (Ditch Flow) >300LF, N=Roughness Coefficient, Ct = 0.15 Overland or 0.40 for Drainage Ditch, P2= ITD Isopluvial map,

Data	Ditch Flow	Sheet Flow	Sheet Flow	Sheet Flow
P2(in)=	1.6			
L (ft) =	1250			
S (ft/ft)=	0.0100			
Ct =	0.40			
N =	0.011			
Vavg=	2			
Tc (min) =	10.42			

$T_{c\text{-sheet flow}} = (0.007(L*N)^{0.8})/(P_2^{0.5}*(S^{0.4}))$

$T_{c\text{-ditch flow}} = L/(3600*V_{Avg})$

$T_{c\text{-storm drain}} = L/(3600*V_{Avg})$, where Velocity is calculated using Manning's Equation

Calculated Total Tc = 10.42 min

Calculated Peak Runoff using the Rational Method

Estimated Rainfall Intensity based on Tc=	2.80 in/hr
Calculated Peak Runoff Rate (Q)=	**4.39 cfs**

BOWSTRING METHOD

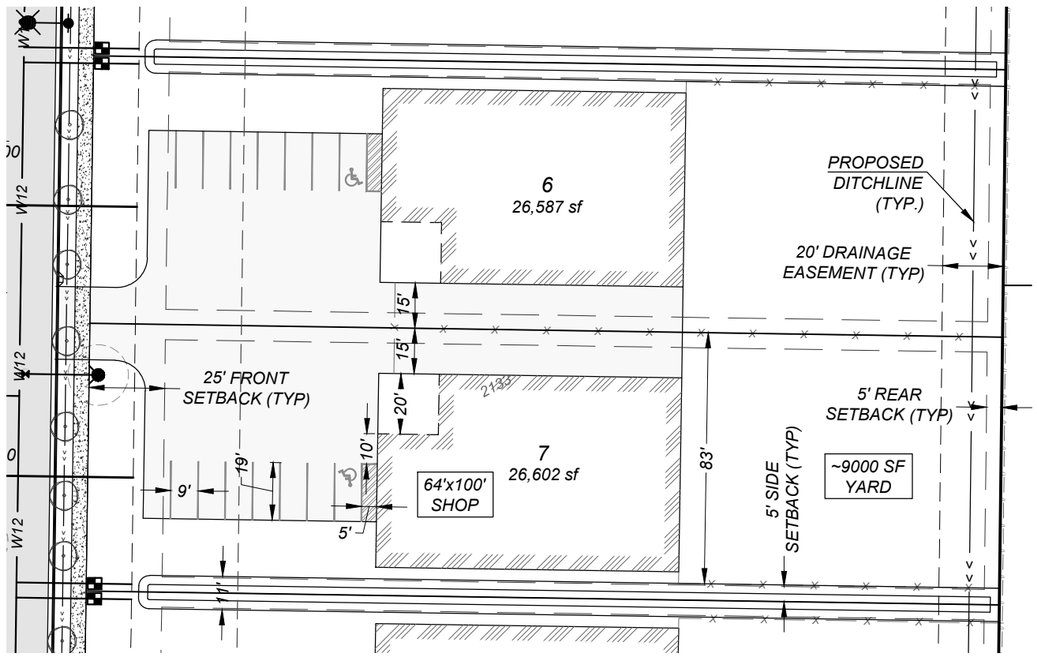
	Basin: A		
Drywell Outflow (cfs):	0.00	Shallow Injection Well Type:	-
Swale Outflow (cfs):	0.00	Typical Infiltration Rate (in/hr):	0.0
Swale Depth to FL (ft):	2.00	Swale Top Area (SF):	19360
Swale Depth to Rim (ft):	2.00	Swale Bottom Area (SF):	10940

Time (min)	Time (sec)	Intensity (in/hr)	QDEV (cfs)	VIN (ft3)	VOUT (ft3)	Storage (ft3)
5	300	2.80	4.39	1766	0	1766
10	600	2.10	3.30	2649	0	2649
15	900	1.70	2.67	3217	0	3217
20	1200	1.60	2.51	4037	0	4037
25	1500	1.40	2.20	4416	0	4416
30	1800	1.20	1.88	4542	0	4542
35	2100	1.10	1.73	4857	0	4857
40	2400	0.95	1.49	3894	0	3894
45	2700	0.90	1.41	4113	0	4113
50	3000	0.87	1.37	4386	0	4386
55	3300	0.85	1.33	4685	0	4685
60	3600	0.78	1.22	4666	0	4666
65	3900	0.75	1.18	4840	0	4840
70	4200	0.70	1.10	4847	0	4847
75	4500	0.69	1.08	5102	0	5102
80	4800	0.67	1.05	5270	0	5270
85	5100	0.65	1.02	5419	0	5419
90	5400	0.63	0.99	5548	0	5548
95	5700	0.60	0.94	5567	0	5567
100	6000	0.59	0.93	5752	0	5752
105	6300	0.58	0.91	5927	0	5927
110	6600	0.55	0.86	5879	0	5879
115	6900	0.52	0.82	5804	0	5804
120	7200	0.50	0.78	5816	0	5816

GIA A

Storage Volume Required =	**5927 ft3**	
208 Swale Volume =	30300 ft3	DDDW=115CF
Drywell Volume =	0 ft3	SDDW=80CF
Total Volume Provided =	**30300 ft3**	
Required Treatment Volume =	**3,167 ft3**	
Volume (CF)= A_{eng}* 0.0417 (ft) (0.5"/12")		
Treatment Volume Provided =	30300 ft3	

STORMWATER CALCULATIONS



TYPICAL CONCEPTUAL LOT DESIGN

* FOR INFORMATIONAL PURPOSE ONLY *

LAKE CITY ENGINEERING
126 E. POPLAR AVENUE
COEUR D'ALENE, IDAHO 83
PHONE: 208.676.0230

Item # 11.

PRELIMINARY
NOT FOR CONSTRUCTION

GREAT NORTHERN COMMERCE PARK FIRST ADDITION

PROJECT DETAILS AND STORMWATER CALCULATIONS

CITY OF SANDPOINT, IDAHO

DESIGNED BY:	DCD
DRAFTED BY:	TCD/SEG
DATE:	6/10/2025
JOB NO:	LCE 24-059
SCALE:	N.T.S.
Not To Scale	

7 / 7

gillette, Plotted: Jun 10, 2025 – 2:01pm, L:\2024\24-059\ACAD\24-059 PRELIM SUB.dwg

Sandpoint Multimodal Transportation Plan

Appendix A
Networks, Corridors, and Improvement Concepts

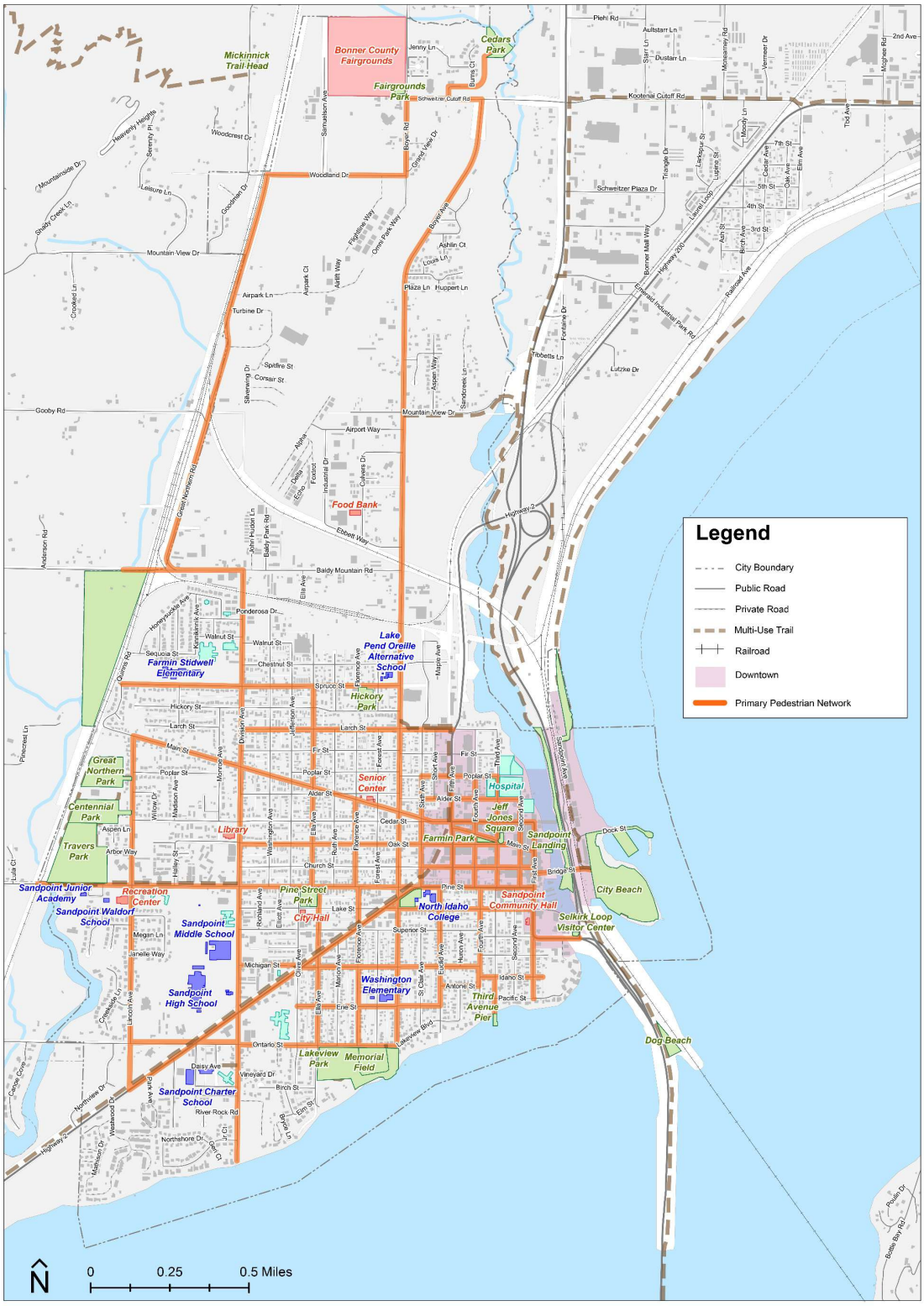


Figure 15 Pedestrian Priority Network

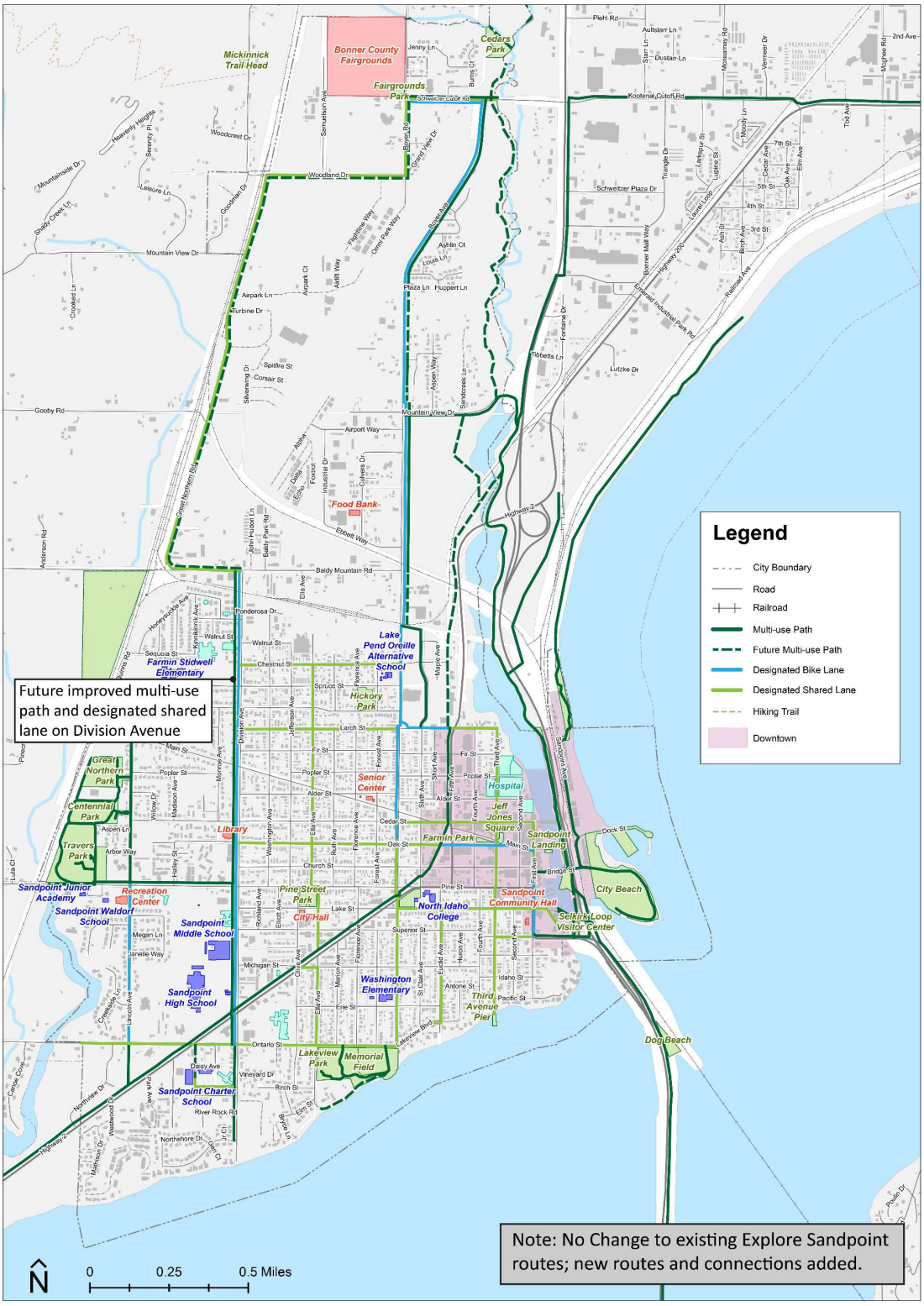


Figure 16 Bicycle Priority Network

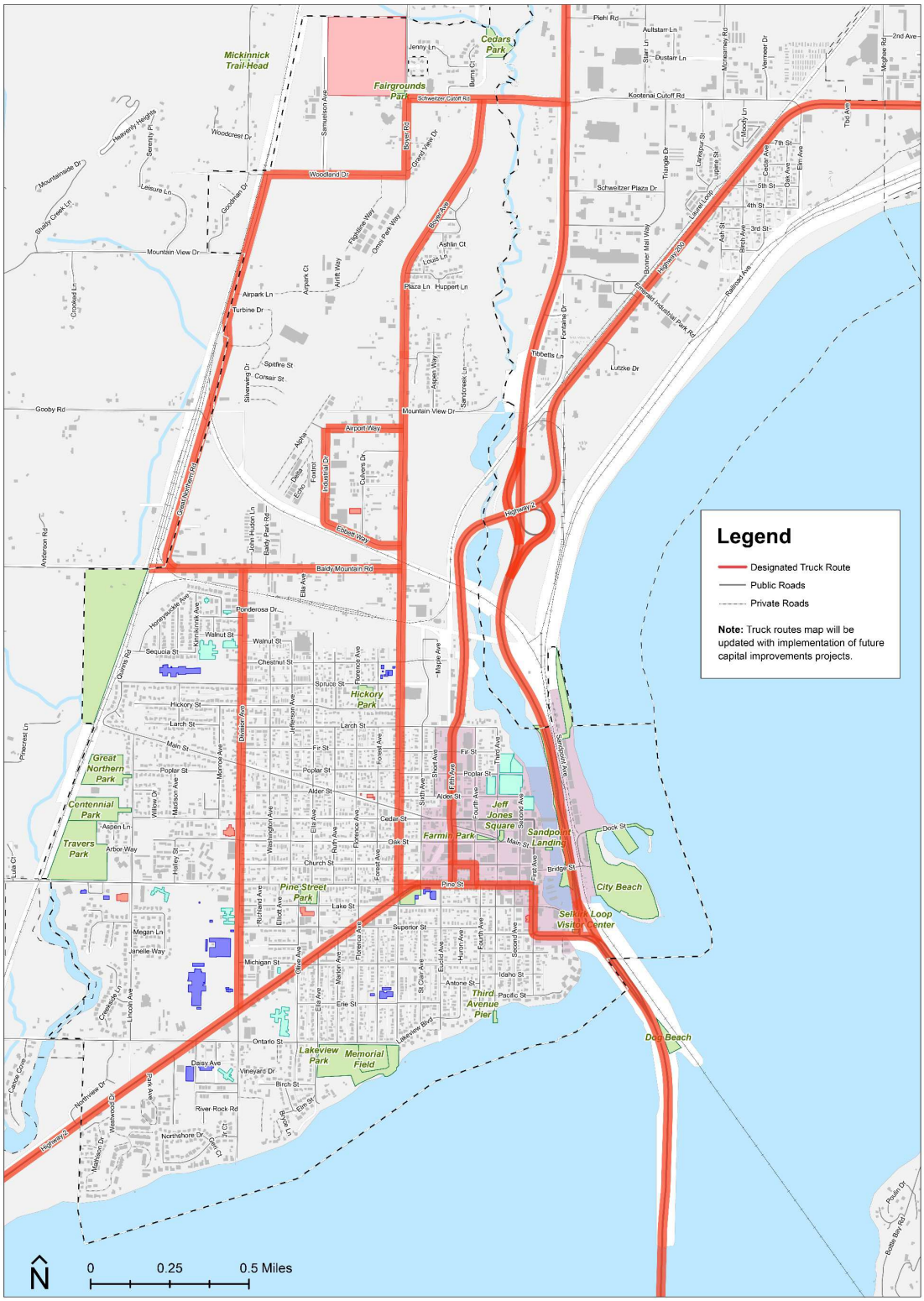
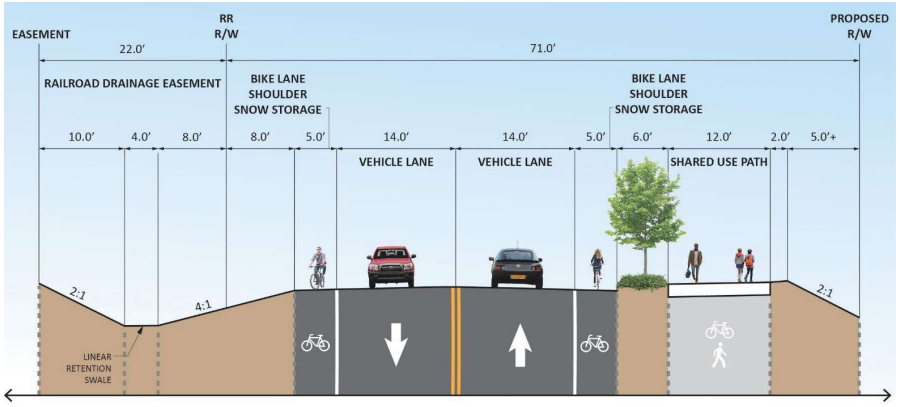


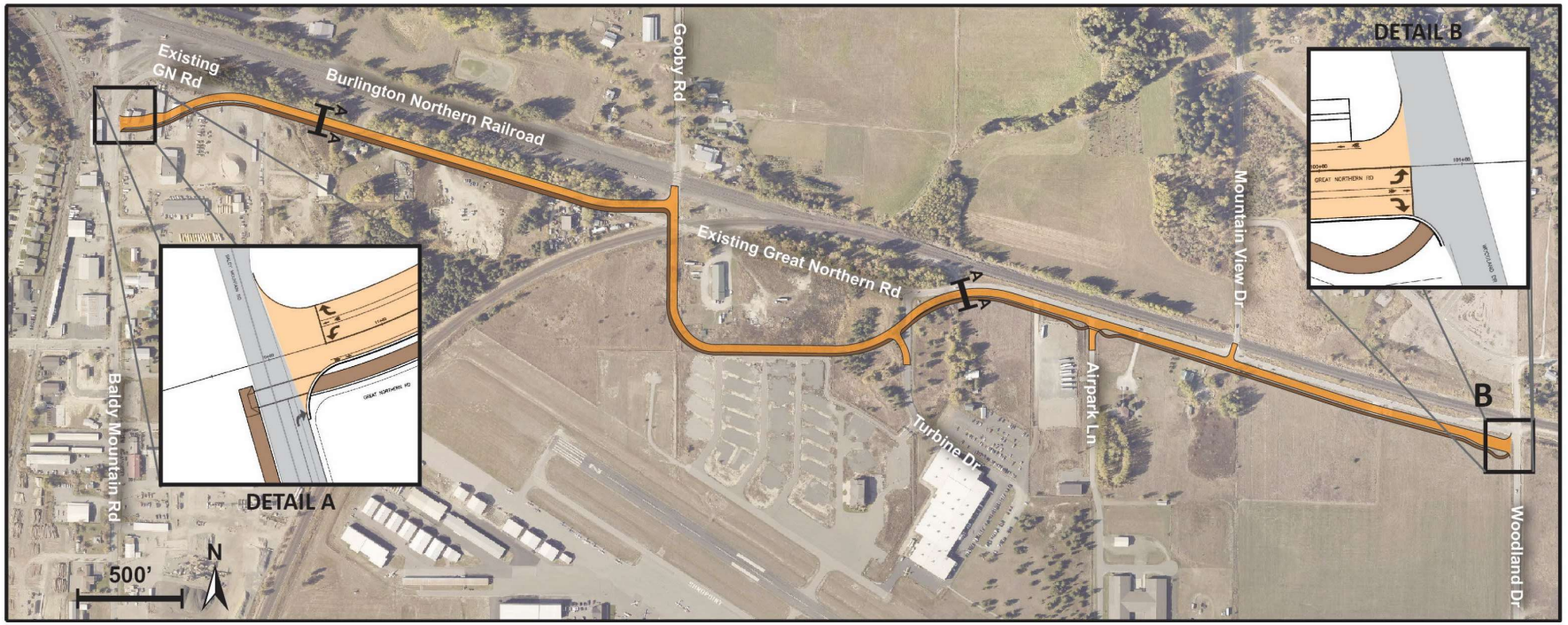
Figure 17 Updated Designated Truck Routes Map



GREAT NORTHERN ROAD SECTION A-A

Figure 21 Great Northern Road Concept

Adapted from drawings by JUB Engineering



No: 10-75
Date: December 15, 2010

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SANDPOINT COMPLETE STREETS POLICY

WHEREAS: The National Complete Streets Coalition defines "complete" streets as streets that are designed and operated to enable safe access for all users;

WHEREAS: The Sandpoint Pedestrian Advisory Committee ("PAC") and Sandpoint Bicycle Advisory Committee ("BAC") have drafted a Complete Streets Policy for the City of Sandpoint; and

WHEREAS: The City Council agrees with PAC and BAC that Sandpoint's streets, intersections, bridges and transit stops should be designed, constructed, reconstructed, operated and maintained so that all users, pedestrians, bicyclists, transit riders, motorists, and people with disabilities can travel safely and independently to and from their respective destinations.

NOW, THEREFORE, BE IT RESOLVED THAT: The Sandpoint Complete Streets Policy, a copy of which is attached hereto and made a part hereof by reference, is hereby adopted by the City of Sandpoint.

Gretchen A. Hellar, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

			YES	NO	ABSTAIN	ABSENT
1.	Snedden	Motion	X			
2.	Logan		X			
3.	Reuter	Second	X			
4.	Ogilvie		X			
5.	Davis		X			
6.	Schuck		X			

SANDPOINT COMPLETE STREETS POLICY

Introduction and Vision

A "complete" street addresses the needs of all users. In so doing, it furthers implementation of the transportation section of the Sandpoint Comprehensive Plan. People driving, walking, cycling and riding transit, of all ages and abilities, can be safely accommodated within the overall street network. Making streets attractive to "active users" will promote public health and fitness in Sandpoint's youth and for adults of all ages. Planning for this diverse user group requires many of the following elements:

1. Appropriately-sized travel lanes for cars, trucks and delivery/emergency service vehicles consistent with desired vehicle speeds
2. Sidewalk space for pedestrians
3. Bike signals, lanes, sharrows, signed bike routes or separated pathways
4. Transit facilities and routes
5. On-street parking, where applicable
6. Medians, used for traffic flow, safety and pedestrian refuge
7. Adequate buffer areas for pedestrian safety, utility placement, snow storage and landscaping, including trees
8. Visually appealing landscaping or hardscaping to add shade and pedestrian protection
9. Land uses that generate and warrant such treatment
10. Frequent, safe crossings for people walking and bicycling

The City of Sandpoint recognizes that all streets are different and that not all streets will necessarily incorporate all elements described above. Streets within the City will be designed to meet user needs, provide connectivity, and incorporate elements that match the land use context.

Through contextually-sensitive design, a "complete" street can accomplish greater public benefits, improve safety, increase transportation options, encourage active lifestyles, strengthen the overall benefit of transportation investments, and enhance air quality.

The City of Sandpoint is committed to carrying out the charge of "complete streets". With funding for roadway construction becoming scarce, it is in the best interest of the public and private sectors to plan and construct streets that address the needs of the community as a whole. The inclusion of all needed facilities in the early planning phases of roadway construction in both residential and commercial development and redevelopment reduces the complexity and costs of attempting to retrofit years later. The City encourages and supports the creation of "complete" streets by providing the following policies.

Policy Statements

1. Bicycle and pedestrian ways shall be established in new construction and reconstruction projects unless significant safety or other challenges making

bicycle and pedestrian facilities dangerous to potential users cannot be overcome. Where a determination is made that providing pedestrian and/or bicycle facilities would be unsafe, alternative considerations will be planned to offset any deficiencies.

2. All facilities for people walking, including sidewalks, shared use paths, street crossings (including over and under crossings), pedestrian signals, signs, transit facilities and all connections, shall be designed, constructed, operated, and maintained so that children, the elderly, and people with disabilities have safe access.
3. The design and development of the transportation infrastructure shall improve conditions for all likely users through the following steps:
    a. *Plan projects for the long-term.* Transportation facilities are long-term investments that remain in place for many years. The design and construction of new facilities should anticipate future demand for bicycling, walking and transit facilities and not preclude the provision of future improvements except as outlined in Section 1.
    b. *Coordinate with adjacent municipalities to provide regional connectivity.* Future bicycle, pedestrian and transit facilities shall connect to pedestrian, bicycle and transit facilities in adjacent municipalities to provide regional connectivity.
    c. *Address the need for bicyclists and pedestrians to cross corridors as well as travel along them.* Even where bicyclists and pedestrians may not commonly use a particular travel corridor that is being improved or constructed, they need to be able to cross that corridor safely and conveniently. Therefore, the design of intersections, roundabouts, interchanges and overpasses shall accommodate bicyclists and pedestrians in a manner that is safe, accessible and convenient.
    d. *Consider enhancements, such as landscaped medians and buffer areas, pedestrian lighting, seating and on-street parking, in new construction and reconstruction projects.* Landscaping, on-street parking and the other features mentioned will not be appropriate for all streets and corridors. These features should be considered when supported by adjacent land uses. Safe access for people with disabilities should be carefully considered in areas where landscaping, parking or other enhancements are placed within or near pedestrian ways.
    e. *Design facilities based on recognized standards for all users.* Published standards, such as those from the City of Sandpoint, the American Association of State Highway and Transportation Officials (AASHTO), the Access Board, and the Manual on Uniform Traffic Control Devices (MUTCD), should be used in the design of pedestrian, bicycle, motor vehicle and transit facilities.

<u>Guiding Principle</u>

Streets, intersections, bridges and transit stops within Sandpoint should be designed, constructed, reconstructed, operated and maintained so that all users, pedestrians, bicyclists, transit riders, motorists, and people with disabilities can travel safely and independently to and from their respective destinations.

NOTICE OF PUBLIC HEARING

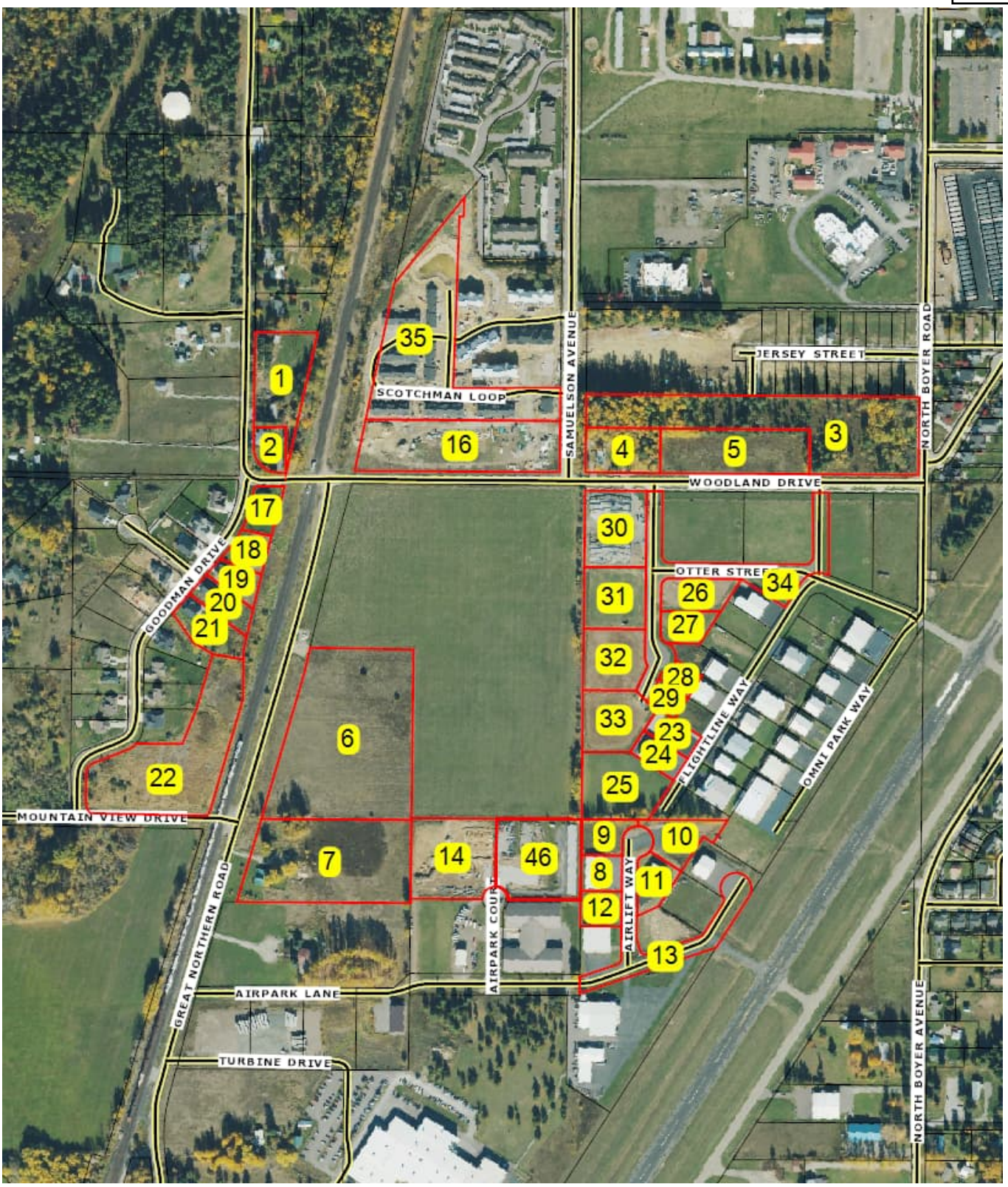
Notice is hereby given that the Sandpoint Planning and Zoning Commission will hold a public hearing at their meeting on Tuesday, July 15, 2025, at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to consider the following:

City Application PS25-0001, a request for approval of a preliminary plat to subdivide one (1) parcel (Bonner County Parcels RPS40010010010A) to create twenty-one (21) lots. The subject property is known as Lot 1, Block 1 of the recently recorded 2-lot short plat known as Great Northern Commerce Park. It is situated southeast of the intersection, of Great Northern Road and Woodland Drive, and is located in the NW Quarter of Section 10, Township 57 North, Range 2 West, Boise Meridian, City of Sandpoint, Bonner County Idaho.

Seating in Council chambers is available on a first-come, first-served basis. The overflow areas outside chambers will accommodate additional attendance, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to speak from the podium.

Copies of the complete files for this matter are available for review online at http://www.sandpointidaho.gov/greatnorthern or at the Sandpoint Planning and Building office at City Hall (address above), 208-263-3370. Any written testimony to be considered at this meeting must be delivered to City Hall or by email to cityclerk@sandpointidaho.gov before 5:00 p.m. on July 10, 2025. To request special accommodation to view the application files or participate in the above-noticed meeting, send a message to the email address above or call 208-263-3310 at least two (2) business days prior to the meeting.

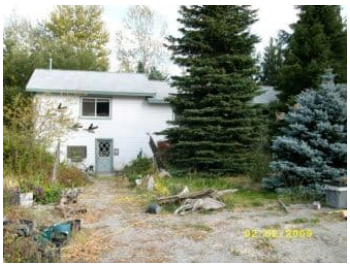
Walking Farm Identification Map



Farm Search Criteria

Averages

Loan Amt	$182,999.29
SqFt	1,423 SqFt
Assessed Total Value	$406,161.40
Market Total Value	$506,622.00
Price/SqFt	



#1

Parcel #:	RP57N02W103351A	**Tax Account:**	
Owner:	Book, Larry & Ardella	**Owner Occupied:**	Yes
Site Address #:	93 Woodland Dr Sandpoint ID 83864	**Owner Address #:**	93 Woodland Dr Sandpoint ID 83864
Year Built:	1976	**Building SqFt/Acres:**	1,548 SqFt/1.47 Acres
Assessed Total Value:	$349,026.00	**Bedrooms:**	3
Market Total Value:	$328,457.00	**Bathrooms:**	2
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	



#2

Parcel #:	RP57N02W103401A	**Tax Account:**	
Owner:	Oliver Revocable Living Trust	**Owner Occupied:**	Yes
Site Address #:	81 Woodland Dr Sandpoint ID 83864	**Owner Address #:**	81 Woodland Dr Sandpoint ID 83864
Year Built:	1977	**Building SqFt/Acres:**	2,000 SqFt/0.75 Acres
Assessed Total Value:	$306,388.00	**Bedrooms:**	2
Market Total Value:	$294,698.00	**Bathrooms:**	2
Rec. Date:	09/19/2023	**Total Rooms:**	
Sale Date:	09/11/2023	**Sale Price:**	

#3

Parcel #:	RPS00000102900A	**Tax Account:**	
Owner:	Cookman, Eric N & Corinne D	**Owner Occupied:**	No
Site Address #:	N Boyer Rd Sandpoint ID 83864	**Owner Address #:**	5914 Dufort Rd Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/6.63 Acres
Assessed Total Value:	$302,243.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	



#4

Parcel #:	RPS00000102950A	**Tax Account:**	
Owner:	Cookman, Eric & Corrine	**Owner Occupied:**	No
Site Address #:	1200 Woodland Dr Sandpoint ID 83864	**Owner Address #:**	5914 Dufort Rd Sagle ID 83860
Year Built:	1910	**Building SqFt/Acres:**	2,344 SqFt/1.10 Acres
Assessed Total Value:	$325,704.00	**Bedrooms:**	4
Market Total Value:		**Bathrooms:**	3
Rec. Date:	09/22/2017	**Total Rooms:**	
Sale Date:	09/18/2017	**Sale Price:**	

#5

Parcel #:	RPS00000102960A	**Tax Account:**	
Owner:	Cookman, Eric & Corrine	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	5914 Dufort Rd Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/2.00 Acres
Assessed Total Value:	$208,146.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	07/03/2019	**Total Rooms:**	
Sale Date:	07/02/2019	**Sale Price:**	

#6

Parcel #:	RPS00000103901A	**Tax Account:**	
Owner:	Big Creek Land Company LLC	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	1910 W Bellerive Ln #b107 Coeur D Alene ID 83814
Year Built:		**Building SqFt/Acres:**	/8.51 Acres
Assessed Total Value:	$275,292.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	01/03/2025	**Total Rooms:**	
Sale Date:	12/19/2024	**Sale Price:**	



#7

Parcel #:	RPS00000105551A	**Tax Account:**	
Owner:	Freedom House Inc	**Owner Occupied:**	No
Site Address #:	3200 Great Northern Sandpoint ID 83864	**Owner Address #:**	PO Box 183 Ponderay ID 83852
Year Built:	1920	**Building SqFt/Acres:**	2,375 SqFt/4.67 Acres
Assessed Total Value:		**Bedrooms:**	4
Market Total Value:		**Bathrooms:**	2
Rec. Date:	10/01/2019	**Total Rooms:**	
Sale Date:	09/27/2019	**Sale Price:**	



#8

Parcel #:	RPS37210000030A	**Tax Account:**	
Owner:	Sandpoint Hangars LLC	**Owner Occupied:**	No
Site Address #:	1017 Airpark Way Sandpoint ID 83864	**Owner Address #:**	PO Box 213 Hope ID 83836
Year Built:	2003	**Building SqFt/Acres:**	/0.51 Acres
Assessed Total Value:	$675,320.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	11/28/2005	**Total Rooms:**	
Sale Date:	10/31/2005	**Sale Price:**	

#9

Parcel #:	RPS37210000040A	**Tax Account:**	
Owner:	Behrens, Rob S	**Owner Occupied:**	No
Site Address #:	Airpark Way Sandpoint ID 83864	**Owner Address #:**	84 Stewarts Dr Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/0.56 Acres
Assessed Total Value:	$184,258.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	01/07/2021	**Total Rooms:**	
Sale Date:	01/10/2019	**Sale Price:**	



#10

Parcel #:	RPS37210000050A	**Tax Account:**	
Owner:	Anderson Trust	**Owner Occupied:**	No
Site Address #:	Airpark Way Sandpoint ID 83864	**Owner Address #:**	PO Box 411 Wellington NV 89444
Year Built:	2004	**Building SqFt/Acres:**	/0.85 Acres
Assessed Total Value:	$750,737.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	05/30/2008	**Total Rooms:**	
Sale Date:	04/02/2008	**Sale Price:**	

#11

Parcel #:	RPS37210000060A	**Tax Account:**	
Owner:	Casey, William & Holly Trust	**Owner Occupied:**	No
Site Address #:	1014 Airlift Way Sandpoint ID 83864	**Owner Address #:**	105 Vermeer #2-134 Ponderay ID 83852
Year Built:	2023	**Building SqFt/Acres:**	/0.60 Acres
Assessed Total Value:	$685,187.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	07/22/2021	**Total Rooms:**	
Sale Date:	07/21/2021	**Sale Price:**	

#12

Parcel #:	RPS372100002A0A	**Tax Account:**	
Owner:	Sugden, Richard G & Susan	**Owner Occupied:**	No
Site Address #:	Airpark Way Sandpoint ID 83864	**Owner Address #:**	PO Box 489 Jackson WY 83001
Year Built:		**Building SqFt/Acres:**	/0.50 Acres
Assessed Total Value:	$312,378.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#13

Parcel #:	RPS37210000ALAA	**Tax Account:**	
Owner:	Sandpoint Airpark Inc	**Owner Occupied:**	No
Site Address #:	Airpark Ln Sandpoint ID 83864	**Owner Address #:**	PO Box 1996 Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/2.13 Acres
Assessed Total Value:	$100.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#14

Parcel #:	RPS37220000020A	**Tax Account:**	
Owner:	Dhc2-Ventures LLC	**Owner Occupied:**	No
Site Address #:	1115 Airpark Ct Sandpoint ID 83864	**Owner Address #:**	PO Box 1501 Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/2.37 Acres
Assessed Total Value:	$361,362.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	10/20/2021	**Total Rooms:**	
Sale Date:	10/20/2020	**Sale Price:**	



#15

Parcel #:	RPS37220000030A	**Tax Account:**	
Owner:	Gomieland LLC	**Owner Occupied:**	No
Site Address #:	1112 Airpark Ct Sandpoint ID 83864	**Owner Address #:**	8654 Sunnyside Rd Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/1.89 Acres
Assessed Total Value:	$281,441.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	09/18/2018	**Total Rooms:**	
Sale Date:	09/13/2018	**Sale Price:**	

#16

Parcel #:	RPS38170000030A	**Tax Account:**	
Owner:	Lewis Land & Resources LLC	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 182 Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/3.79 Acres
Assessed Total Value:	$825,462.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#17

Parcel #:	RPS38220000160A	**Tax Account:**	
Owner:	Ororke, Rory P	**Owner Occupied:**	Yes
Site Address #:	3320 Goodman Dr Sandpoint ID 83864	**Owner Address #:**	3320 Goodman Dr Sandpoint ID 83864
Year Built:	2021	**Building SqFt/Acres:**	2,769 SqFt/0.50 Acres
Assessed Total Value:	$722,602.00	**Bedrooms:**	3
Market Total Value:	$722,602.00	**Bathrooms:**	2
Rec. Date:	04/16/2021	**Total Rooms:**	
Sale Date:	04/15/2021	**Sale Price:**	

#18

Parcel #:	RPS38220000170A	**Tax Account:**	
Owner:	Attanasio Trust	**Owner Occupied:**	Yes
Site Address #:	3312 Goodman Dr Sandpoint ID 83864	**Owner Address #:**	3312 Goodman Dr Sandpoint ID 83864
Year Built:	2022	**Building SqFt/Acres:**	1,894 SqFt/0.50 Acres
Assessed Total Value:	$604,597.00	**Bedrooms:**	3
Market Total Value:	$604,597.00	**Bathrooms:**	2
Rec. Date:	01/04/2023	**Total Rooms:**	
Sale Date:	12/30/2022	**Sale Price:**	

#19

Parcel #:	RPS38220000180A	**Tax Account:**	
Owner:	Deboer, Tanner	**Owner Occupied:**	Yes
Site Address #:	3306 Goodman Dr Sandpoint ID 83864	**Owner Address #:**	3306 Goodman Dr Sandpoint ID 83864
Year Built:	2022	**Building SqFt/Acres:**	2,006 SqFt/0.50 Acres
Assessed Total Value:	$604,826.00	**Bedrooms:**	2
Market Total Value:	$302,413.00	**Bathrooms:**	2
Rec. Date:	11/15/2022	**Total Rooms:**	
Sale Date:	11/11/2022	**Sale Price:**	

#20

Parcel #:	RPS38220000190A	**Tax Account:**	
Owner:	Drexel, Andrew C & Jessica G	**Owner Occupied:**	Yes
Site Address #:	3212 Goodman Dr Sandpoint ID 83864	**Owner Address #:**	3212 Goodman Dr Sandpoint ID 83864
Year Built:	2022	**Building SqFt/Acres:**	1,971 SqFt/0.58 Acres
Assessed Total Value:	$615,273.00	**Bedrooms:**	3
Market Total Value:	$615,273.00	**Bathrooms:**	2
Rec. Date:	02/28/2023	**Total Rooms:**	
Sale Date:	02/23/2023	**Sale Price:**	

#21

Parcel #:	RPS38220000200A	**Tax Account:**	
Owner:	Player Trust	**Owner Occupied:**	Yes
Site Address #:	3206 Goodman Dr Sandpoint ID 83864	**Owner Address #:**	3206 N Goodman Dr Sandpoint ID 83864
Year Built:	2021	**Building SqFt/Acres:**	2,304 SqFt/0.86 Acres
Assessed Total Value:	$708,494.00	**Bedrooms:**	4
Market Total Value:	$678,314.00	**Bathrooms:**	2
Rec. Date:	04/16/2021	**Total Rooms:**	
Sale Date:	04/15/2021	**Sale Price:**	

#22

Parcel #:	RPS38220000CA0A	**Tax Account:**	
Owner:	Timberline Estates Homeowners Assoc	**Owner Occupied:**	No
Site Address #:	Goodman Dr Sandpoint ID 83864	**Owner Address #:**	
Year Built:		**Building SqFt/Acres:**	/4.05 Acres
Assessed Total Value:		**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#23

Parcel #:	RPS38850000110A	**Tax Account:**	
Owner:	Easton Trust	**Owner Occupied:**	No
Site Address #:	3713 Flightline Way Sandpoint ID 83864	**Owner Address #:**	818 Bryce Ln Sandpoint ID 83864
Year Built:	2023	**Building SqFt/Acres:**	/0.46 Acres
Assessed Total Value:	$622,276.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	03/24/2021	**Total Rooms:**	
Sale Date:	03/24/2021	**Sale Price:**	

#24

Parcel #:	RPS38850000120A	**Tax Account:**	
Owner:	Mulgrew Capital LLC	**Owner Occupied:**	No
Site Address #:	3707 Flightline Way Sandpoint ID 83864	**Owner Address #:**	PO Box 373 Laclede ID 83841
Year Built:	2022	**Building SqFt/Acres:**	/0.46 Acres
Assessed Total Value:	$967,274.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	03/08/2021	**Total Rooms:**	
Sale Date:	02/22/2021	**Sale Price:**	

#25

Parcel #:	RPS38850000130A	**Tax Account:**	
Owner:	Simmonds, Don & Judy	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	3706 Flightline Way Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/1.75 Acres
Assessed Total Value:	$762,300.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	04/11/2022	**Total Rooms:**	
Sale Date:	04/08/2022	**Sale Price:**	

#26

Parcel #:	RPS38850000140A	**Tax Account:**	
Owner:	Bost Trust	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	PO Box 638 Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/0.79 Acres
Assessed Total Value:	$397,751.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	04/11/2022	**Total Rooms:**	
Sale Date:	04/08/2022	**Sale Price:**	

#27

Parcel #:	RPS38850000150A	**Tax Account:**	
Owner:	Tricore Investments LLC	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	1950 Bellerive Ln - Ste 107 Coeur D Alene ID 83814
Year Built:		**Building SqFt/Acres:**	/0.54 Acres
Assessed Total Value:	$341,237.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	01/27/2021	**Total Rooms:**	
Sale Date:	01/23/2021	**Sale Price:**	

#28

Parcel #:	RPS38850000170A	**Tax Account:**	
Owner:	Antilla, Daniel R & Kristine L	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	PO Box 1506 Sandpoint ID 83864
Year Built:		**Building SqFt/Acres:**	/0.29 Acres
Assessed Total Value:	$180,648.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	07/11/2019	**Total Rooms:**	
Sale Date:	07/10/2019	**Sale Price:**	

#29

Parcel #:	RPS38850000180A	**Tax Account:**	
Owner:	Wilson, James Michael	**Owner Occupied:**	No
Site Address #:	3702 Beaver Ave Sandpoint ID 83864	**Owner Address #:**	17811 - 41st St SE Snohomish WA 98290
Year Built:	2023	**Building SqFt/Acres:**	/0.30 Acres
Assessed Total Value:	$501,470.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	04/11/2022	**Total Rooms:**	
Sale Date:	04/11/2022	**Sale Price:**	

#30

Parcel #:	RPS38850000190A	**Tax Account:**	
Owner:	Moore Trust	**Owner Occupied:**	No
Site Address #:	1189 Woodland Dr Sandpoint ID 83864	**Owner Address #:**	23940 Madison St Torrance CA 90505
Year Built:		**Building SqFt/Acres:**	/1.64 Acres
Assessed Total Value:	$716,130.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#31

Parcel #:	RPS38850000200A	**Tax Account:**	
Owner:	Bost Trust	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	PO Box 638 Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/1.32 Acres
Assessed Total Value:	$577,170.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	09/21/2020	**Total Rooms:**	
Sale Date:	09/10/2020	**Sale Price:**	

#32

Parcel #:	RPS38850000210A	**Tax Account:**	
Owner:	Bost Trust	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	PO Box 638 Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/1.30 Acres
Assessed Total Value:	$568,020.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	09/21/2020	**Total Rooms:**	
Sale Date:	09/10/2020	**Sale Price:**	

#33

Parcel #:	RPS38850000220A	**Tax Account:**	
Owner:	Bost Trust	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	PO Box 638 Sagle ID 83860
Year Built:		**Building SqFt/Acres:**	/1.33 Acres
Assessed Total Value:	$580,650.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	09/21/2020	**Total Rooms:**	
Sale Date:	09/10/2020	**Sale Price:**	

#34

Parcel #:	RPS3885000ROADA	**Tax Account:**	
Owner:	Feenstra Investments LLC	**Owner Occupied:**	No
Site Address #:	Woodland Dr Sandpoint ID 83864	**Owner Address #:**	18521 E Queen Creek Rd Queen Creek AZ 85142
Year Built:		**Building SqFt/Acres:**	/1.32 Acres
Assessed Total Value:		**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#35

Parcel #:	RPS39190000020A	**Tax Account:**	
Owner:	Samuelson Seniors LLC	**Owner Occupied:**	No
Site Address #:	1221 Scotchman Loop Sandpoint ID 83864	**Owner Address #:**	PO Box 1478 Hayden ID 83835
Year Built:	2024	**Building SqFt/Acres:**	/6.18 Acres
Assessed Total Value:	$1,346,220.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#36

Parcel #:	RPS73160000010A	**Tax Account:**	
Owner:	Gleason, Sandra	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 1581 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#37

Parcel #:	RPS73160000020A	**Tax Account:**	
Owner:	Gleason, Sandra J	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 1581 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#38

Parcel #:	RPS73160000030A	**Tax Account:**	
Owner:	Bult Holding Company LLC	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 1334 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	08/06/2019	**Total Rooms:**	
Sale Date:	08/02/2019	**Sale Price:**	

#39

Parcel #:	RPS73160000040A	**Tax Account:**	
Owner:	Bult, James A & Pearl F	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	4117 W Offner Rd Monee IL 60449
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	06/20/2014	**Total Rooms:**	
Sale Date:	06/16/2014	**Sale Price:**	

#40

Parcel #:	RPS73160000050A	**Tax Account:**	
Owner:	Cipriano, Douglas A & Oksana	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	1751 Gooby Rd Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#41

Parcel #:	RPS73160000060A	**Tax Account:**	
Owner:	Mc Kee, Mina Genevieve	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 702 Thibodaux LA 70302
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	08/22/2013	**Total Rooms:**	
Sale Date:	08/21/2013	**Sale Price:**	

#42

Parcel #:	RPS73160000070A	**Tax Account:**	
Owner:	Bensen, Robert C & Carol A	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 1851 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	05/08/2014	**Total Rooms:**	
Sale Date:	05/07/2014	**Sale Price:**	

#43

Parcel #:	RPS73160000080A	**Tax Account:**	
Owner:	Bensen, Robert C & Carol A	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 1851 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	01/04/2023	**Total Rooms:**	
Sale Date:	12/29/2022	**Sale Price:**	

#44

Parcel #:	RPS73160000090A	**Tax Account:**	
Owner:	Nixon, Grant & Marla	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	11864 Amethyst Dr Hayden ID 83835
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:		**Total Rooms:**	
Sale Date:		**Sale Price:**	

#45

Parcel #:	RPS73160000100A	**Tax Account:**	
Owner:	Cornett, John B Jr & Barbara E	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	PO Box 795 Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	09/19/2007	**Total Rooms:**	
Sale Date:	09/17/2007	**Sale Price:**	

#46

Parcel #:	RPS73160000110A	**Tax Account:**	
Owner:	Hanlan Properties LLC	**Owner Occupied:**	No
Site Address #:	Sandpoint ID 83864	**Owner Address #:**	527 S 4th Ave Sandpoint ID 83864
Year Built:	2007	**Building SqFt/Acres:**	840 SqFt/
Assessed Total Value:	$73,178.00	**Bedrooms:**	
Market Total Value:		**Bathrooms:**	
Rec. Date:	04/23/2021	**Total Rooms:**	
Sale Date:	04/16/2021	**Sale Price:**	

Larry & Ardella Book
93 Woodland Dr
Sandpoint ID 83864

Oliver Revocable Living Trust
81 Woodland Dr
Sandpoint ID 83864

Eric & Corinne Cookman
5914 Dufort Rd
Sagle ID 83860

Eric & Corrine Cookman
5914 Dufort Rd
Sagle ID 83860

Eric & Corrine Cookman
5914 Dufort Rd
Sagle ID 83860

Big Creek Land Company LLC
1910 W Bellerive Ln #b107
Coeur D Alene ID 83814

Freedom House Inc
PO Box 183
Ponderay ID 83852

Sandpoint Hangars LLC
PO Box 213
Hope ID 83836

Rob Behrens
84 Stewarts Dr
Sagle ID 83860

Anderson Trust
PO Box 411
Wellington NV 89444

Casey, William & Holly Trust
105 Vermeer #2-134
Ponderay ID 83852

Richard & Susan Sugden
PO Box 489
Jackson WY 83001

Sandpoint Airpark Inc
PO Box 1996
Sandpoint ID 83864

Dhc2-Ventures LLC
PO Box 1501
Sandpoint ID 83864

Gomieland LLC
8654 Sunnyside Rd
Sandpoint ID 83864

Lewis Land & Resources LLC
PO Box 182
Sandpoint ID 83864

Rory P Ororke
3320 Goodman Dr
Sandpoint ID 83864

Attanasio Trust
3312 Goodman Dr
Sandpoint ID 83864

Tanner Deboer
3306 Goodman Dr
Sandpoint ID 83864

Andrew & Jessica Drexel
3212 Goodman Dr
Sandpoint ID 83864

Player Trust
3206 N Goodman Dr
Sandpoint ID 83864

Timberline Estates Homeowners Assoc

Easton Trust
818 Bryce Ln
Sandpoint ID 83864

Mulgrew Capital LLC
PO Box 373
Laclede ID 83841

Don & Judy Simmonds
3706 Flightline Way
Sandpoint ID 83864

Bost Trust
PO Box 638
Sagle ID 83860

Tricore Investments LLC
1950 Bellerive Ln - Ste 107
Coeur D Alene ID 83814

Daniel & Kristine Antilla
PO Box 1506
Sandpoint ID 83864

James Michael Wilson
17811 - 41st St SE
Snohomish WA 98290

Moore Trust
23940 Madison St
Torrance CA 90505

Bost Trust
PO Box 638
Sagle ID 83860

Bost Trust
PO Box 638
Sagle ID 83860

Bost Trust
PO Box 638
Sagle ID 83860

Feenstra Investments LLC
18521 E Queen Creek Rd
Queen Creek AZ 85142

Samuelson Seniors LLC
PO Box 1478
Hayden ID 83835

Sandra Gleason
PO Box 1581
Sandpoint ID 83864

Sandra Gleason
PO Box 1581
Sandpoint ID 83864

Bult Holding Company LLC
PO Box 1334
Sandpoint ID 83864

James & Pearl Bult
4117 W Offner Rd
Monee IL 60449

Douglas & Oksana Cipriano
1751 Gooby Rd
Sandpoint ID 83864

Mina Genevieve Mc Kee
PO Box 702
Thibodaux LA 70302

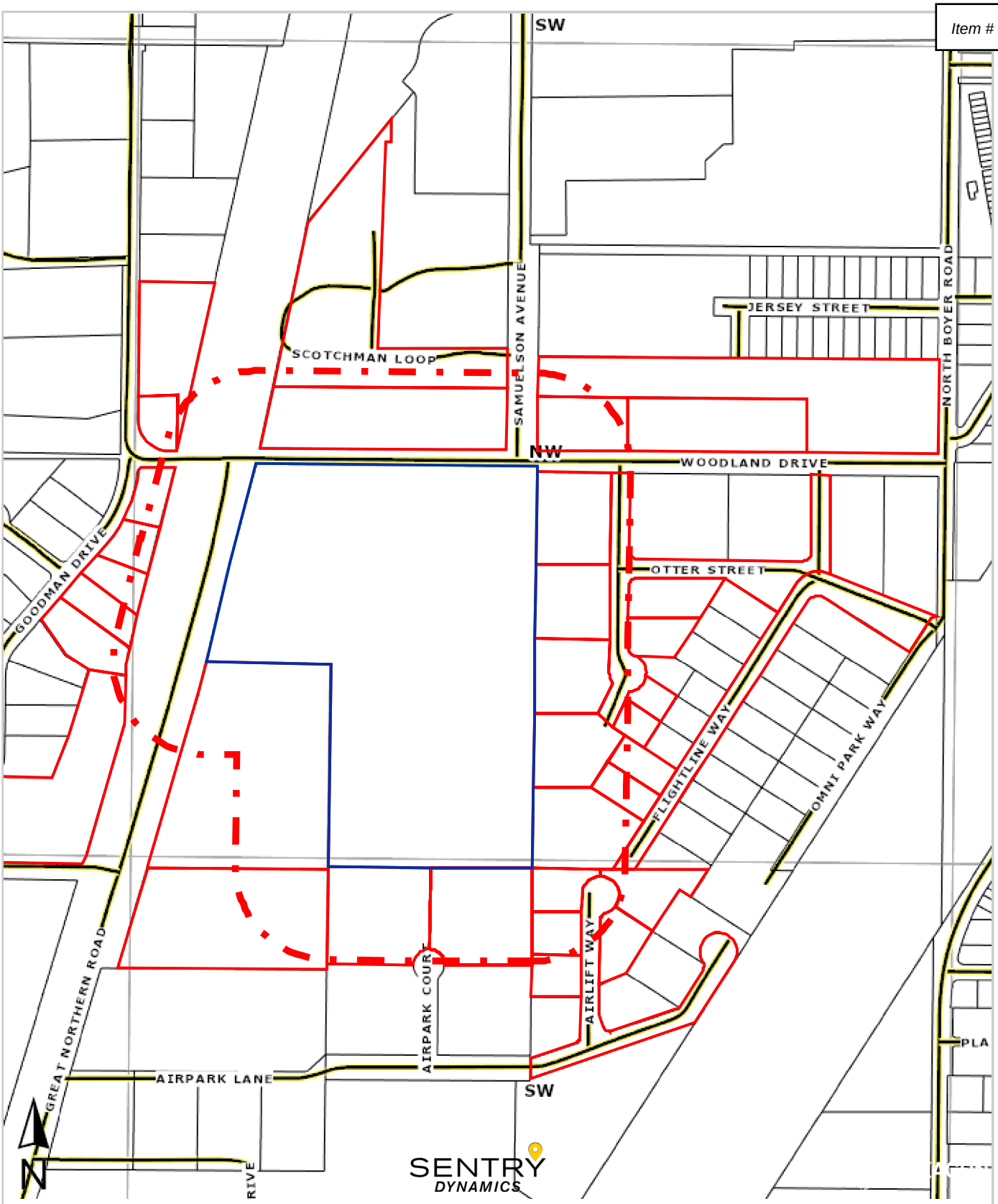
Robert & Carol Bensen
PO Box 1851
Sandpoint ID 83864

Robert & Carol Bensen
PO Box 1851
Sandpoint ID 83864

Grant & Marla Nixon
11864 Amethyst Dr
Hayden ID 83835

John & Barbara Cornett Jr
PO Box 795
Sandpoint ID 83864

Hanlan Properties LLC
527 S 4th Ave
Sandpoint ID 83864



TitleOne
a title & escrow co.

This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

Outlook

RE: Great Northern Commerce Agency - Corrected Deadline

From Stephanie Bury <Stephanie.Bury@itd.idaho.gov>
Date Mon 6/23/2025 3:21 PM
To maryann.monaldi@bnsf.com <maryann.monaldi@bnsf.com>; Mandy Brown <mbrown@sandpointidaho.gov>
Cc City Planning <cityplanning@sandpointidaho.gov>

1 attachment (5 MB)
Final GNR Field Diagnostic Notes 20656 WOODLAND DR., BNSF RRX 058725R, SANDPOINT BONNER CO.pdf;

Some people who received this message don't often get email from stephanie.bury@itd.idaho.gov. Learn why this is important

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

Hello Mary Ann,
The most recent Diagnostic Meeting and coordination I have had regarding this crossing was with Erik Bush, Sandpoint, and Kevin Smith, JUB. See page 4 of attached Diagnostic notes.
The ITD KN 20656 WOODLAND DR., BNSF RRX 058725R is in the ITD Rail Program as: "Install type 1 signal including constant warning protection, planking, and cabinet." Depending on what the city is looking to do in that area now that the Great Northern Road projects may have gone a different direction, ITD is happy to coordinate this project if possible.

Thank you,

Stephanie Bury
Transportation Technician
D1 Rail-Highway Crossing Coordinator
ITD District 1 Traffic
Monday - Friday 7 a.m. to 4 p.m.
Work: 208.772.1259 Cell: 986.999.8864

From: Monaldi, Mary Ann <MaryAnn.Monaldi@BNSF.com>
Sent: Monday, June 16, 2025 10:00 AM
To: Mandy Brown <mbrown@sandpointidaho.gov>
Cc: City Planning <cityplanning@sandpointidaho.gov>; Stephanie Bury <Stephanie.Bury@itd.idaho.gov>
Subject: RE: Great Northern Commerce Agency - Corrected Deadline

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

BNSF requesting another diagnostic at Woodland Drive with the changes in phasing the city project and creating a new development.

From: Mandy Brown <mbrown@sandpointidaho.gov>
Sent: Monday, June 16, 2025 9:44 AM
Cc: City Planning <cityplanning@sandpointidaho.gov>
Subject: Great Northern Commerce Agency - Corrected Deadline

EXTERNAL EMAIL

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by July 10th, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

Mandy Brown
City of Sandpoint – Administrative Assistant
208.263.3370
mbrown@sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

Outlook

RE: Great Northern Commerce Agency - Corrected Deadline

From DEQ Comments <deqcomments@deq.idaho.gov>
Date Wed 6/18/2025 3:11 PM
To Mandy Brown <mbrown@sandpointidaho.gov>

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
Office Line: 208.769.1422
www.deq.idaho.gov

Our mission: To protect human health and the quality of Idaho's air, land, and water.

From: Mandy Brown <mbrown@sandpointidaho.gov>
Sent: Monday, June 16, 2025 8:44 AM
Cc: City Planning <cityplanning@sandpointidaho.gov>
Subject: Great Northern Commerce Agency - Corrected Deadline

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Dear Agencies,

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Thank you for your time and consideration.

Best regards,

Mandy Brown
City of Sandpoint – Administrative Assistant
208.263.3370
mbrown@sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

Outlook

RE: Great Northern Commerce Agency - Corrected Deadline

From Robert Beachler <Robert.Beachler@itd.idaho.gov>
Date Tue 6/17/2025 6:39 AM
To Mandy Brown <mbrown@sandpointidaho.gov>

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No comments from the Idaho Transportation Department.

Respectfully,

Robert Beachler
District 1 Planning Program Manager
Idaho Transportation Department
600 W. Prairie Ave
Coeur d'Alene, ID 83815
robert.beachler@itd.idaho.gov
(208) 772-1216
Office Hours M-TH 6-4:30

From: Mandy Brown <mbrown@sandpointidaho.gov>
Sent: Monday, June 16, 2025 8:44 AM
Cc: City Planning <cityplanning@sandpointidaho.gov>
Subject: Great Northern Commerce Agency - Corrected Deadline

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by July 10th, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

Mandy Brown
City of Sandpoint – Administrative Assistant
208.263.3370
mbrown@sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

Outlook

RE: Great Northern Commerce Agency - Corrected Deadline

From D1Permits <D1Permits@itd.idaho.gov>
Date Mon 6/16/2025 8:53 AM
To Mandy Brown <mbrown@sandpointidaho.gov>
Cc City Planning <cityplanning@sandpointidaho.gov>

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

ITD has no comment at this time.

Have a nice day!

Kimberly Hobson
Project Coordinator
Innovation Steward
District 1
Work: 208.772.8079
Email: kimberly.hobson@itd.idaho.gov
Website: itd.idaho.gov
Work schedule: M-W-Th-F 6AM- 4:30 PM

From: Mandy Brown <mbrown@sandpointidaho.gov>
Sent: Monday, June 16, 2025 8:44 AM
Cc: City Planning <cityplanning@sandpointidaho.gov>
Subject: Great Northern Commerce Agency - Corrected Deadline

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by July 10th, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

Mandy Brown
City of Sandpoint – Administrative Assistant
208.263.3370
mbrown@sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

Outlook

Re: Agency Notice - Great Northern Subdivision

From Sam Ross <sam.ross@nli.coop>
Date Mon 6/23/2025 11:35 AM
To Mandy Brown <mbrown@sandpointidaho.gov>
Cc Kristin Burge <kristin.burge@nli.coop>; Matthew Channell <matthew.channell@nli.coop>; Dan Scholz <Dan.Scholz@nli.coop>

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

Mandy,

NLI is aware of the proposed subdivision and is prepared to extend three phases and/or single electrical services to the proposed lots.
NLI has three phase lines along the eastern property boundaries and along Woodland Drive.
We will also be extending the line underground along the south side of Woodland for the new Amazon facility.



The property owners will need to apply for a developer's application on our website at www.nli.coop.

We appreciate the opportunity to review and comment on the project--sincerely,

Samuel Ross
Engineering Assistant I
Northern Lights, INC.
Email: Sam.ross@nli.coop
Office: 208.255.7183
Cell: 208.946.7787

NWPPA Certified Staking Technician

NLI
The power of local service
SINCE 1935

ADDRESSES
HEADQUARTERS
421 Chevy St
Sagle, ID 83860
MAILING ADDRESS
PO Box 269
Sagle, ID 83860

PHONE NUMBERS
MAIN OFFICE
(208) 263-5141
TOLL-FREE
(800) 326-9594

REPORT AN OUTAGE
OUTAGE HOTLINE
(866) 665-4837

CALL BEFORE YOU DIG
811 Know what's below. Call before you dig.

From: Mandy Brown <mbrown@sandpointidaho.gov>
Sent: Friday, June 13, 2025 2:03 PM
Cc: City Planning <cityplanning@sandpointidaho.gov>
Subject: Agency Notice - Great Northern Subdivision

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by next Thursday May 29th, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

Mandy Brown
City of Sandpoint – Administrative Assistant
208.263.3370
mbrown@sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

[CAUTION: This email originated from outside of Northern Lights Inc. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Krista Lester

From: Bill Dean
Sent: Thursday, April 17, 2025 10:02 AM
To: Krista Lester
Subject: FW: E-Add Response Rejected (LCE 24-059)

Hi, can you put this email into BSA as pdf for GN Commerce subdivision, por favor?

City of Sandpoint Planning
Bill Dean | City Planner
Office | (208)265-1480

sandpointidaho.gov
1123 Lake St. Sandpoint, ID 83864

From: Drew Dittman <Dittman@lakecityengineering.com>
Sent: Thursday, April 17, 2025 9:23 AM
To: Bill Dean <bdean@sandpointidaho.gov>
Subject: FW: E-Add Response Rejected (LCE 24-059)

[Caution] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

Correspondence from the FAA regarding Great Northern Commerce Park.

- Dittman

From: noreply@faa.gov <noreply@faa.gov>
Sent: Monday, April 14, 2025 5:43 AM
To: LCE Admin <admin@lakecityengineering.com>
Subject: E-Add Response Rejected

Your filing is assigned Aeronautical Study Number (ASN): 2025-ANM-1976-OE

The FAA rejected your response to the request for additional information regarding your filing because: Your uploaded Memo states that there are no proposed buildings at this time. Please confirm that you would like to Terminate your study.

A revised response is required from you or the case will be terminated. If you require additional assistance, please contact Diana V. Pinos via (817) 222-4104 or diana.v.pinos@faa.gov. Please refer to the assigned ASN on all future inquiries regarding this filing.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your add book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

FINAL FIELD DIGANOSTIC NOTES

DATE: 4/10/2024
TIME: 10:00am – 2:00pm PST
PROJECT: Great Northern Road Project – City of Sandpoint Idaho
MEETING LOCATION: Field Diagnostic Meeting – Meet at intersection of Baldy Mountain Road and Great Northern Road

I. Introductions/Attendees

NAME	COMPANY/AGENCY	PHONE NUMBER	EMAIL
Erik Bush	City of Sandpoint	208.269.5571	ebush@sandpointidaho.gov
Braiden Markham	J-U-B Engineers	509.951.2957	bmarkham@jub.com
Kevin Smith	J-U-B Engineers	208.783.7482	ksmith@jub.com
Brian Klatt	J-U-B Engineers	208.762.8787	bklatt@jub.com
Mary Ann Monaldi	BNSF	303.906.6523	maryannmonaldi@bnsf.com
Shawn Hall	BNSF	913.951.7381	Shawn.hall@bnsf.com
Eric Nixon	BNSF	509.342.8415	Eric.nixon@bnsf.com
Dan Mavrikac	BNSF	406.559.0544	Daniel.mavrikac@bnsf.com
Del Black	BNSF	509.263.8583	Delvin.black@bnsf.com
Shell Brooks	BNSF	209.703.0963	Ralph.brooks@bnsf.com
Clint Brown	BNSF	208.610.8593	Clint.brown@bnsf.com
Alan Raebel	BNSF	208.610.1738	Alan.raebel@bnsf.com
Jeff Patty	BNSF	928.880.0198	Jefferson.patty1@bnsf.com
Michael Pruneau	BNSF	682.410.7180	Michael.pruneau@bnsf.com
Travis Bailey	Olsson	801.550.8037	tbailey@olsson.com
Stephanie Bury	ITD	208.772.1259	Stephanie.bury@itd.idaho.gov
Blaine Schwendiman	ITD	208.334.8522	Blaine.schwendiman@itd.idaho.gov
Nathan Herbst	ITD	208.772.1218	Nathan.herbst@itd.idaho.gov

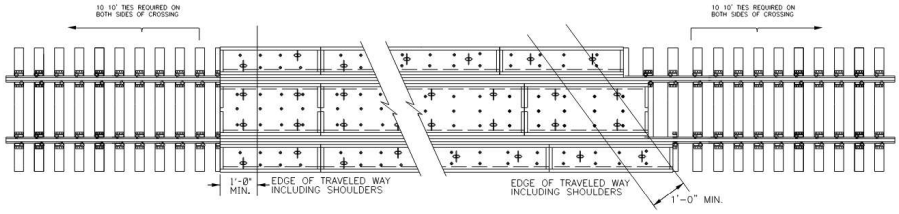
II. Review Pre-Diagnostic Packet Information

Discussion/Notes	Action Item
1. Travis Bailey held a safety briefing identifying track, train, and roadway safety elements to be followed at the site visit. No incidents were reported during the site visit. 2. Kevin Smith introduced the project and provided a pre-diagnostic packet to each attendee. The pre-diagnostic packet is attached to these notes for reference.	**1. None** **2. None**

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III. Field Review Each Crossing

a. 065934R – Baldy Mountain Road Spur

065934R – Baldy Mountain Road Discussion/Notes	Action Item
1. Kevin Smith introduced the intersection and project purpose. The reconstructed Great Northern Road (GNR) will reconnect to Baldy Mountain Road at the same intersecting point as the current intersection. The intersection is in close proximity to a UPRR spur line that receives low train usage. The project proposes to reconstruct the pavement up to the existing crossing with no planned improvements to the crossing. Pedestrian improvements are planned to be constructed on the east side of GNR with no pedestrian improvements planned over the rail crossing at Baldy Mountain Road.	• None
2. Travis Bailey discussed the following modifications that would be required by the railroad: a. <u>Immediate Needs</u>: i. Add W10-1 sign west of the crossing for eastbound traffic ii. Add W10-4 sign north of the crossing for southbound traffic iii. Collect traffic counts at each crossing and provide to BNSF b. <u>Design Needs</u>: i. Move the R15-1, R15-02P, and R1-2 at station 9+10 Lt to the correct offset from track refer to MUTCD for sign location spacing from tracks. ii. Revise the callouts on the plans from W10-2 to W10-1 signs.	• **Erik Bush** to address "Immediate Needs" with City crews. • **Brian Klatt** to add "Design Needs" to project plans.
3. Blaine Schwendiman noted that the State requires a more stringent standard than BNSF related to the distance from edge of traveled way to edge of concrete track panel. ITD requires 5' where BNSF requires 1'. It is unknown if this ITD standard will apply to crossings where panels are not planned to be replaced or in instances where ITD programmed funding is not planned to be used. Below is a diagram from BNSF Standard Drawing 2259. 	• **Kevin Smith** to coordinate requirements with ITD, but hold the 1' minimum as required by BNSF in all instances.

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b. 058819S and 058728L – Gooby Road

058819S and 058728L – Gooby Road Discussion/Notes	Action Item
1. Kevin Smith introduced the intersection configuration and purpose. 058819S is the mainline with approximately 24 trains/day, 058728L is a side-track leading to the BNSF train yard with approximately 1 train per week (data from FRA crossing inventory). Great Northern Road (GNR) will construct a T-intersection with stop control in the northbound direction and free flow traffic movements in the eastbound/westbound directions. The intersection is being modified to increase safety at this crossing by squaring up the currently skewed crossings with the road. The location of the roadway crossing will need to be extended and shifted easterly, requiring new gating, track panels, and the relocation of an existing bungalow. GNR will be realigned to the east and will reconnect to GNR approximately 1100' north of the crossing. The City desires to incorporate elements of quite zone design where significant modifications are being made to crossings, however the City does not desire to implement a quiet zone at this time.	• None
2. Travis Bailey and the BNSF team discussed the following modifications that would be required by the railroad: a. <u>Immediate Needs</u>: i. Move the advanced warning sign (W10-1) west of 058728L to the pavement markings per MUTCD. ii. Send project geotechnical report to BNSF to aid in signal foundation design. iii. Collect traffic counts at each crossing and provide to BNSF. b. <u>Design Needs</u>: iii. Provide curb and gutter where gates are being replaced which reduces the cantilever distance needed by the gate. Railroad access will be provided via rolled curb at existing maintenance roads. iv. Continue edge of pavement striping through railroad crossings. v. Remove proposed R8-10 signs vi. Check clearances to underground and overhead lines with new gate placements. Relocate utilities or move gates as appropriate. vii. Add 2' of asphalt where pedestrian path abuts and crosses the tracks. viii. BNSF to provide current signal foundation detail to J-U-B to aid in clearance checks for utilities. c. <u>Discussions:</u> i. A discussion determined that underdrains would not be required at any crossings. ii. BNSF noted that they will be redoing the paneling on this crossing soon but it will not include extending it for this project.	• **Erik Bush** to address "Immediate Needs" with City crews. • **Brian Klatt** to add "Design Needs" to project plans. • **Kevin Smith** to send the draft project geotechnical report to BNSF. • **BNSF** to send signal foundation detail to J-U-B.

c. 058727E – Mountain View Road

058727E – Mountain View Road Discussion/Notes	Action Item
1. Kevin Smith introduced the intersection configuration and purpose. The City is currently seeking grant funding that would require the closure of the Mountain View at-grade crossing. If successful on the grant, the City will need to hold a public outreach campaign and receive City council concurrence that a closure is desired. The field diagnostic team evaluated the crossing from 2 scenarios: a full closure scenario, and a scenario where the crossing remains open and the crossing is brought up to current standards with new gates.	• **Erik Bush** to update the BNSF team after grant season to see if closure is desired and approved by City Council.
2. Scenario 1 – Full At-grade Crossing Closure a. Design Needs: The team determined that if a closure of Mountain View is deemed feasible, the roadway should be closed at Goodman Drive. The roadway between Goodman Drive and the railroad tracks will be demolished.	• **Brian Klatt** to add "Design Needs" to project plans.
3. Scenario 2 – Crossing Remains Open Travis Bailey and the BNSF team discussed the following modifications that would be required by the railroad: a. Immediate Needs: i. None b. Design Needs: i. The future gate along great northern Road (NE quadrant) should be placed at the location of the existing warning sign. Truck turning should be checked with this gate location. ii. Add a W10-3 warning sign south of the crossing for northbound traffic. iii. If signalized, the future bungalow location would be best in the NW quadrant. Rerouting of stormwater will be needed with this bungalow location. iv. The crossing will require sidelights, gates, new panneling, and standard signing/striping on all approaches. 4. BNSF noted that in order to signalize this crossing, trenching, conduit, and interconnect wiring will need to be placed back to the Boyer crossing. New track paneling, gates, and the wiring needed would cost roughly $1M.	• **Brian Klatt** to add "Design Needs" to project plans.

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d. 058725R – Woodland Drive Mainline

058725R – Woodland Drive Mainline	Action Item
1. Kevin Smith introduced the intersection configuration and purpose. With the potential closure of the Mountain View crossing, the City desires to upgrade Woodland Drive and connect pedestrian facilities from the west side of the track to the east, while also accounting for full width shoulders. This crossing would require new track paneling, gates, and a pedestrian crossing.	• None
2. Travis Bailey and the BNSF team discussed the following modifications that would be required by the railroad: a. Immediate Needs: i. Add advanced warning sign (W10-1) and rail crossing striping on the east-west approaches of the crossing per MUTCD. ii. Add W10-3L sign for vehicles traveling northbound on GNR. iii. Collect traffic counts at each crossing and provide to BNSF. b. Design Needs: i. Pavement markings are not required on crossings under 40mph, but are recommended. ii. Continue access to side maintenance roads, either with dedicated driveways or rolled curb. iii. Consider adding a 60' median, 2' wide instead of installing a quad-gate system. With the curbed median, only the 2 approach gates would be needed. Design team to evaluate options related to truck turning from GNR onto westbound Woodland. Either option is deemed feasible. iv. Remove R8-10 signs from the plans v. Confirm the sidewalk crossing does not have a skew greater than 60 degrees. Revise sidewalk alignment if necessary. vi. Move tactile warning surfaces closer to the track crossing. vii. The proposed bungalow location will be on the southeast quadrant located 25' from track centerline and 30' from the roadway edge of traveled way. viii. No off-quadrant flashing for pedestrians is needed due to the clear sight triangles. c. Discussions: i. The track and gate improvements are estimated at $1M due to the work in getting interconnected conduit up to the Boyer Road crossing. ii. There is a significant grade difference (~1.0 ft) between the two sets of tracks and significant vehicle scraping can be observed on the pavement. BNSF will look into raising the easterly track 6-8 inches to flatten out the grade difference between the two tracks.	• **Erik Bush** to address "Immediate Needs" with City crews. • **Brian Klatt** to add "Design Needs" to project plans. • **BNSF** to evaluate raising the easterly track 6"-8" to decrease the grade difference between the tracks.

End of Field Diagnostic Minutes

Attachments:

1. Field Diagnostic Sign in Sheet
2. Pre-Diagnostic Meeting Packet

SIGN IN SHEET

DATE:	4/10/2024
TIME:	10:00am – 2:00pm PST
PROJECT:	Great Northern Road Project – City of Sandpoint Idaho
MEETING LOCATION:	Field Diagnostic Meeting – Meet at intersection of Baldy Mountain Road and Great Northern Road

Name	Company/Agency	Phone Number	Email	Signature
Shawn Hall	BNSF	(913) 957-7581	Shawn.Hall@BNSF.com	
Braiden Markham	JUB	509-951-2957	Bmarkham@jub.com	
Brian Klatt	JUB	208-762-8797	bklatt@jub.com	
Mary Ann Mahabi	BNSF	303-906-6523	maryann.mahabi@bnsf.com	
Eric Nixon	BNSF	509-342-8415	eric.nixon@bnsf.com	
Dan Mavrinac	BNSF	406-559-0544	Daniel.Mavrinac@BNSF.com	
Del Black	BNSF	509-263-8587	Delvin.Black@BNSF.com	
Shell Brooks	BNSF	509-703-0963	Robb.Brooks@BNSF.com	
Clint Brow	BNSF	208 610 8543	clint.brow@BNSF.com	
Alan Raebel	BNSF	208-610-1738	Alan.Raebel@BNSF.com	
TRAVIS BAILEY	OLSSON	801-550-8057	Tbailey@olsson.com	

SIGN IN SHEET

Name	Company/Agency	Phone Number	Email	Signature
Kevin Smith	J-U-B	208-783-7481	Ksmith@jub.com	
Scott Patty	BNSF	925 220 0195	Jeffcoon.Patty1@BNSF.com	
MICHAEL PRUNEAU	BNSF	682-410-7180	MICHAEL.PRUNEAU@BNSF.COM	
Stephanie Bury	ITD	208-772-1259	Stephanie.bury@itd.idaho.gov	
Blaine Schwendiman	ITD	208-334-8522	Blaine.Schwendiman@itd.idaho.gov	
Nathan Herbst	ITD	208.772.1218	nathan.herbst@itd.idaho.gov	
ERIK BUSH	SANDPOINT	2082695571	EBUSH@SANDPOINTIDAHO.GOV	

AGENDA

DATE: 4/10/2024 TIME: 10:00am – 2:00pm PST

PROJECT: Great Northern Road Project – City of Sandpoint Idaho

MEETING LOCATION: Field Diagnostic Meeting – Meet at intersection of Baldy Mountain Road and Great Northern Road

ATTENDEES:

I. Introductions

II. Review Pre-Diagnostic Packet Information

III. Field Review Each Crossing

a. 065934R – Baldy Mountain Road Spur

b. 058728L – Gooby Road Spur

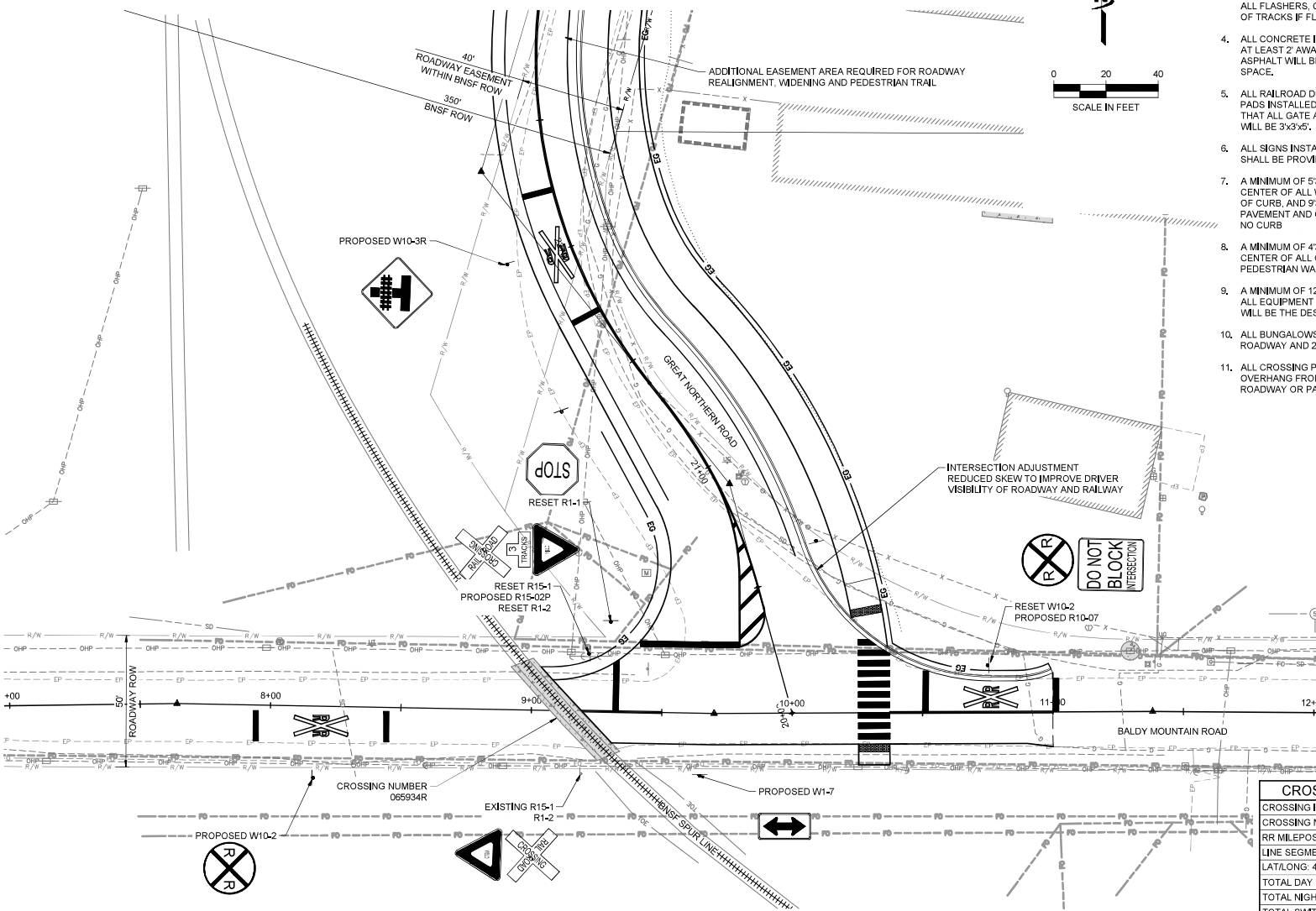
c. 058819S – Gooby Road Mainline

d. 058727E – Mountain View Road Mainline

e. 058725R – Woodland Drive Mainline

IV. Right of Way Review

V. Closing Thoughts



GENERAL NOTES

1. ALL GATE ARMS WILL BE 32' IN LENGTH OR LESS.
2. ALL STOP BARS SHALL BE INSTALLED 8' UPSTREAM OF THE GATE ARM.
3. ALL PEDESTRIAN CROSSINGS WILL INCLUDE TRUNCATED DOMES INSTALLED 2' UPSTREAM OF ALL FLASHERS, OR 12' TO 15' FROM THE CENTER OF TRACKS IF FLASHERS ARE NOT PRESENT.
4. ALL CONCRETE IMPROVEMENTS WILL TERMINATE AT LEAST 2' AWAY FROM CROSSING PANELS. ASPHALT WILL BE PLACED IN THE REMAINING SPACE.
5. ALL RAILROAD DEVICES WILL HAVE 4'X4' GRAVEL PADS INSTALLED AROUND THEM. IT IS ASSUMED THAT ALL GATE ARM AND SIGNAL FOUNDATIONS WILL BE 3'x3'x5'.
6. ALL SIGNS INSTALLED ON BNSF EQUIPMENT SHALL BE PROVIDED AND INSTALLED BY BNSF.
7. A MINIMUM OF 5'3" WILL BE PROVIDED FROM THE CENTER OF ALL WARNING DEVICES TO THE FACE OF CURB, AND 9'3" BETWEEN EDGE OF PAVEMENT AND CENTER OF DEVICE IF THERE IS NO CURB
8. A MINIMUM OF 4'3" WILL BE PROVIDED FROM THE CENTER OF ALL GATE ARMS TO THE FACE OF PEDESTRIAN WALKWAYS
9. A MINIMUM OF 12' WILL BE PROVIDED BETWEEN ALL EQUIPMENT AND THE CENTER OF TRACK. 15' WILL BE THE DESIGN INTENT.
10. ALL BUNGALOWS WILL BE 30' FROM THE ROADWAY AND 25' FROM THE CENTER OF TRACK.
11. ALL CROSSING PANELS WILL HAVE 2' OF OVERHANG FROM THE EDGE OF ASPHALT ROADWAY OR PATHWAY.

CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 065934R
RR MILEPOST: 1402.074
LINE SEGMENT: 661
LAT/LONG: 48.2874890, -116.573140
TOTAL DAY THRU TRAINS: 0
TOTAL NIGHT THRU TRAINS: 0
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
USE: APPROXIMATELY 1 TRAIN PER WEEK
SPEED OF TRAIN AT CROSSING: 10MPH (MAX), 1MPH-10MPH (TYPICAL)

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

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NO.	DESCRIPTION	BY	APP.	DATE
	REVISION			

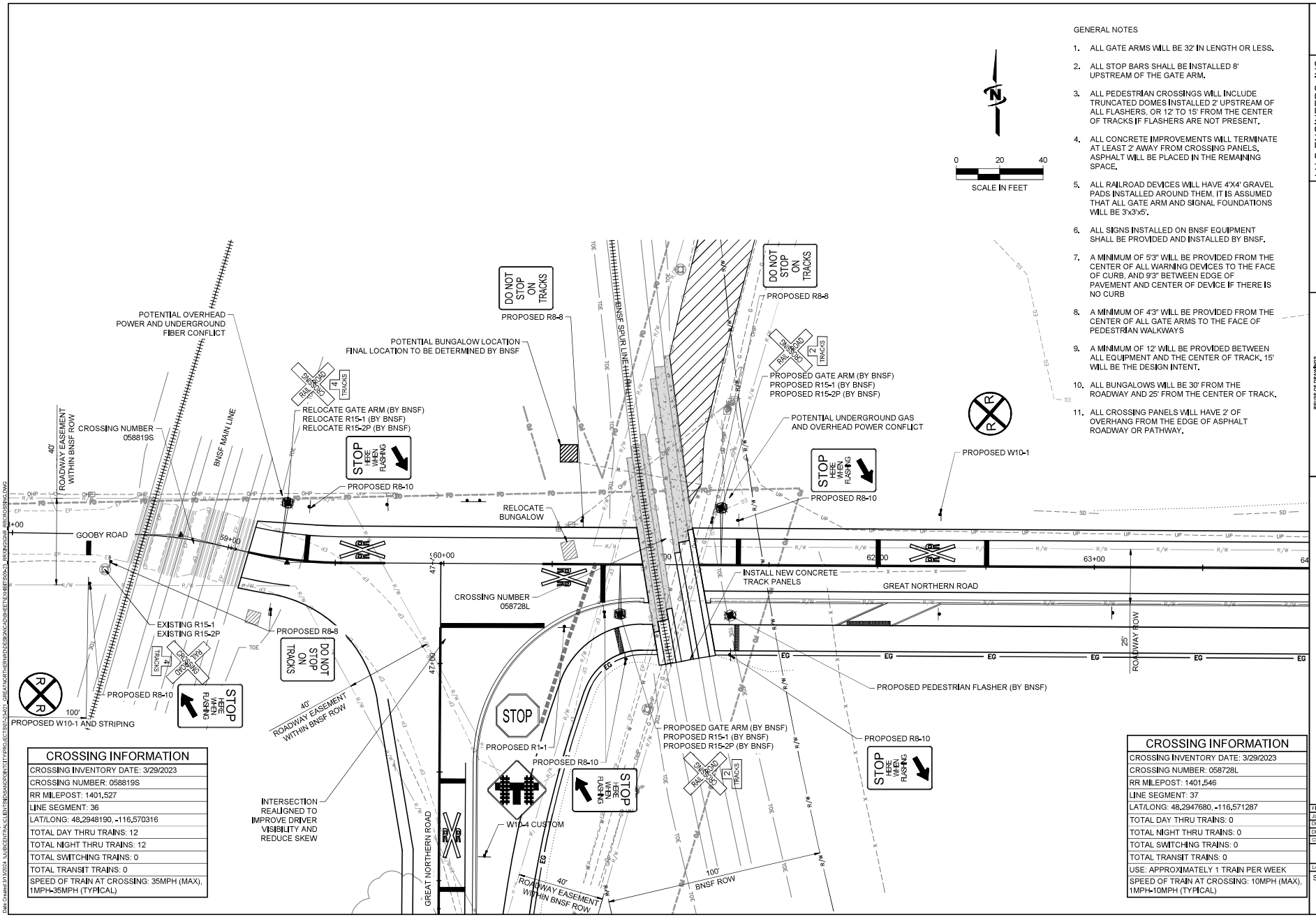
GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
BALDY MOUNTAIN ROAD CROSSING

FILE:	GNR_RRCROSSING
JUB PROJ. #:	107-23-021
DRAWN BY:	MMW
DESIGN BY:	
CHECKED BY:	KPS
ONE INCH	AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED:	3/13/2024
SHEET NUMBER:	

Item # 11.

Plot Date: 3/13/2024 5:24 PM Plotted By: Brian Ratti
Date Created: 3/13/2024 X:\JUB\CENTRAL\SCI\BDY\SHARED\PROJECTS\107-23-021_GREAT NORTHERN RD\DESIGN\CIVIL\SHEETS\EXHIBITS\RRCROSSING.DWG



CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058819S
RR MILEPOST: 1401.527
LINE SEGMENT: 36
LAT/LONG: 48.2948190, -116.570316
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TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 35MPH (MAX), 1MPH-35MPH (TYPICAL)

CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058728L
RR MILEPOST: 1401.546
LINE SEGMENT: 37
LAT/LONG: 48.2947680, -116.571287
TOTAL DAY THRU TRAINS: 0
TOTAL NIGHT THRU TRAINS: 0
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
USE: APPROXIMATELY 1 TRAIN PER WEEK
SPEED OF TRAIN AT CROSSING: 10MPH (MAX), 1MPH-10MPH (TYPICAL)

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NO.	DESCRIPTION	BY	APP'D	DATE
	REVISION			

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
GOOBY ROAD

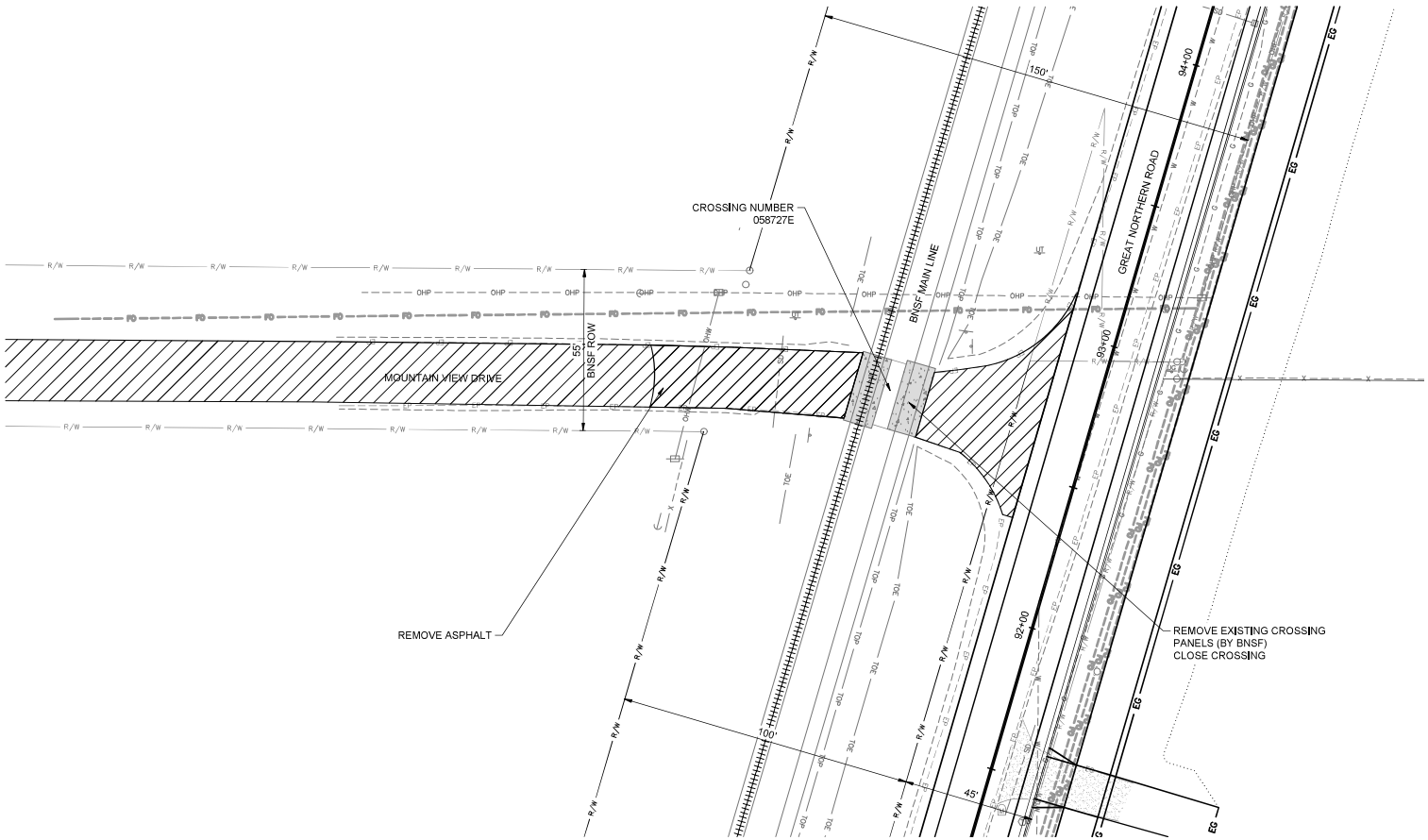
FILE: GNR_RRCROSSING
JUB PROJ. #: 107-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

Plot Date: 3/13/2024 5:25 PM, Plotted By: Brian Ratti
Date Created: 3/13/2024, N:\JUB\CENTRAL\CLIENTS\BNSF\ANDCRXNTCT\TYPPROJECTS\107-23-021_GREATNORTHERNRDGEBSNCAD\SHEETS\EXHIBIT\990-23_RRDIAGRAM_RRCROSSING.DWG

GENERAL NOTES

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2. ALL STOP BARS SHALL BE INSTALLED 8' UPSTREAM OF THE GATE ARM.
3. ALL PEDESTRIAN CROSSINGS WILL INCLUDE TRUNCATED DOMES INSTALLED 2' UPSTREAM OF ALL FLASHERS, OR 12' TO 15' FROM THE CENTER OF TRACKS IF FLASHERS ARE NOT PRESENT.
4. ALL CONCRETE IMPROVEMENTS WILL TERMINATE AT LEAST 2' AWAY FROM CROSSING PANELS. ASPHALT WILL BE PLACED IN THE REMAINING SPACE.
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0 20 40
SCALE IN FEET

CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058727E
RR MILEPOST: 1401.012
LINE SEGMENT: 36
LAT/LONG: 48.3019816, -116.568380
TOTAL DAY THRU TRAINS: 12
TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 79MPH (MAX), 1MPH-79MPH (TYPICAL)

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NO.	DESCRIPTION	BY	APP.	DATE

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
MOUNTAIN VIEW DRIVE

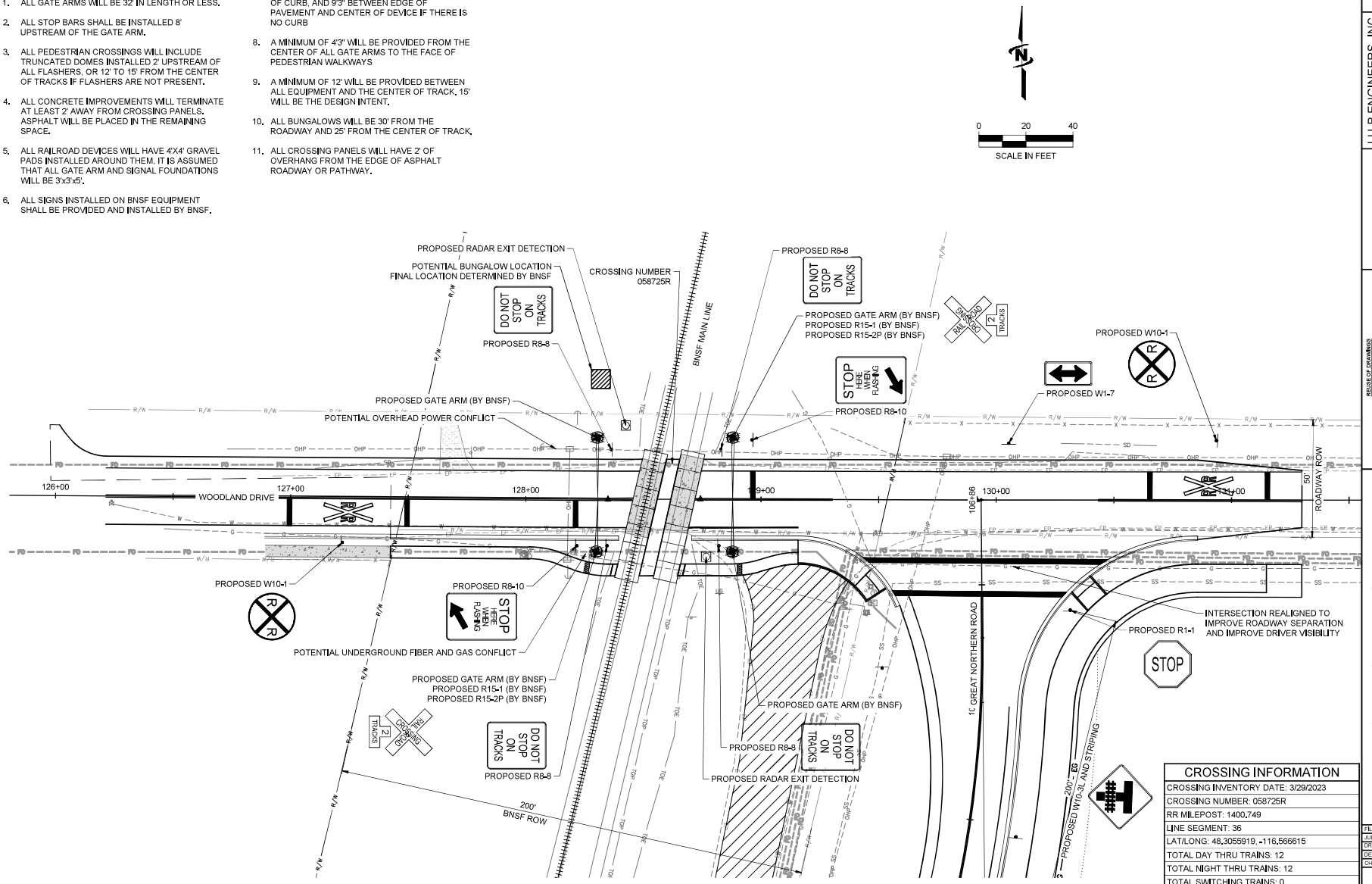
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JUB PROJ. #: 07-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

Plot Date: 3/13/2024 5:25 PM Plotted By: Brian Ratti
Date Created: 3/13/2024 X:\JUB\CENTRAL\CLIENTS\BNSF\ANDORINO\CITYPROJECTS\07-23-021_GREATNORTHERN\ROD\BSK\CAD\SHEETS\MBT800-23_RRCROSSING.DWG

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9. A MINIMUM OF 12' WILL BE PROVIDED BETWEEN ALL EQUIPMENT AND THE CENTER OF TRACK. 15' WILL BE THE DESIGN INTENT.
10. ALL BUNGALOWS WILL BE 30' FROM THE ROADWAY AND 25' FROM THE CENTER OF TRACK.
11. ALL CROSSING PANELS WILL HAVE 2' OF OVERHANG FROM THE EDGE OF ASPHALT ROADWAY OR PATHWAY.



CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058725R
RR MILEPOST: 1400.749
LINE SEGMENT: 36
LAT/LONG: 48.3055919, -116.566615
TOTAL DAY THRU TRAINS: 12
TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 79MPH (MAX), 1MPH-79MPH (TYPICAL)

JUB
J-U-B ENGINEERS, INC.
J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
IN ACCEPTANCE OF THESE DRAWINGS, COPYRIGHT AND OTHER RESERVED RIGHTS OF THESE DRAWINGS, AND THE SAME SHALL NOT BE REUSED WITHOUT J-U-B'S PRIOR WRITTEN CONSENT. J-U-B SHALL RETAIN ALL COPYRIGHT AND OTHER PROPERTY RIGHTS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO J-U-B.

NO.	DESCRIPTION	BY	APP.	DATE
	REVISION			

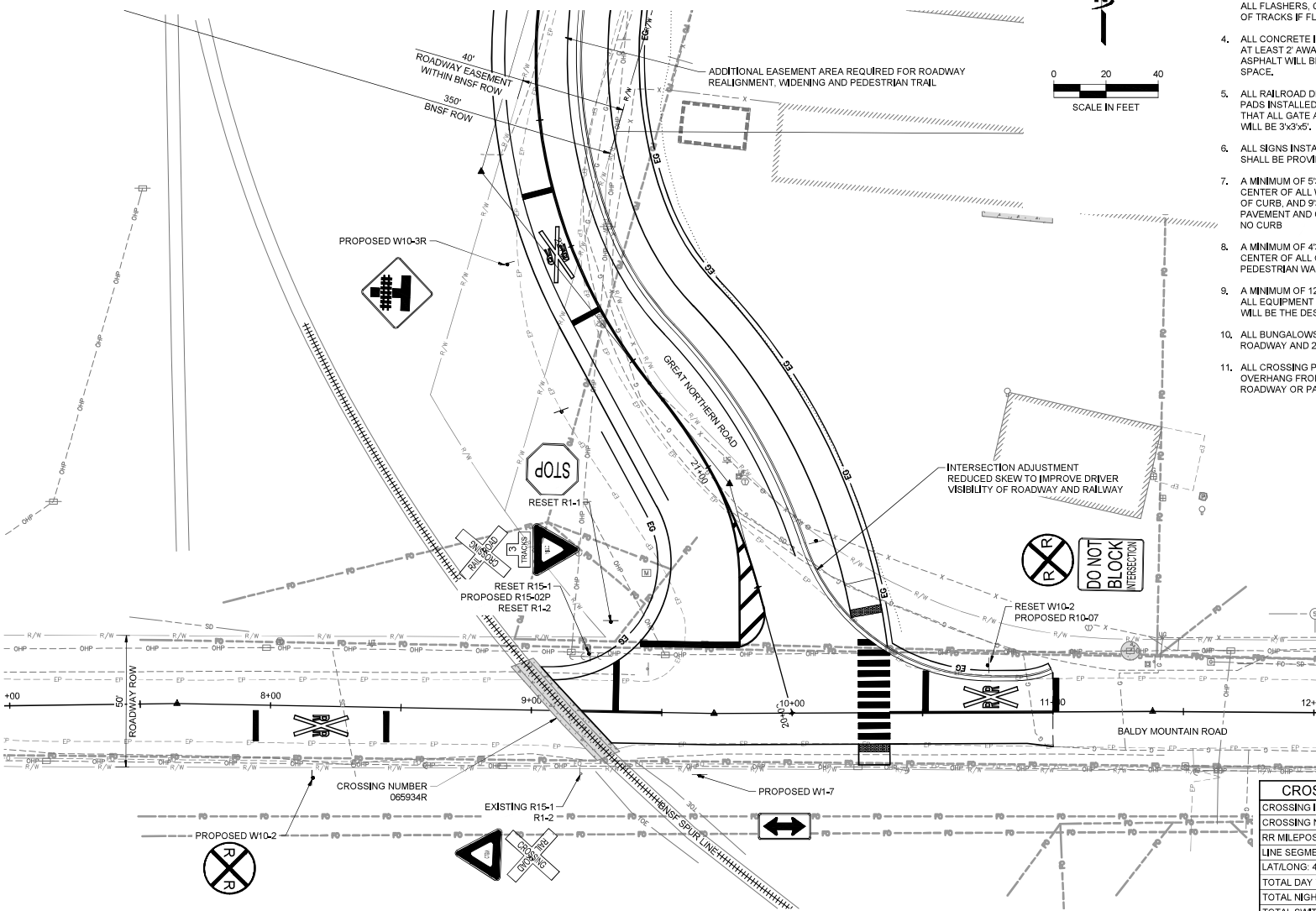
GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
WOODLAND DRIVE

FILE: GNR_RRCROSSING
JUB PROJ. #: 10-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

PM Date:3/13/2024 5:36 PM Plotted By: Brian Ratti
Date Created:3/13/2024 X:\JUB\CENTRAL\SCI\BTR\SHARED\CIVIL\TYPR\PROJECTS\10-23-021_GREAT NORTHERN ROAD\DESIGN\CIVIL\SHEETS\MBT\10-23-021_RRCROSSING.DWG



GENERAL NOTES

1. ALL GATE ARMS WILL BE 32' IN LENGTH OR LESS.
2. ALL STOP BARS SHALL BE INSTALLED 8' UPSTREAM OF THE GATE ARM.
3. ALL PEDESTRIAN CROSSINGS WILL INCLUDE TRUNCATED DOMES INSTALLED 2' UPSTREAM OF ALL FLASHERS, OR 12' TO 15' FROM THE CENTER OF TRACKS IF FLASHERS ARE NOT PRESENT.
4. ALL CONCRETE IMPROVEMENTS WILL TERMINATE AT LEAST 2' AWAY FROM CROSSING PANELS. ASPHALT WILL BE PLACED IN THE REMAINING SPACE.
5. ALL RAILROAD DEVICES WILL HAVE 4'X4' GRAVEL PADS INSTALLED AROUND THEM. IT IS ASSUMED THAT ALL GATE ARM AND SIGNAL FOUNDATIONS WILL BE 3'x3'x5'.
6. ALL SIGNS INSTALLED ON BNSF EQUIPMENT SHALL BE PROVIDED AND INSTALLED BY BNSF.
7. A MINIMUM OF 5'3" WILL BE PROVIDED FROM THE CENTER OF ALL WARNING DEVICES TO THE FACE OF CURB, AND 9'3" BETWEEN EDGE OF PAVEMENT AND CENTER OF DEVICE IF THERE IS NO CURB
8. A MINIMUM OF 4'3" WILL BE PROVIDED FROM THE CENTER OF ALL GATE ARMS TO THE FACE OF PEDESTRIAN WALKWAYS
9. A MINIMUM OF 12' WILL BE PROVIDED BETWEEN ALL EQUIPMENT AND THE CENTER OF TRACK. 15' WILL BE THE DESIGN INTENT.
10. ALL BUNGALOWS WILL BE 30' FROM THE ROADWAY AND 25' FROM THE CENTER OF TRACK.
11. ALL CROSSING PANELS WILL HAVE 2' OF OVERHANG FROM THE EDGE OF ASPHALT ROADWAY OR PATHWAY.

CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 065934R
RR MILEPOST: 1402.074
LINE SEGMENT: 661
LAT/LONG: 48.2874890, -116.573140
TOTAL DAY THRU TRAINS: 0
TOTAL NIGHT THRU TRAINS: 0
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
USE: APPROXIMATELY 1 TRAIN PER WEEK
SPEED OF TRAIN AT CROSSING: 10MPH (MAX), 1MPH-10MPH (TYPICAL)

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

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NO.	DESCRIPTION	BY	APP.	DATE
	REVISION			

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
BALDY MOUNTAIN ROAD CROSSING

FILE:	GNR_RRCROSSING
JUB PROJ. #	107-23-021
DRAWN BY:	MMW
DESIGN BY:	
CHECKED BY:	KPS
	ONE INCH
	AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED:	3/13/2024
SHEET NUMBER:	

Item # 11.

Plot Date: 3/13/2024 5:24 PM Plotted By: Brian Ratti
Date Created: 3/13/2024 X:\JUB\CENTRAL\CLIENTS\BNSF\ADMIN\CITYPROJECTS\107-23-021_GREATNORTHERNRDDESIGN\CADD\SHEETS\MBT990c-3_RRDIAGSHT.DWG

U. S. DOT CROSSING INVENTORY FORM

Item # 11.

DEPARTMENT OF TRANSPORTATION
FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

A. Revision Date (MM/DD/YYYY)	B. Reporting Agency	C. Reason for Update (Select only one)	D. DOT Crossing Inventory Number
03 / 29 / 2023	☐ Railroad ☐ Transit ☒ State ☐ Other	☐ Change in Data ☐ New Crossing ☐ Closed ☐ No Train Traffic ☐ Quiet Zone Update ☐ Re-Open ☐ Date Change Only ☐ Change in Primary Operating RR ☒ Admin. Correction	065934R

Part I: Location and Classification Information

1. Primary Operating Railroad	2. State	3. County
BNSF Railway Company [BNSF]	IDAHO	BONNER

4. City / Municipality	5. Street/Road Name & Block Number	6. Highway Type & No.
☐ In ☒ Near SANDPOINT	BALDY MOUNTAIN ROAD (Street/Road Name) | * (Block Number)	CR

7. Do Other Railroads Operate a Separate Track at Crossing? ☐ Yes ☒ No	8. Do Other Railroads Operate Over Your Track at Crossing? ☐ Yes ☒ No
If Yes, Specify RR	If Yes, Specify RR

9. Railroad Division or Region	10. Railroad Subdivision or District	11. Branch or Line Name	12. RR Milepost
☐ None MONTANA	☐ None BOYER YD ID	☐ None POLE YD LEAD	(prefix) | 1402.074 (nnnn.nnn) | (suffix)

13. Line Segment *	14. Nearest RR Timetable Station *	15. Parent RR (if applicable)	16. Crossing Owner (if applicable)
661	SANDPOINT MRL	☒ N/A	☐ N/A BNSF

17. Crossing Type	18. Crossing Purpose	19. Crossing Position	20. Public Access (if Private Crossing)	21. Type of Train	22. Average Passenger Train Count Per Day
☒ Public ☐ Private	☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.	☒ At Grade ☐ RR Under ☐ RR Over	☐ Yes ☐ No	☒ Freight ☐ Intercity Passenger ☐ Commuter ☐ Transit ☐ Shared Use Transit ☐ Tourist/Other	☐ Less Than One Per Day ☐ Number Per Day 0

23. Type of Land Use
☒ Open Space ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?	25. Quiet Zone (FRA provided)
☐ Yes ☒ No If Yes, Provide Crossing Number	☒ No ☐ 24 Hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID	27. Latitude in decimal degrees	28. Longitude in decimal degrees	29. Lat/Long Source
☒ N/A	(WGS84 std: nn.nnnnnnn) 48.2874890	(WGS84 std: -nnn.nnnnnnn) -116.573140	☒ Actual ☐ Estimated

30.A. Railroad Use *	31.A. State Use *
30.B. Railroad Use *	31.B. State Use *
30.C. Railroad Use *	31.C. State Use *
30.D. Railroad Use *	31.D. State Use *
32.A. Narrative (Railroad Use) * (I.27 I.28 I.29)Value Provided by Railroad, Not Ye	32.B. Narrative (State Use) *

33. Emergency Notification Telephone No. (posted)	34. Railroad Contact (Telephone No.)	35. State Contact (Telephone No.)
800-832-5452	817-352-1549	208-334-8522

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM)	1.B. Total Night Thru Trains (6 PM to 6 AM)	1.C. Total Switching Trains	1.D. Total Transit Trains	1.E. Check if Less Than One Movement Per Day ☒ How many trains per week? 1
0	0	0	0	

2. Year of Train Count Data (YYYY)	3. Speed of Train at Crossing
2019	3.A. Maximum Timetable Speed (mph) 10 3.B. Typical Speed Range Over Crossing (mph) From 1 to 10

4. Type and Count of Tracks
Main 0 Siding 0 Yard 1 Transit 0 Industry 0

5. Train Detection (Main Track only)
☐ Constant Warning Time ☐ Motion Detection ☐AFO ☐ PTC ☐ DC ☐ Other ☒ None

6. Is Track Signaled?	7.A. Event Recorder	7.B. Remote Health Monitoring
☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No

U. S. DOT CROSSING INVENTORY FORM

A. Revision Date *(MM/DD/YYYY)*	PAGE 2	D. Crossing Inventory Number *(7 char.)*
03/29/2023		065934R

Part III: Highway or Pathway Traffic Control Device Information

1. Are there Signs or Signals? ☒ Yes ☐ No

2. Types of Passive Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies *(count)*	2.B. STOP Signs *(R1-1) (count)*	2.C. YIELD Signs *(R1-2) (count)*	2.D. Advance Warning Signs *(Check all that apply; include count)* ☐ None
2	1		☒ W10-1 2 ☐ W10-3 ☐ W10-11 ☐ W10-2 ☐ W10-4 ☐ W10-12

2.E. Low Ground Clearance Sign *(W10-5)*	2.F. Pavement Markings	2.G. Channelization Devices/Medians	2.H. EXEMPT Sign *(R15-3)*	2.I. ENS Sign *(I-13)* Displayed
☒ Yes *(count_____)* ☐ No	☒ Stop Lines ☐ Dynamic Envelope ☐ RR Xing Symbols ☐ None	☐ All Approaches ☐ Median ☐ One Approach ☐ None	☐ Yes ☒ No	☒ Yes ☐ No

2.J. Other MUTCD Signs ☐ Yes ☒ No	2.K. Private Crossing Signs *(if private)*	2.L. LED Enhanced Signs *(List types)*
Specify Type _____ Count _____ Specify Type _____ Count _____ Specify Type _____ Count _____	☐ Yes ☐ No	

3. Types of Train Activated Warning Devices at the Grade Crossing *(specify count of each device for all that apply)*

3.A. Gate Arms *(count)*	3.B. Gate Configuration	3.C. Cantilevered *(or Bridged)* Flashing Light Structures *(count)*	3.D. Mast Mounted Flashing Lights *(count of masts)* _____	3.E. Total Count of Flashing Light Pairs
Roadway _____ Pedestrian _____	☐ 2 Quad ☐ 3 Quad ☐ 4 Quad ☐ Full *(Barrier)* Resistance ☐ Median Gates	Over Traffic Lane _____ ☐ Incandescent Not Over Traffic Lane 0 ☐ LED	☐ Incandescent ☐ LED ☐ Back Lights Included ☐ Side Lights Included	

3.F. Installation Date of Current Active Warning Devices: *(MM/YYYY)*	3.G. Wayside Horn	3.H. Highway Traffic Signals Controlling Crossing	3.I. Bells *(count)*
_____/_____ ☐ Not Required	☐ Yes Installed on *(MM/YYYY)* _____/_____ ☐ No	☐ Yes ☒ No	0

3.J. Non-Train Active Warning ☐ Flagging/Flagman ☐ Manually Operated Signals ☐ Watchman ☐ Floodlighting ☐ None

3.K. Other Flashing Lights or Warning Devices Count 0 Specify type _____

4.A. Does nearby Hwy Intersection have Traffic Signals?	4.B. Hwy Traffic Signal Interconnection	4.C. Hwy Traffic Signal Preemption	5. Highway Traffic Pre-Signals	6. Highway Monitoring Devices *(Check all that apply)*
☐ Yes ☒ No	☒ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs	☐ Simultaneous ☐ Advance	☐ Yes ☐ No Storage Distance * _____ Stop Line Distance * _____	☐ Yes - Photo/Video Recording ☐ Yes – Vehicle Presence Detection ☐ None

Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad	2. Is Roadway/Pathway Paved?	3. Does Track Run Down a Street?	4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)*
☐ One-way Traffic ☒ Two-way Traffic ☐ Divided Traffic Number of Lanes 2	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

5. Crossing Surface *(on Main Track, multiple types allowed)* Installation Date * *(MM/YYYY)* _____/_____ Width * _____ Length * _____

☒ 1 Timber ☐ 2 Asphalt ☐ 3 Asphalt and Timber ☐ 4 Concrete ☐ 5 Concrete and Rubber ☐ 6 Rubber ☐ 7 Metal
☐ 8 Unconsolidated ☐ 9 Composite ☐ 10 Other *(specify)* _____

6. Intersecting Roadway within 500 feet?	7. Smallest Crossing Angle	8. Is Commercial Power Available? *
☒ Yes ☐ No If Yes, Approximate Distance *(feet)* 75	☐ 0° – 29° ☐ 30° – 59° ☐ 60° - 90°	☒ Yes ☐ No

Part V: Public Highway Information

1. Highway System	2. Functional Classification of Road at Crossing	3. Is Crossing on State Highway System?	4. Highway Speed Limit
☐ (01) Interstate Highway System ☐ (02) Other Nat Hwy System (NHS) ☒ (03) Federal AID, Not NHS ☐ (08) Non-Federal Aid	☐ (0) Rural ☒ (1) Urban ☐ (1) Interstate ☐ (5) Major Collector ☐ (2) Other Freeways and Expressways ☐ (3) Other Principal Arterial ☐ (6) Minor Collector ☒ (4) Minor Arterial ☐ (7) Local	☐ Yes ☒ No	_____ MPH ☐ Posted ☐ Statutory

5. Linear Referencing System *(LRS Route ID)* *

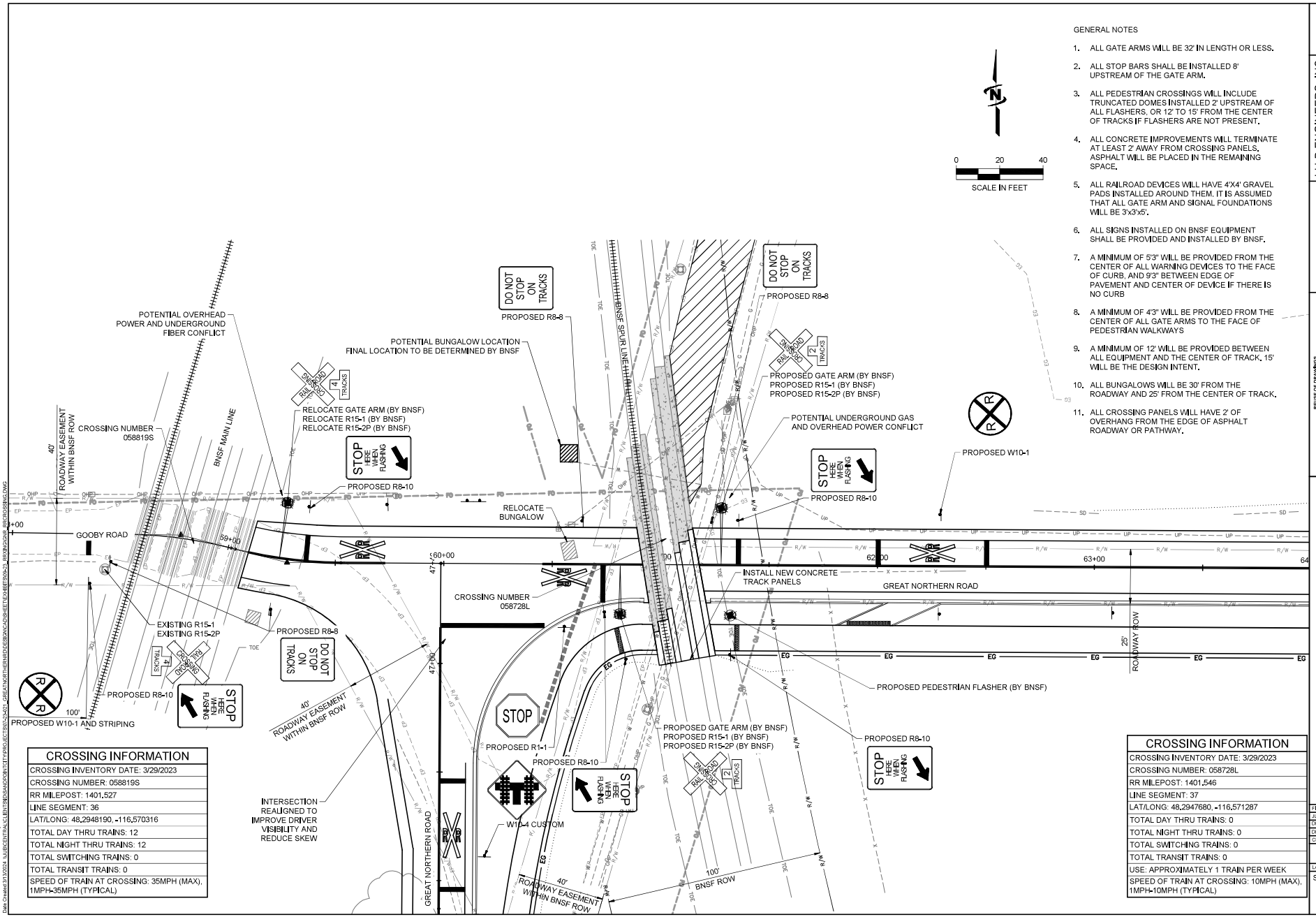
6. LRS Milepost *

7. Annual Average Daily Traffic *(AADT)*	8. Estimated Percent Trucks	9. Regularly Used by School Buses?	10. Emergency Services Route
Year 2023 AADT 1600	5 %	☐ Yes ☒ No Average Number per Day _____	☐ Yes ☐ No

Submission Information - *This information is used for administrative purposes and is not available on the public website.*

Submitted by _____ Organization _____ Phone _____ Date _____

Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590.



CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058819S
RR MILEPOST: 1401.527
LINE SEGMENT: 36
LAT/LONG: 48.2948190, -116.570316
TOTAL DAY THRU TRAINS: 12
TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 35MPH (MAX), 1MPH-35MPH (TYPICAL)

CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058728L
RR MILEPOST: 1401.546
LINE SEGMENT: 37
LAT/LONG: 48.2947680, -116.571287
TOTAL DAY THRU TRAINS: 0
TOTAL NIGHT THRU TRAINS: 0
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
USE: APPROXIMATELY 1 TRAIN PER WEEK
SPEED OF TRAIN AT CROSSING: 10MPH (MAX), 1MPH-10MPH (TYPICAL)

JUB ENGINEERS, INC.

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
J-U-B SHALL RETAIN ALL COPYRIGHT AND OTHER RESERVED RIGHTS OF THESE DRAWINGS, AND THE SAME SHALL NOT BE REUSED WITHOUT J-U-B'S PRIOR WRITTEN CONSENT AND WITHOUT COMPENSATION TO J-U-B. ANY REUSE WITHOUT SUCH SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO J-U-B.

NO.	DESCRIPTION	BY	APP'D	DATE
	REVISION			

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
GOOBY ROAD

FILE: GNR_RRCROSSING
JUB PROJ. #: 107-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

Plot Date: 3/13/2024 5:25 PM Plotted By: Brian Ratti
Date Created: 3/13/2024 X:\JUB\CENTRAL\CLIENTS\BNSF\ANDORA\TCT\TYPR\JECT\197-23-021_GREAT NORTHERN\ROD\BSNC\CAD\SHEET\EXHIBIT\R8-2_RROMOSAIC_RRCROSSING.DWG

U. S. DOT CROSSING INVENTORY FORM

Item # 11.

DEPARTMENT OF TRANSPORTATION
FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

A. Revision Date (MM/DD/YYYY)	B. Reporting Agency	C. Reason for Update (Select only one)	D. DOT Crossing Inventory Number
03 / 29 / 2023	☐ Railroad ☐ Transit ☒ State ☐ Other	☐ Change in Data ☐ New Crossing ☐ Closed ☐ No Train Traffic ☐ Quiet Zone Update ☐ Re-Open ☐ Date Change Only ☐ Change in Primary Operating RR ☒ Admin. Correction	058728L

Part I: Location and Classification Information

1. Primary Operating Railroad	2. State	3. County
BNSF Railway Company [BNSF]	IDAHO	BONNER

4. City / Municipality	5. Street/Road Name & Block Number	6. Highway Type & No.
☐ In ☒ Near SANDPOINT	GOOBY ROAD (Street/Road Name) | * (Block Number)	CR

7. Do Other Railroads Operate a Separate Track at Crossing?	8. Do Other Railroads Operate Over Your Track at Crossing?
☐ Yes ☒ No If Yes, Specify RR	☐ Yes ☒ No If Yes, Specify RR

9. Railroad Division or Region	10. Railroad Subdivision or District	11. Branch or Line Name	12. RR Milepost
☐ None MONTANA	☐ None KOOTENAI RIVER	☐ None BOYER-DOVER JCT	(prefix) | 1401.546 (nnnn.nnn) | (suffix)

13. Line Segment *	14. Nearest RR Timetable Station *	15. Parent RR (if applicable)	16. Crossing Owner (if applicable)
37	SANDPOINT	☒ N/A	☐ N/A BNSF

17. Crossing Type	18. Crossing Purpose	19. Crossing Position	20. Public Access (if Private Crossing)	21. Type of Train	22. Average Passenger Train Count Per Day
☒ Public ☐ Private	☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.	☒ At Grade ☐ RR Under ☐ RR Over	☐ Yes ☐ No	☒ Freight ☐ Intercity Passenger ☐ Commuter ☐ Transit ☐ Shared Use Transit ☐ Tourist/Other	☐ Less Than One Per Day ☐ Number Per Day 0

23. Type of Land Use
☒ Open Space ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?	25. Quiet Zone (FRA provided)
☐ Yes ☒ No If Yes, Provide Crossing Number	☒ No ☐ 24 Hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID	27. Latitude in decimal degrees (WGS84 std: nn.nnnnnnn)	28. Longitude in decimal degrees (WGS84 std: -nnn.nnnnnnn)	29. Lat/Long Source
☒ N/A	48.2947680	-116.571287	☒ Actual ☐ Estimated

30.A. Railroad Use *	31.A. State Use *
30.B. Railroad Use *	31.B. State Use *
30.C. Railroad Use *	31.C. State Use *
30.D. Railroad Use *	31.D. State Use *
32.A. Narrative (Railroad Use) * (I.27 I.28 I.29)Value Provided by Railroad, Not Ye	32.B. Narrative (State Use) *

33. Emergency Notification Telephone No. (posted)	34. Railroad Contact (Telephone No.)	35. State Contact (Telephone No.)
800-832-5452	817-352-1549	208-334-8522

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM)	1.B. Total Night Thru Trains (6 PM to 6 AM)	1.C. Total Switching Trains	1.D. Total Transit Trains	1.E. Check if Less Than One Movement Per Day
0	0	0	0	☒ How many trains per week? 1

2. Year of Train Count Data (YYYY)	3. Speed of Train at Crossing
2019	3.A. Maximum Timetable Speed (mph) 10 3.B. Typical Speed Range Over Crossing (mph) From 1 to 10

4. Type and Count of Tracks
Main 0 Siding 0 Yard 4 Transit 0 Industry 0

5. Train Detection (Main Track only)
☐ Constant Warning Time ☒ Motion Detection ☐ AFO ☐ PTC ☐ DC ☐ Other ☐ None

6. Is Track Signaled?	7.A. Event Recorder	7.B. Remote Health Monitoring
☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No

U. S. DOT CROSSING INVENTORY FORM

A. Revision Date *(MM/DD/YYYY)*	PAGE 2	D. Crossing Inventory Number *(7 char.)*
03/29/2023		058728L

Part III: Highway or Pathway Traffic Control Device Information

1. Are there Signs or Signals? ☒ Yes ☐ No

2. Types of Passive Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies *(count)*	2.B. STOP Signs *(R1-1) (count)*	2.C. YIELD Signs *(R1-2) (count)*	2.D. Advance Warning Signs *(Check all that apply; include count)* ☐ None
2	0		☒ W10-1 1 ☐ W10-3 ☐ W10-11 ☐ W10-2 ☐ W10-4 ☐ W10-12

2.E. Low Ground Clearance Sign *(W10-5)*	2.F. Pavement Markings	2.G. Channelization Devices/Medians	2.H. EXEMPT Sign *(R15-3)*	2.I. ENS Sign *(I-13)* Displayed
☒ Yes *(count_____)* ☐ No	☐ Stop Lines ☐ Dynamic Envelope ☐ RR Xing Symbols ☒ None	☐ All Approaches ☐ Median ☐ One Approach ☒ None	☐ Yes ☐ No	☒ Yes ☐ No

2.J. Other MUTCD Signs ☒ Yes ☐ No
Specify Type R15-2P Count 2
Specify Type _____ Count _____
Specify Type _____ Count _____

2.K. Private Crossing Signs *(if private)* ☐ Yes ☐ No

2.L. LED Enhanced Signs *(List types)*

3. Types of Train Activated Warning Devices at the Grade Crossing *(specify count of each device for all that apply)*

3.A. Gate Arms *(count)*	3.B. Gate Configuration	3.C. Cantilevered *(or Bridged)* Flashing Light Structures *(count)*	3.D. Mast Mounted Flashing Lights *(count of masts)* 2	3.E. Total Count of Flashing Light Pairs
Roadway 2 Pedestrian _____	☒ 2 Quad ☐ 3 Quad ☐ 4 Quad ☐ Full *(Barrier)* Resistance ☐ Median Gates	Over Traffic Lane 0 ☐ Incandescent Not Over Traffic Lane 0 ☐ LED	☐ Incandescent ☐ LED ☐ Back Lights Included ☐ Side Lights Included	4

3.F. Installation Date of Current Active Warning Devices: *(MM/YYYY)*	3.G. Wayside Horn	3.H. Highway Traffic Signals Controlling Crossing	3.I. Bells *(count)*
_____/_____ ☐ Not Required	☐ Yes Installed on *(MM/YYYY)* _____/_____ ☐ No	☐ Yes ☒ No	1

3.J. Non-Train Active Warning ☐ Flagging/Flagman ☐ Manually Operated Signals ☐ Watchman ☐ Floodlighting ☐ None

3.K. Other Flashing Lights or Warning Devices Count 0 Specify type _____

4.A. Does nearby Hwy Intersection have Traffic Signals?	4.B. Hwy Traffic Signal Interconnection	4.C. Hwy Traffic Signal Preemption	5. Highway Traffic Pre-Signals	6. Highway Monitoring Devices *(Check all that apply)*
☐ Yes ☒ No	☒ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs	☐ Simultaneous ☐ Advance	☐ Yes ☐ No Storage Distance * _____ Stop Line Distance * _____	☐ Yes - Photo/Video Recording ☐ Yes – Vehicle Presence Detection ☐ None

Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad	2. Is Roadway/Pathway Paved?	3. Does Track Run Down a Street?	4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)*
☐ One-way Traffic ☒ Two-way Traffic Number of Lanes 2 ☐ Divided Traffic	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

5. Crossing Surface *(on Main Track, multiple types allowed)* Installation Date * *(MM/YYYY)* _____/_____ Width * _____ Length * _____
☒ 1 Timber ☐ 2 Asphalt ☐ 3 Asphalt and Timber ☐ 4 Concrete ☐ 5 Concrete and Rubber ☐ 6 Rubber ☐ 7 Metal
☐ 8 Unconsolidated ☐ 9 Composite ☐ 10 Other *(specify)* _____

6. Intersecting Roadway within 500 feet?	7. Smallest Crossing Angle	8. Is Commercial Power Available? *
☒ Yes ☐ No If Yes, Approximate Distance *(feet)* 200	☐ 0° – 29° ☐ 30° – 59° ☐ 60° - 90°	☒ Yes ☐ No

Part V: Public Highway Information

1. Highway System	2. Functional Classification of Road at Crossing	3. Is Crossing on State Highway System?	4. Highway Speed Limit
☐ (01) Interstate Highway System ☐ (02) Other Nat Hwy System (NHS) ☐ (03) Federal AID, Not NHS ☒ (08) Non-Federal Aid	☒ (0) Rural ☐ (1) Urban ☐ (1) Interstate ☐ (5) Major Collector ☐ (2) Other Freeways and Expressways ☐ (3) Other Principal Arterial ☐ (6) Minor Collector ☐ (4) Minor Arterial ☒ (7) Local	☐ Yes ☒ No	35 MPH ☒ Posted ☐ Statutory

5. Linear Referencing System *(LRS Route ID)* *

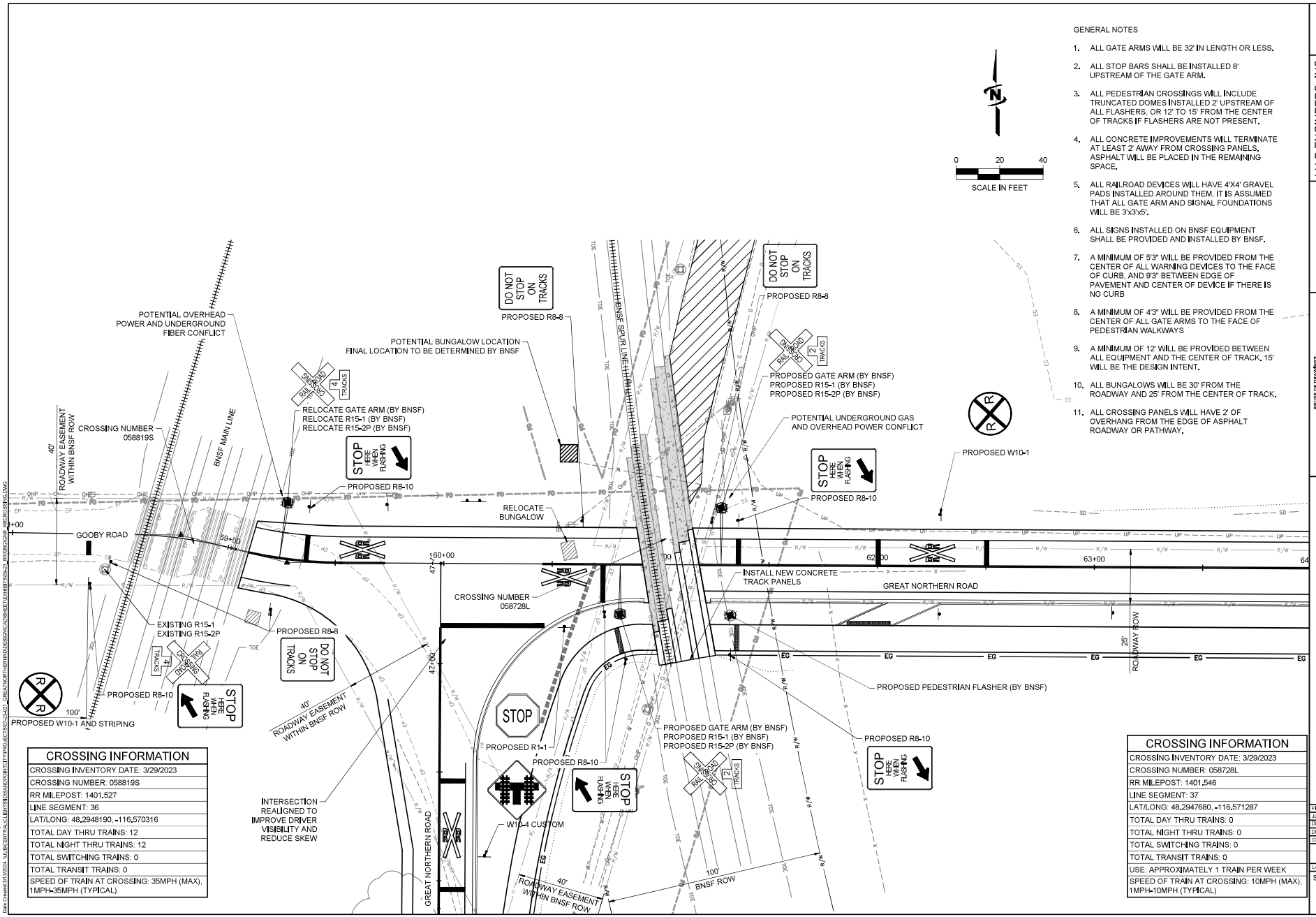
6. LRS Milepost *

7. Annual Average Daily Traffic *(AADT)*	8. Estimated Percent Trucks	9. Regularly Used by School Buses?	10. Emergency Services Route
Year 1989 AADT 000200	14 %	☐ Yes ☒ No Average Number per Day _____	☐ Yes ☐ No

Submission Information - *This information is used for administrative purposes and is not available on the public website.*

Submitted by _____ Organization _____ Phone _____ Date _____

Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590.



CROSSING INFORMATION	
CROSSING INVENTORY DATE: 3/29/2023	
CROSSING NUMBER: 058819S	
RR MILEPOST: 1401.527	
LINE SEGMENT: 36	
LAT/LONG: 48.2948190, -116.570316	
TOTAL DAY THRU TRAINS: 12	
TOTAL NIGHT THRU TRAINS: 12	
TOTAL SWITCHING TRAINS: 0	
TOTAL TRANSIT TRAINS: 0	
SPEED OF TRAIN AT CROSSING: 35MPH (MAX), 1MPH-35MPH (TYPICAL)	

CROSSING INFORMATION	
CROSSING INVENTORY DATE: 3/29/2023	
CROSSING NUMBER: 058728L	
RR MILEPOST: 1401.546	
LINE SEGMENT: 37	
LAT/LONG: 48.2947680, -116.571287	
TOTAL DAY THRU TRAINS: 0	
TOTAL NIGHT THRU TRAINS: 0	
TOTAL SWITCHING TRAINS: 0	
TOTAL TRANSIT TRAINS: 0	
USE: APPROXIMATELY 1 TRAIN PER WEEK	
SPEED OF TRAIN AT CROSSING: 10MPH (MAX), 1MPH-10MPH (TYPICAL)	

JUB
J-U-B ENGINEERS, INC.
J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
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NO.	DESCRIPTION	BY	DATE
	REVISION		

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
GOOBY ROAD

FILE:	GNR_RRCROSSING
JUB PROJ. #	10-23-021
DRAWN BY:	MMW
DESIGN BY:	
CHECKED BY:	KPS
	ONE INCH
	AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED:	3/13/2024
SHEET NUMBER:	

Item # 11.

Plot Date: 3/13/2024 5:25 PM Plotted By: Brian Ratti
Date Created: 3/13/2024 X:\JUB\CENTRAL\CLIENTS\BNSF\ADMIN\CITYPROJECTS\10-23-021_GREATNORTHERN\RODEO\BIM\CAD\SHEETS\RRXBIM10-23-021_RRDIAGNOSTIC_RRCROSSING.DWG

U. S. DOT CROSSING INVENTORY FORM

Item # 11.

DEPARTMENT OF TRANSPORTATION
FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

A. Revision Date (MM/DD/YYYY)	B. Reporting Agency	C. Reason for Update (Select only one)	D. DOT Crossing Inventory Number
03 / 29 / 2023	☐ Railroad ☐ Transit ☒ State ☐ Other	☐ Change in Data ☐ New Crossing ☐ Closed ☐ No Train Traffic ☐ Quiet Zone Update ☐ Re-Open ☐ Date Change Only ☐ Change in Primary Operating RR ☒ Admin. Correction	058819S

Part I: Location and Classification Information

1. Primary Operating Railroad	2. State	3. County
BNSF Railway Company [BNSF]	IDAHO	BONNER

4. City / Municipality	5. Street/Road Name & Block Number	6. Highway Type & No.
☐ In ☒ Near SANDPOINT	GOOBY ROAD (Street/Road Name) | * (Block Number)	CR

7. Do Other Railroads Operate a Separate Track at Crossing?	8. Do Other Railroads Operate Over Your Track at Crossing?
☐ Yes ☒ No If Yes, Specify RR	☒ Yes ☐ No If Yes, Specify RR ATK

9. Railroad Division or Region	10. Railroad Subdivision or District	11. Branch or Line Name	12. RR Milepost
☐ None MONTANA	☐ None KOOTENAI RIVER	☐ None WHTFISH-SANDP J	(prefix) | 1401.527 (nnnn.nnn) | (suffix)

13. Line Segment *	14. Nearest RR Timetable Station *	15. Parent RR (if applicable)	16. Crossing Owner (if applicable)
36	SANDPOINT MRL	☒ N/A	☐ N/A BNSF

17. Crossing Type	18. Crossing Purpose	19. Crossing Position	20. Public Access (if Private Crossing)	21. Type of Train	22. Average Passenger Train Count Per Day
☒ Public ☐ Private	☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.	☒ At Grade ☐ RR Under ☐ RR Over	☐ Yes ☐ No	☒ Freight ☐ Transit ☒ Intercity Passenger ☐ Shared Use Transit ☐ Commuter ☐ Tourist/Other	☐ Less Than One Per Day ☒ Number Per Day 2

23. Type of Land Use
☒ Open Space ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?	25. Quiet Zone (FRA provided)
☐ Yes ☒ No If Yes, Provide Crossing Number	☒ No ☐ 24 Hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID	27. Latitude in decimal degrees	28. Longitude in decimal degrees	29. Lat/Long Source
☒ N/A	(WGS84 std: nn.nnnnnnn) 48.2948190	(WGS84 std: -nnn.nnnnnnn) -116.570316	☒ Actual ☐ Estimated

30.A. Railroad Use *	31.A. State Use *
30.B. Railroad Use *	31.B. State Use *
30.C. Railroad Use *	31.C. State Use *
30.D. Railroad Use *	31.D. State Use *
32.A. Narrative (Railroad Use) * (I.27 I.28 I.29)Value Provided by Railroad, Not Ye	32.B. Narrative (State Use) *

33. Emergency Notification Telephone No. (posted)	34. Railroad Contact (Telephone No.)	35. State Contact (Telephone No.)
800-832-5452	817-352-1549	208-334-8522

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM)	1.B. Total Night Thru Trains (6 PM to 6 AM)	1.C. Total Switching Trains	1.D. Total Transit Trains	1.E. Check if Less Than One Movement Per Day ☐ How many trains per week?
12	12	0	0	

2. Year of Train Count Data (YYYY)	3. Speed of Train at Crossing
2019	3.A. Maximum Timetable Speed (mph) 35 3.B. Typical Speed Range Over Crossing (mph) From 1 to 35

4. Type and Count of Tracks
Main 1 Siding 1 Yard 0 Transit 0 Industry 0

5. Train Detection (Main Track only)
☒ Constant Warning Time ☐ Motion Detection ☐AFO ☐ PTC ☐ DC ☐ Other ☐ None

6. Is Track Signaled?	7.A. Event Recorder	7.B. Remote Health Monitoring
☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

U. S. DOT CROSSING INVENTORY FORM

A. Revision Date *(MM/DD/YYYY)*	PAGE 2	D. Crossing Inventory Number *(7 char.)*
03/29/2023		058819S

Part III: Highway or Pathway Traffic Control Device Information

1. Are there Signs or Signals? ☒ Yes ☐ No

2. Types of Passive Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies *(count)*	2.B. STOP Signs *(R1-1)* *(count)*	2.C. YIELD Signs *(R1-2)* *(count)*	2.D. Advance Warning Signs *(Check all that apply; include count)* ☒ None
0	0		☐ W10-1 _____ ☐ W10-3 _____ ☐ W10-11 _____ ☐ W10-2 _____ ☐ W10-4 _____ ☐ W10-12 _____

2.E. Low Ground Clearance Sign *(W10-5)*	2.F. Pavement Markings	2.G. Channelization Devices/Medians	2.H. EXEMPT Sign *(R15-3)*	2.I. ENS Sign *(I-13)* Displayed
☒ Yes *(count_____)* ☐ No	☐ Stop Lines ☐ Dynamic Envelope ☐ RR Xing Symbols ☒ None	☐ All Approaches ☐ Median ☐ One Approach ☒ None	☐ Yes ☐ No	☒ Yes ☐ No

2.J. Other MUTCD Signs ☒ Yes ☐ No

Specify Type _____ Count _____
Specify Type _____ Count _____
Specify Type _____ Count _____

2.K. Private Crossing Signs *(if private)* ☐ Yes ☐ No

2.L. LED Enhanced Signs *(List types)*

3. Types of Train Activated Warning Devices at the Grade Crossing *(specify count of each device for all that apply)*

3.A. Gate Arms *(count)*	3.B. Gate Configuration	3.C. Cantilevered *(or Bridged)* Flashing Light Structures *(count)*	3.D. Mast Mounted Flashing Lights *(count of masts)* 2	3.E. Total Count of Flashing Light Pairs
Roadway 2 Pedestrian _____	☒ 2 Quad ☐ 3 Quad ☐ 4 Quad ☐ Full *(Barrier)* Resistance ☐ Median Gates	Over Traffic Lane 0 ☐ Incandescent Not Over Traffic Lane 0 ☐ LED	☐ Incandescent ☐ LED ☐ Back Lights Included ☐ Side Lights Included	4

3.F. Installation Date of Current Active Warning Devices: *(MM/YYYY)*	3.G. Wayside Horn	3.H. Highway Traffic Signals Controlling Crossing	3.I. Bells *(count)*
_____/_____ ☐ Not Required	☐ Yes Installed on *(MM/YYYY)* _____/_____ ☐ No	☐ Yes ☒ No	2

3.J. Non-Train Active Warning
☐ Flagging/Flagman ☐ Manually Operated Signals ☐ Watchman ☐ Floodlighting ☐ None

3.K. Other Flashing Lights or Warning Devices
Count 0 Specify type _____

4.A. Does nearby Hwy Intersection have Traffic Signals?	4.B. Hwy Traffic Signal Interconnection	4.C. Hwy Traffic Signal Preemption	5. Highway Traffic Pre-Signals	6. Highway Monitoring Devices *(Check all that apply)*
☐ Yes ☒ No	☒ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs	☐ Simultaneous ☐ Advance	☐ Yes ☐ No Storage Distance * _____ Stop Line Distance * _____	☐ Yes - Photo/Video Recording ☐ Yes – Vehicle Presence Detection ☐ None

Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad	2. Is Roadway/Pathway Paved?	3. Does Track Run Down a Street?	4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)*
☐ One-way Traffic ☒ Two-way Traffic Number of Lanes 2 ☐ Divided Traffic	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

5. Crossing Surface *(on Main Track, multiple types allowed)* Installation Date * *(MM/YYYY)* _____/_____ Width * _____ Length * _____
☐ 1 Timber ☐ 2 Asphalt ☐ 3 Asphalt and Timber ☒ 4 Concrete ☐ 5 Concrete and Rubber ☐ 6 Rubber ☐ 7 Metal
☐ 8 Unconsolidated ☐ 9 Composite ☐ 10 Other *(specify)* _____

6. Intersecting Roadway within 500 feet?	7. Smallest Crossing Angle	8. Is Commercial Power Available? *
☒ Yes ☐ No If Yes, Approximate Distance *(feet)* 100	☐ 0° – 29° ☐ 30° – 59° ☐ 60° - 90°	☒ Yes ☐ No

Part V: Public Highway Information

1. Highway System	2. Functional Classification of Road at Crossing	3. Is Crossing on State Highway System?	4. Highway Speed Limit
☐ (01) Interstate Highway System ☐ (02) Other Nat Hwy System (NHS) ☐ (03) Federal AID, Not NHS ☒ (08) Non-Federal Aid	☐ (0) Rural ☒ (1) Urban ☐ (1) Interstate ☒ (5) Major Collector ☐ (2) Other Freeways and Expressways ☐ (3) Other Principal Arterial ☐ (6) Minor Collector ☐ (4) Minor Arterial ☐ (7) Local	☐ Yes ☒ No	35 MPH ☒ Posted ☐ Statutory

5. Linear Referencing System *(LRS Route ID)* *

6. LRS Milepost *

7. Annual Average Daily Traffic *(AADT)*	8. Estimated Percent Trucks	9. Regularly Used by School Buses?	10. Emergency Services Route
Year 1992 AADT 000160	20 %	☐ Yes ☒ No Average Number per Day 0	☐ Yes ☐ No

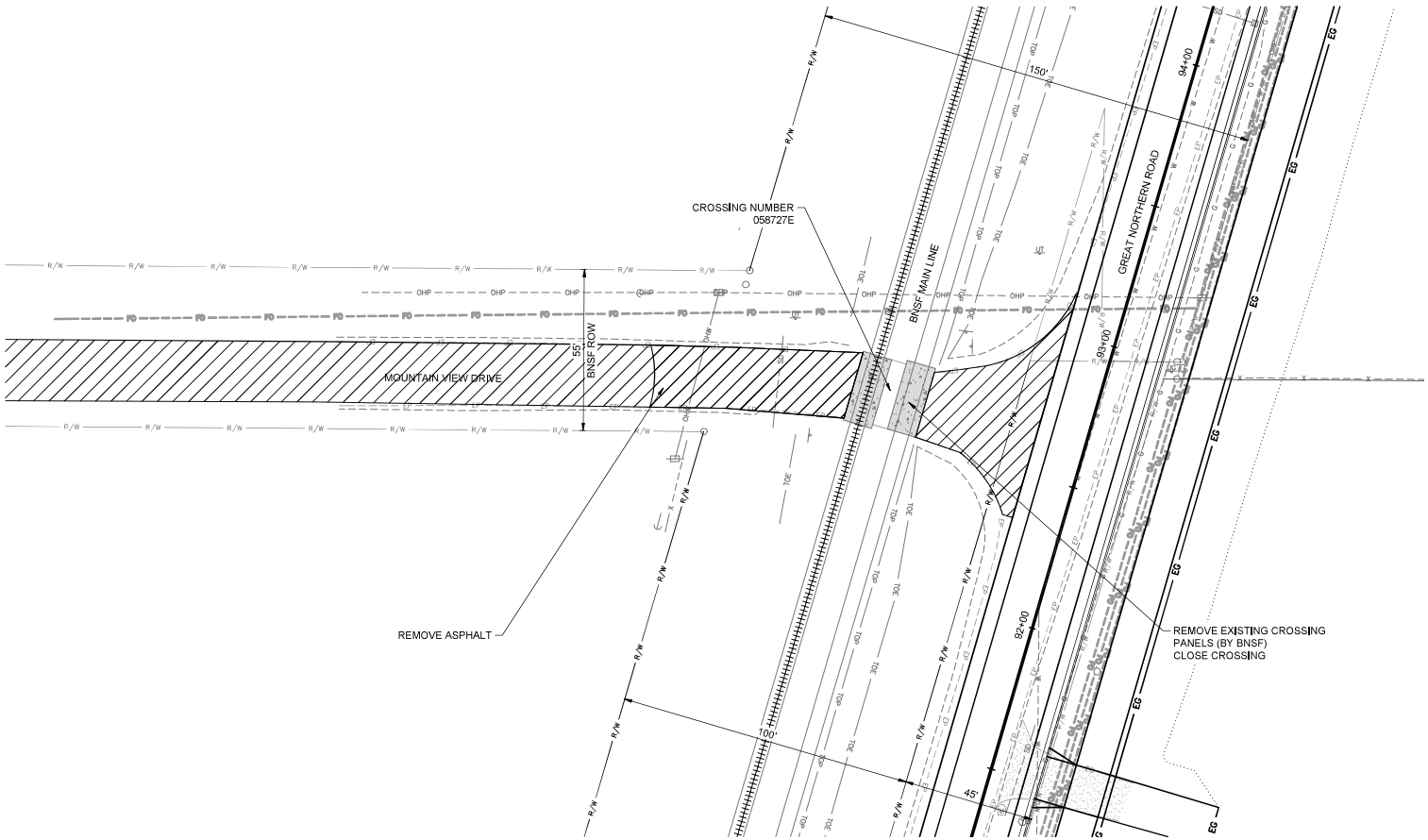
Submission Information - *This information is used for administrative purposes and is not available on the public website.*

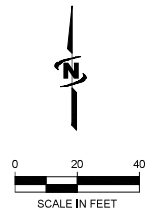
Submitted by _____ Organization _____ Phone _____ Date _____

Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590.

GENERAL NOTES

1. ALL GATE ARMS WILL BE 32' IN LENGTH OR LESS.
2. ALL STOP BARS SHALL BE INSTALLED 8' UPSTREAM OF THE GATE ARM.
3. ALL PEDESTRIAN CROSSINGS WILL INCLUDE TRUNCATED DOMES INSTALLED 2' UPSTREAM OF ALL FLASHERS, OR 12' TO 15' FROM THE CENTER OF TRACKS IF FLASHERS ARE NOT PRESENT.
4. ALL CONCRETE IMPROVEMENTS WILL TERMINATE AT LEAST 2' AWAY FROM CROSSING PANELS. ASPHALT WILL BE PLACED IN THE REMAINING SPACE.
5. ALL RAILROAD DEVICES WILL HAVE 4'X4' GRAVEL PADS INSTALLED AROUND THEM. IT IS ASSUMED THAT ALL GATE ARM AND SIGNAL FOUNDATIONS WILL BE 3'x3'x5'.
6. ALL SIGNS INSTALLED ON BNSF EQUIPMENT SHALL BE PROVIDED AND INSTALLED BY BNSF.
7. A MINIMUM OF 5'3" WILL BE PROVIDED FROM THE CENTER OF ALL WARNING DEVICES TO THE FACE OF CURB, AND 9'3" BETWEEN EDGE OF PAVEMENT AND CENTER OF DEVICE IF THERE IS NO CURB
8. A MINIMUM OF 4'3" WILL BE PROVIDED FROM THE CENTER OF ALL GATE ARMS TO THE FACE OF PEDESTRIAN WALKWAYS
9. A MINIMUM OF 12' WILL BE PROVIDED BETWEEN ALL EQUIPMENT AND THE CENTER OF TRACK. 15' WILL BE THE DESIGN INTENT.
10. ALL BUNGALOWS WILL BE 30' FROM THE ROADWAY AND 25' FROM THE CENTER OF TRACK.
11. ALL CROSSING PANELS WILL HAVE 2' OF OVERHANG FROM THE EDGE OF ASPHALT ROADWAY OR PATHWAY.





CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058727E
RR MILEPOST: 1401.012
LINE SEGMENT: 36
LAT/LONG: 48.3019816, -116.568380
TOTAL DAY THRU TRAINS: 12
TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 79MPH (MAX), 1MPH-79MPH (TYPICAL)

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
IMPORTANT NOTICE REGARDING COPYRIGHT AND OTHER RESERVED RIGHTS OF THESE DRAWINGS, AND THE SAME SHALL NOT BE REUSED WITHOUT J-U-B'S PRIOR WRITTEN CONSENT AND AGREEMENT. ANY REUSE WITHOUT SUCH CONSENT SHALL BE AT USER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO J-U-B.

NO.	DESCRIPTION	BY	APP.	DATE
	REVISION			

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
MOUNTAIN VIEW DRIVE

FILE: GNR_RRCROSSING
JUB PROJ. #: 07-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

242

PM Date:3/13/2024 5:25 PM Plotted By: Brian Ratti
Date Created:3/13/2024 X:\JUB\CENTRAL\CLIENTS\BNSF\ANDORINO\CITYPROJECTS\07-23-021_GREATNORTHERN\RRDIESIGN\CAD\SHEETS\MBT800-23_RRDIAGSHTS.DWG

U. S. DOT CROSSING INVENTORY FORM

Item # 11.

DEPARTMENT OF TRANSPORTATION
FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

A. Revision Date (MM/DD/YYYY)	B. Reporting Agency	C. Reason for Update (Select only one)	D. DOT Crossing Inventory Number
03 / 29 / 2023	☐ Railroad ☐ Transit ☒ State ☐ Other	☐ Change in Data ☐ New Crossing ☐ Closed ☐ No Train Traffic ☐ Quiet Zone Update ☐ Re-Open ☐ Date Change Only ☐ Change in Primary Operating RR ☒ Admin. Correction	058727E

Part I: Location and Classification Information

1. Primary Operating Railroad	2. State	3. County
BNSF Railway Company [BNSF]	IDAHO	BONNER

4. City / Municipality	5. Street/Road Name & Block Number	6. Highway Type & No.
☐ In ☒ Near SANDPOINT	MOUNTAIN VIEW DRIVE (Street/Road Name) | * (Block Number)	CR

7. Do Other Railroads Operate a Separate Track at Crossing?	8. Do Other Railroads Operate Over Your Track at Crossing?
☐ Yes ☒ No If Yes, Specify RR	☒ Yes ☐ No If Yes, Specify RR ATK

9. Railroad Division or Region	10. Railroad Subdivision or District	11. Branch or Line Name	12. RR Milepost
☐ None MONTANA	☐ None KOOTENAI RIVER	☐ None WHTFISH-SANDP J	(prefix) | 1401.012 (nnnn.nnn) | (suffix)

13. Line Segment *	14. Nearest RR Timetable Station *	15. Parent RR (if applicable)	16. Crossing Owner (if applicable)
36	SANDPOINT MRL	☒ N/A	☐ N/A BNSF

17. Crossing Type	18. Crossing Purpose	19. Crossing Position	20. Public Access (if Private Crossing)	21. Type of Train	22. Average Passenger Train Count Per Day
☒ Public ☐ Private	☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.	☒ At Grade ☐ RR Under ☐ RR Over	☐ Yes ☐ No	☒ Freight ☐ Transit ☒ Intercity Passenger ☐ Shared Use Transit ☐ Commuter ☐ Tourist/Other	☐ Less Than One Per Day ☒ Number Per Day 2

23. Type of Land Use
☒ Open Space ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?	25. Quiet Zone (FRA provided)
☐ Yes ☒ No If Yes, Provide Crossing Number	☒ No ☐ 24 Hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID	27. Latitude in decimal degrees	28. Longitude in decimal degrees	29. Lat/Long Source
☒ N/A	(WGS84 std: nn.nnnnnnn) 48.3019816	(WGS84 std: -nnn.nnnnnnn) -116.568380	☒ Actual ☐ Estimated

30.A. Railroad Use *	31.A. State Use *
30.B. Railroad Use *	31.B. State Use *
30.C. Railroad Use *	31.C. State Use *
30.D. Railroad Use *	31.D. State Use *
32.A. Narrative (Railroad Use) * (I.27 I.28 I.29)Value Provided by Railroad, Not Ye	32.B. Narrative (State Use) *

33. Emergency Notification Telephone No. (posted)	34. Railroad Contact (Telephone No.)	35. State Contact (Telephone No.)
800-832-5452	817-352-1549	208-334-8522

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM)	1.B. Total Night Thru Trains (6 PM to 6 AM)	1.C. Total Switching Trains	1.D. Total Transit Trains	1.E. Check if Less Than One Movement Per Day ☐ How many trains per week?
12	12	0	0	

2. Year of Train Count Data (YYYY)	3. Speed of Train at Crossing
2019	3.A. Maximum Timetable Speed (mph) 79 3.B. Typical Speed Range Over Crossing (mph) From 1 to 79

4. Type and Count of Tracks
Main 1 Siding 1 Yard 0 Transit 0 Industry 0

5. Train Detection (Main Track only)
☐ Constant Warning Time ☐ Motion Detection ☐AFO ☐ PTC ☐ DC ☐ Other ☒ None

6. Is Track Signaled?	7.A. Event Recorder	7.B. Remote Health Monitoring
☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

U. S. DOT CROSSING INVENTORY FORM

A. Revision Date *(MM/DD/YYYY)*	PAGE 2	D. Crossing Inventory Number *(7 char.)*
03/29/2023		058727E

Part III: Highway or Pathway Traffic Control Device Information

1. Are there Signs or Signals? ☒ Yes ☐ No

2. Types of Passive Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies *(count)*	2.B. STOP Signs *(R1-1) (count)*	2.C. YIELD Signs *(R1-2) (count)*	2.D. Advance Warning Signs *(Check all that apply; include count)* ☐ None
2	2		☒ W10-1 1 ☐ W10-3 ☐ W10-11 ☐ W10-2 ☐ W10-4 ☐ W10-12

2.E. Low Ground Clearance Sign *(W10-5)*	2.F. Pavement Markings	2.G. Channelization Devices/Medians	2.H. EXEMPT Sign *(R15-3)*	2.I. ENS Sign *(I-13)* Displayed
☒ Yes *(count_____)* ☐ No	☐ Stop Lines ☐ Dynamic Envelope ☐ RR Xing Symbols ☒ None	☐ All Approaches ☐ Median ☐ One Approach ☒ None	☐ Yes ☒ No	☒ Yes ☐ No

2.J. Other MUTCD Signs ☒ Yes ☐ No	2.K. Private Crossing Signs *(if private)*	2.L. LED Enhanced Signs *(List types)*
Specify Type R15-2P Count 2 Specify Type _____ Count 2 Specify Type _____ Count _____	☐ Yes ☐ No	

3. Types of Train Activated Warning Devices at the Grade Crossing *(specify count of each device for all that apply)*

3.A. Gate Arms *(count)*	3.B. Gate Configuration	3.C. Cantilevered *(or Bridged)* Flashing Light Structures *(count)*	3.D. Mast Mounted Flashing Lights *(count of masts)* 0	3.E. Total Count of Flashing Light Pairs
Roadway 0 Pedestrian _____	☐ 2 Quad ☐ 3 Quad ☐ 4 Quad ☐ Full *(Barrier)* Resistance ☐ Median Gates	Over Traffic Lane 0 ☐ Incandescent ☐ LED Not Over Traffic Lane 0	☐ Incandescent ☐ LED ☐ Back Lights Included ☐ Side Lights Included	0

3.F. Installation Date of Current Active Warning Devices: *(MM/YYYY)*	3.G. Wayside Horn	3.H. Highway Traffic Signals Controlling Crossing	3.I. Bells *(count)*
_____/_____ ☒ Not Required	☐ Yes Installed on *(MM/YYYY)* _____/_____ ☐ No	☐ Yes ☒ No	0

3.J. Non-Train Active Warning	3.K. Other Flashing Lights or Warning Devices
☐ Flagging/Flagman ☐ Manually Operated Signals ☐ Watchman ☐ Floodlighting ☐ None	Count 0 Specify type _____

4.A. Does nearby Hwy Intersection have Traffic Signals?	4.B. Hwy Traffic Signal Interconnection	4.C. Hwy Traffic Signal Preemption	5. Highway Traffic Pre-Signals	6. Highway Monitoring Devices *(Check all that apply)*
☐ Yes ☒ No	☒ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs	☐ Simultaneous ☐ Advance	☐ Yes ☐ No Storage Distance * _____ Stop Line Distance * _____	☐ Yes - Photo/Video Recording ☐ Yes – Vehicle Presence Detection ☐ None

Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad	2. Is Roadway/Pathway Paved?	3. Does Track Run Down a Street?	4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)*
☐ One-way Traffic ☒ Two-way Traffic ☐ Divided Traffic Number of Lanes 2	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No

5. Crossing Surface *(on Main Track, multiple types allowed)* Installation Date * *(MM/YYYY)* _____/_____ Width * _____ Length * _____
☐ 1 Timber ☐ 2 Asphalt ☐ 3 Asphalt and Timber ☒ 4 Concrete ☐ 5 Concrete and Rubber ☐ 6 Rubber ☐ 7 Metal
☐ 8 Unconsolidated ☐ 9 Composite ☐ 10 Other *(specify)* _____

6. Intersecting Roadway within 500 feet?	7. Smallest Crossing Angle	8. Is Commercial Power Available? *
☒ Yes ☐ No If Yes, Approximate Distance *(feet)* _____	☐ 0° – 29° ☐ 30° – 59° ☐ 60° - 90°	☒ Yes ☐ No

Part V: Public Highway Information

1. Highway System	2. Functional Classification of Road at Crossing	3. Is Crossing on State Highway System?	4. Highway Speed Limit
☐ (01) Interstate Highway System ☐ (02) Other Nat Hwy System (NHS) ☐ (03) Federal AID, Not NHS ☒ (08) Non-Federal Aid	☒ (0) Rural ☐ (1) Urban ☐ (1) Interstate ☐ (5) Major Collector ☐ (2) Other Freeways and Expressways ☐ (3) Other Principal Arterial ☐ (6) Minor Collector ☐ (4) Minor Arterial ☒ (7) Local	☐ Yes ☒ No	35 MPH ☒ Posted ☐ Statutory

5. Linear Referencing System *(LRS Route ID)* *

6. LRS Milepost *

7. Annual Average Daily Traffic *(AADT)*	8. Estimated Percent Trucks	9. Regularly Used by School Buses?	10. Emergency Services Route
Year 1996 AADT 000230	1 %	☐ Yes ☒ No Average Number per Day 0	☐ Yes ☐ No

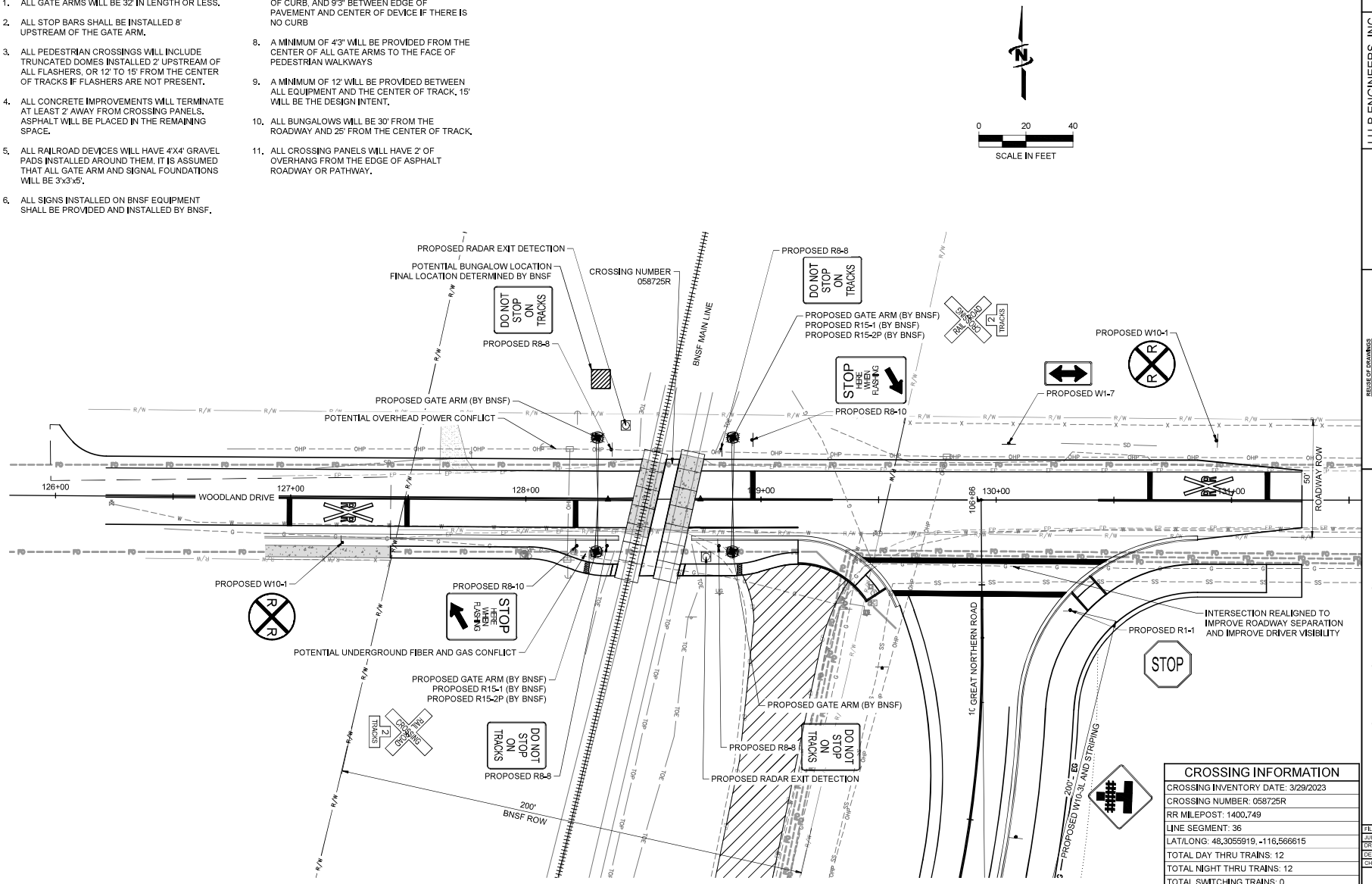
Submission Information - *This information is used for administrative purposes and is not available on the public website.*

Submitted by _____ Organization _____ Phone _____ Date _____

Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590.

GENERAL NOTES

1. ALL GATE ARMS WILL BE 32' IN LENGTH OR LESS.
2. ALL STOP BARS SHALL BE INSTALLED 8' UPSTREAM OF THE GATE ARM.
3. ALL PEDESTRIAN CROSSINGS WILL INCLUDE TRUNCATED DOMES INSTALLED 2' UPSTREAM OF ALL FLASHERS, OR 12' TO 15' FROM THE CENTER OF TRACKS IF FLASHERS ARE NOT PRESENT.
4. ALL CONCRETE IMPROVEMENTS WILL TERMINATE AT LEAST 2' AWAY FROM CROSSING PANELS. ASPHALT WILL BE PLACED IN THE REMAINING SPACE.
5. ALL RAILROAD DEVICES WILL HAVE 4'X4' GRAVEL PADS INSTALLED AROUND THEM. IT IS ASSUMED THAT ALL GATE ARM AND SIGNAL FOUNDATIONS WILL BE 3'x3'x5'.
6. ALL SIGNS INSTALLED ON BNSF EQUIPMENT SHALL BE PROVIDED AND INSTALLED BY BNSF.
7. A MINIMUM OF 5'3" WILL BE PROVIDED FROM THE CENTER OF ALL WARNING DEVICES TO THE FACE OF CURB, AND 9'3" BETWEEN EDGE OF PAVEMENT AND CENTER OF DEVICE IF THERE IS NO CURB
8. A MINIMUM OF 4'3" WILL BE PROVIDED FROM THE CENTER OF ALL GATE ARMS TO THE FACE OF PEDESTRIAN WALKWAYS
9. A MINIMUM OF 12' WILL BE PROVIDED BETWEEN ALL EQUIPMENT AND THE CENTER OF TRACK. 15' WILL BE THE DESIGN INTENT.
10. ALL BUNGALOWS WILL BE 30' FROM THE ROADWAY AND 25' FROM THE CENTER OF TRACK.
11. ALL CROSSING PANELS WILL HAVE 2' OF OVERHANG FROM THE EDGE OF ASPHALT ROADWAY OR PATHWAY.



CROSSING INFORMATION
CROSSING INVENTORY DATE: 3/29/2023
CROSSING NUMBER: 058725R
RR MILEPOST: 1400.749
LINE SEGMENT: 36
LAT/LONG: 48.3055919, -116.566615
TOTAL DAY THRU TRAINS: 12
TOTAL NIGHT THRU TRAINS: 12
TOTAL SWITCHING TRAINS: 0
TOTAL TRANSIT TRAINS: 0
SPEED OF TRAIN AT CROSSING: 79MPH (MAX), 1MPH-79MPH (TYPICAL)

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

PRELIMINARY PLANS

NOT FOR CONSTRUCTION

REUSE OF DRAWINGS
IN ACCEPTANCE OF THESE DRAWINGS, COPYRIGHT AND OTHER RESERVED RIGHTS OF THESE DRAWINGS, AND THE SAME SHALL NOT BE REUSED WITHOUT J-U-B'S PRIOR WRITTEN CONSENT. ANY REUSE WITHOUT SUCH CONSENT SHALL BE AT RECIPIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO J-U-B.

NO.	DESCRIPTION	BY	APP'D	DATE
	REVISION			

GREAT NORTHERN ROAD
CITY OF SANDPOINT, ID

RAILROAD FIELD DIAGNOSTIC EXHIBIT
WOODLAND DRIVE

FILE: GNR_RRCROSSING
JUB PROJ. #: 10-23-021
DRAWN BY: MMW
DESIGN BY:
CHECKED BY: KPS
ONE INCH
AT FULL SIZE. IF NOT ONE INCH, SCALE ACCORDINGLY
LAST UPDATED: 3/13/2024
SHEET NUMBER:

Item # 11.

PM Date:3/13/2024 5:36 PM Plotted By: Brian Ratti
Date Created:3/13/2024 X:\JUBCENTRAL\SCI\BD\PROJECTS\PROJECTS\10-23-021_GREATNORTHERNROD\BIM\CAD\SHEETS\MBT\90x24_RRCROSSING.DWG

U. S. DOT CROSSING INVENTORY FORM

Item # 11.

DEPARTMENT OF TRANSPORTATION
FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

A. Revision Date (MM/DD/YYYY)	B. Reporting Agency	C. Reason for Update (Select only one)	D. DOT Crossing Inventory Number
03 / 29 / 2023	☐ Railroad ☐ Transit ☒ State ☐ Other	☐ Change in Data ☐ New Crossing ☐ Closed ☐ No Train Traffic ☐ Quiet Zone Update ☐ Re-Open ☐ Date Change Only ☐ Change in Primary Operating RR ☒ Admin. Correction	058725R

Part I: Location and Classification Information

1. Primary Operating Railroad	2. State	3. County
BNSF Railway Company [BNSF]	IDAHO	BONNER

4. City / Municipality	5. Street/Road Name & Block Number	6. Highway Type & No.
☒ In ☐ Near SANDPOINT	WOODLAND DRIVE (Street/Road Name) | * (Block Number)	CR

7. Do Other Railroads Operate a Separate Track at Crossing?	8. Do Other Railroads Operate Over Your Track at Crossing?
☐ Yes ☒ No If Yes, Specify RR	☒ Yes ☐ No If Yes, Specify RR ATK

9. Railroad Division or Region	10. Railroad Subdivision or District	11. Branch or Line Name	12. RR Milepost
☐ None MONTANA	☐ None KOOTENAI RIVER	☐ None WHTFISH-SANDP J	(prefix) | 1400.749 (nnnn.nnn) | (suffix)

13. Line Segment *	14. Nearest RR Timetable Station *	15. Parent RR (if applicable)	16. Crossing Owner (if applicable)
36	SANDPOINT MRL	☒ N/A	☐ N/A BNSF

17. Crossing Type	18. Crossing Purpose	19. Crossing Position	20. Public Access (if Private Crossing)	21. Type of Train	22. Average Passenger Train Count Per Day
☒ Public ☐ Private	☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.	☒ At Grade ☐ RR Under ☐ RR Over	☐ Yes ☐ No	☒ Freight ☐ Transit ☒ Intercity Passenger ☐ Shared Use Transit ☐ Commuter ☐ Tourist/Other	☐ Less Than One Per Day ☒ Number Per Day 2

23. Type of Land Use
☒ Open Space ☐ Farm ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?	25. Quiet Zone (FRA provided)
☐ Yes ☒ No If Yes, Provide Crossing Number	☒ No ☐ 24 Hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID	27. Latitude in decimal degrees	28. Longitude in decimal degrees	29. Lat/Long Source
☒ N/A	(WGS84 std: nn.nnnnnnn) 48.3055919	(WGS84 std: -nnn.nnnnnnn) -116.566615	☒ Actual ☐ Estimated

30.A. Railroad Use *	31.A. State Use *
30.B. Railroad Use *	31.B. State Use *
30.C. Railroad Use *	31.C. State Use *
30.D. Railroad Use *	31.D. State Use *
32.A. Narrative (Railroad Use) * (I.27 I.28 I.29)Value Provided by Railroad, Not Ye	32.B. Narrative (State Use) *

33. Emergency Notification Telephone No. (posted)	34. Railroad Contact (Telephone No.)	35. State Contact (Telephone No.)
800-832-5452	817-352-1549	208-334-8522

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM)	1.B. Total Night Thru Trains (6 PM to 6 AM)	1.C. Total Switching Trains	1.D. Total Transit Trains	1.E. Check if Less Than One Movement Per Day ☐ How many trains per week?
12	12	0	0	

2. Year of Train Count Data (YYYY)	3. Speed of Train at Crossing
2019	3.A. Maximum Timetable Speed (mph) 79 3.B. Typical Speed Range Over Crossing (mph) From 1 to 79

4. Type and Count of Tracks
Main 1 Siding 1 Yard 0 Transit 0 Industry 0

5. Train Detection (Main Track only)
☐ Constant Warning Time ☐ Motion Detection ☐AFO ☐ PTC ☐ DC ☐ Other ☒ None

6. Is Track Signaled?	7.A. Event Recorder	7.B. Remote Health Monitoring
☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

U. S. DOT CROSSING INVENTORY FORM

A. Revision Date *(MM/DD/YYYY)*	PAGE 2	D. Crossing Inventory Number *(7 char.)*
03/29/2023		058725R

Part III: Highway or Pathway Traffic Control Device Information

1. Are there Signs or Signals? ☒ Yes ☐ No

2. Types of Passive Traffic Control Devices associated with the Crossing

2.A. Crossbuck Assemblies *(count)*	2.B. STOP Signs *(R1-1) (count)*	2.C. YIELD Signs *(R1-2) (count)*	2.D. Advance Warning Signs *(Check all that apply; include count)* ☒ None
2	2		☐ W10-1 _____ ☐ W10-3 _____ ☐ W10-11 _____ ☐ W10-2 _____ ☐ W10-4 _____ ☐ W10-12 _____

2.E. Low Ground Clearance Sign *(W10-5)*	2.F. Pavement Markings	2.G. Channelization Devices/Medians	2.H. EXEMPT Sign *(R15-3)*	2.I. ENS Sign *(I-13)* Displayed
☒ Yes *(count_____)* ☐ No	☐ Stop Lines ☐ Dynamic Envelope ☐ RR Xing Symbols ☒ None	☐ All Approaches ☐ Median ☐ One Approach ☒ None	☐ Yes ☒ No	☒ Yes ☐ No

2.J. Other MUTCD Signs ☒ Yes ☐ No

Specify Type R15-2P Count 2
Specify Type _____ Count 2
Specify Type _____ Count _____

2.K. Private Crossing Signs *(if private)* ☐ Yes ☐ No

2.L. LED Enhanced Signs *(List types)*

3. Types of Train Activated Warning Devices at the Grade Crossing *(specify count of each device for all that apply)*

3.A. Gate Arms *(count)*	3.B. Gate Configuration	3.C. Cantilevered *(or Bridged)* Flashing Light Structures *(count)*	3.D. Mast Mounted Flashing Lights *(count of masts)* 0	3.E. Total Count of Flashing Light Pairs
Roadway 0 Pedestrian _____	☐ 2 Quad ☐ 3 Quad ☐ 4 Quad ☐ Full *(Barrier)* Resistance ☐ Median Gates	Over Traffic Lane 0 ☐ Incandescent Not Over Traffic Lane 0 ☐ LED	☐ Incandescent ☐ LED ☐ Back Lights Included ☐ Side Lights Included	0

3.F. Installation Date of Current Active Warning Devices: *(MM/YYYY)*	3.G. Wayside Horn	3.H. Highway Traffic Signals Controlling Crossing	3.I. Bells *(count)*
_____/_____ ☒ Not Required	☐ Yes Installed on *(MM/YYYY)* _____/_____ ☐ No	☐ Yes ☒ No	0

3.J. Non-Train Active Warning ☐ Flagging/Flagman ☐ Manually Operated Signals ☐ Watchman ☐ Floodlighting ☐ None

3.K. Other Flashing Lights or Warning Devices Count 0 Specify type _____

4.A. Does nearby Hwy Intersection have Traffic Signals?	4.B. Hwy Traffic Signal Interconnection	4.C. Hwy Traffic Signal Preemption	5. Highway Traffic Pre-Signals	6. Highway Monitoring Devices *(Check all that apply)*
☐ Yes ☒ No	☒ Not Interconnected ☐ For Traffic Signals ☐ For Warning Signs	☐ Simultaneous ☐ Advance	☐ Yes ☐ No Storage Distance * _____ Stop Line Distance * _____	☐ Yes - Photo/Video Recording ☐ Yes – Vehicle Presence Detection ☐ None

Part IV: Physical Characteristics

1. Traffic Lanes Crossing Railroad	2. Is Roadway/Pathway Paved?	3. Does Track Run Down a Street?	4. Is Crossing Illuminated? *(Street lights within approx. 50 feet from nearest rail)*
☐ One-way Traffic ☒ Two-way Traffic Number of Lanes 2 ☐ Divided Traffic	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No

5. Crossing Surface *(on Main Track, multiple types allowed)* Installation Date * *(MM/YYYY)* _____/_____ Width * _____ Length * _____
☐ 1 Timber ☐ 2 Asphalt ☐ 3 Asphalt and Timber ☒ 4 Concrete ☐ 5 Concrete and Rubber ☐ 6 Rubber ☐ 7 Metal
☐ 8 Unconsolidated ☐ 9 Composite ☐ 10 Other *(specify)* _____

6. Intersecting Roadway within 500 feet?	7. Smallest Crossing Angle	8. Is Commercial Power Available? *
☐ Yes ☒ No If Yes, Approximate Distance *(feet)* _____	☐ 0° – 29° ☐ 30° – 59° ☐ 60° - 90°	☒ Yes ☐ No

Part V: Public Highway Information

1. Highway System	2. Functional Classification of Road at Crossing	3. Is Crossing on State Highway System?	4. Highway Speed Limit
☐ (01) Interstate Highway System ☐ (02) Other Nat Hwy System (NHS) ☐ (03) Federal AID, Not NHS ☒ (08) Non-Federal Aid	☒ (0) Rural ☐ (1) Urban ☐ (1) Interstate ☐ (5) Major Collector ☐ (2) Other Freeways and Expressways ☐ (3) Other Principal Arterial ☐ (6) Minor Collector ☐ (4) Minor Arterial ☒ (7) Local	☐ Yes ☒ No	35 MPH ☒ Posted ☐ Statutory

5. Linear Referencing System *(LRS Route ID)* *

6. LRS Milepost *

7. Annual Average Daily Traffic *(AADT)*	8. Estimated Percent Trucks	9. Regularly Used by School Buses?	10. Emergency Services Route
Year 2023 AADT 2100	0 %	☐ Yes ☒ No Average Number per Day 0	☐ Yes ☐ No

Submission Information - *This information is used for administrative purposes and is not available on the public website.*

Submitted by _____ Organization _____ Phone _____ Date _____

Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590.

Annual GXAPS 2024

Highway-Rail Grade Crossing Accident Prediction System

Accident Prediction Report for
Public at-Grade Highway-Rail Crossings

Including:

Disclaimer/Variable Key
Accident Prediction Report
Crossing Profile
Accident History

Provided By:

Federal Railroad Administration
Grade Crossing and Trespasser Outreach Division

Data Contained in this Report:

Crossing: 058725R, Crossing: 058727E, Crossing: 065934R, Crossing: 058728L, Crossing: 058819S

Date Prepared: 03/13/2024

U.S. Department of Transportation
Federal Railroad Administration

USING DATA PRODUCED BY GXAPS

(Highway-Rail Grade Crossing Accident Prediction System)

GXAPS generates reports listing public highway-rail intersections by State, County, City, railroad, or crossing ID ranked by predicted accidents per year. These reports include the current highway grade crossing inventory record and the accidents over the last 5 years. These data are produced using the Federal Railroad Administration's New Accident Prediction and Severity Model (APS), 2020.

GXAPS is a statistical model that provides users an analytical tool that can assist in determining where scarce highway-rail grade crossing resources can best be directed. GXAPS does not rank crossings in terms of most to least dangerous. Use of the GXAPS accident prediction formula in this manner is incorrect and misleading. GXAPS output enables State and local highway and law enforcement agencies to identify public highway-rail crossing locations which may require additional or specialized attention. It is also a tool which can be used by state highway authorities and railroads to nominate crossings which may require physical safety improvements or enhancements.

The GXAPS accident prediction formula is based upon two independent factors (variables) which includes: (1) basic data about a crossing's physical and operating characteristics, and (2) the last full five years of accident history data available at the crossing. These data are obtained from the FRA's inventory and accident/incident files which are subject to keypunch and submission errors. Although every attempt is made to find and correct errors, there is still a possibility that some errors exist. Erroneous, inaccurate, and non-current data will alter GXAPS accident prediction values. While approximately 100,000 inventory file changes and updates are voluntarily provided annually by States and railroads and processed by FRA into the National Inventory File, data records for specific crossings may not be completely current. Only the intended users (States and railroads) are knowledgeable as to how current the inventory data is for a particular State, railroad, or location.

It is important to understand the type of information produced by GXAPS and the limitations on the application of the output data. GXAPS does not state that specific crossings are the most dangerous. Rather, GXAPS data provides an indication that conditions are such that one crossing may possibly be more hazardous than another based on the specific data that is in the program. It is only one of many tools which can be used to assist individual States, railroads, and local highway authorities in determining where and how to initially focus attention for improving safety at public highway-rail intersections.

GXAPS is designed to nominate crossings for further evaluation based only upon the physical and operating characteristics of specific crossings as voluntarily reported and updated by States and railroads and five years of accident history data. GXAPS is not designed to single out specific crossings without considering the many other factors which may influence accident rates or probabilities. State highway planners may or may not use GXAPS. Some States utilize their own formula or model which may include other geographic and site-specific factors. At best, GXAPS nominates crossings for further on-the-ground review by knowledgeable highway traffic engineers and specialists. The output information is not the end or final product, and the GXAPS data should not be used for non-intended purposes.

It should also be noted that there are certain characteristics or factors which are not, nor can be, included in the GXAPS database. These include sight-distance, highway congestion, bus or hazardous material traffic, local topography, and passenger exposure (train or vehicle), etc. Be aware that GXAPS is only one model and that other accident prediction models which may be used by States may yield different, but just as valid results for ranking crossings for safety improvements.

Finally, it should be noted that this database is not the sole indicator of the condition of a specific public highway-rail intersection. The GXAPS output must be considered as a supplement to the information needed to undertake specific actions aimed at enhancing highway-rail crossing safety at locations across the U.S. The authority and jurisdiction to appropriate resources toward the safety improvement or elimination of specific crossings lies with the individual States.

U.S. Department of Transportation
Federal Railroad Administration

VARIABLE KEY

for use with GXAPS Reports

The lists produced are only for public at-grade highway-rail intersections for the entity listed at the top of the page. The parameters shown are those used in the accident prediction calculation.

PRED ACC RANK:	Crossings are listed in order and ranked with the highest accident prediction value first.
AVG PRED ACC:	The accident prediction value is the probability that an accident between a train and a highway vehicle will occur at the crossing in a year.
HIST AVG PRED ACC:	The historical accident prediction value is the probability that an accident between a train and a highway vehicle will occur at the crossing in a year.
GX ID:	The unique site specific DOT/AAR Crossing Inventory Number.
RR CODE:	The unique alphabetic FRA railroad code for the specific railroad.
CITY, STATE (COUNTY):	The city, state, and county which the crossing is located.
STREET:	The name of the road, street, or highway (if provided) where the crossing is located.
YEARLY ACCIDENT COUNT:	The number of accidents reported to FRA in each of the years indicated. Note: Most recent year is partial year (data is not for the complete calendar year) unless Accidents per Year is 'AS OF DECEMBER 31'.
DATE CHG:	The date of the latest change of the warning device category at the crossing which impacts the accident prediction calculation, e.g., a change from crossbucks to flashing lights, or flashing lights to gates.The accident prediction calculation utilizes three different formulas, on each for (1) passive devices, (2) flashing lights only, and (3) flashing lights with gates.When a date is shown, the accident history prior to the indicated year - month is not included in calculating the accident prediction value.
W D:	The type of warning device shown on the current Inventory record for the crossing where: FQ = Four Quad Gates; GT = All Other Gates; FL = Flashing lights; HS = Wigwags, Highway Signals, Bells, or Other Activated; SP = Special Protection(e.g., a flagman); SS = Stop Signs; XB = Crossbucks; OS = Other Signs or Signals; NO = No Signs or Signals.
TOT TRN:	Total number of trains per day at the crossing.
TOT TRK:	Total number of railroad tracks between the warning devices at the crossing.
TTBL SPD:	The maximum (allowable) timetable speed for trains through the crossing.
HWY PVD:	Is the highway paved on both sides of the crossing?
HWY LNS:	The number of highway traffic lanes crossing the tracks at the crossing.
AADT:	The average daily traffic count of highway vehicles at the crossing.

U.S. Department of Transportation
Federal Railroad Administration

RANKED PUBLIC HIGHWAY-RAIL CROSSINGS
FIVE YEAR* TOTAL ACCIDENT HISTORY

*Yearly Accident Count: Most recent year is partial year (data is not for the complete calendar year) unless Accidents per Year is 'AS OF DECEMBER 31'.

Date generated: 03/13/2024. Source: https://safetydata.fra.dot.gov/gxaps-app/#/

							Yearly Accident Count												
PRED ACC RANK	AVG PRED ACC	HIST AVG PRED ACC	GX ID	RR	CITY, STATE (COUNTY)	STREET	23	22	21	20	19	DATE CHG	W D	TOT TRN	TOT TRK	TTBL SPD	HWY PVD	HWY LNS	AADT
1	0.022341	0.101375	058725R	BNSF	SANDPOINT, ID (BONNER)	WOODLAND DRIVE	0	0	0	0	0		XB	24	3	79	Yes	2	2100
2	0.011917	0.028654	058727E	BNSF	SANDPOINT, ID (BONNER)	MOUNTAIN VIEW DR	0	0	0	0	0		XB	24	3	79	Yes	2	230
3	0.004107	0.012195	058819S	BNSF	SANDPOINT, ID (BONNER)	GOOBY ROAD	0	0	0	0	0		GT	24	3	35	Yes	2	160
4	0	0.000308	058728L	BNSF	SANDPOINT, ID (BONNER)	GOOBY ROAD	0	0	0	0	0		GT	0	8	10	Yes	2	200
5	0	0.001444	065934R	BNSF	SANDPOINT, ID (BONNER)	BALDY MOUNTAIN ROAD	0	0	0	0	0	04/2018	XB	0	2	10	Yes	2	1600
TTL:	0.007673	0.028795					0	0	0	0	0								

U.S. Department of Transportation
Federal Railroad Administration

CROSSING INVENTORY PROFILE

Crossing ID	State	County	City	Highway	RailRoad
058725R	ID	BONNER	SANDPOINT	CR	BNSF

Division	Subdivision	Milepost	Train Movements
MONTANA	KOOTENAI RIVER	1400.749	12 DayThru12 NightThru 0 Switching

Typical Train Speed	Type Development	Number of Traffic Lanes	Highway Paved?
1 MPH - 79 MPH	11	2	Yes , 0

Passive Devices	Active Devices
2XB / 2SS / nullYS	0GT / null GT(Ped) 0 FL(over) / 0 FL(not over) / 0 FL(ttl pairs)

Tracks	Highway System	Function Class	AADT	Percentage of Trucks
1MAIN1OTH	8	0	2100	0

Crossing ID	State	County	City	Highway	RailRoad
058727E	ID	BONNER	SANDPOINT	CR	BNSF

Division	Subdivision	Milepost	Train Movements
MONTANA	KOOTENAI RIVER	1401.012	12 DayThru12 NightThru 0 Switching

Typical Train Speed	Type Development	Number of Traffic Lanes	Highway Paved?
1 MPH - 79 MPH	11	2	Yes , 0

Passive Devices	Active Devices
2XB / 2SS / nullYS	0GT / null GT(Ped) 0 FL(over) / 0 FL(not over) / 0 FL(ttl pairs)

Tracks	Highway System	Function Class	AADT	Percentage of Trucks
1MAIN1OTH	8	0	000230	1

Crossing ID	State	County	City	Highway	RailRoad
058728L	ID	BONNER	SANDPOINT	CR	BNSF

Division	Subdivision	Milepost	Train Movements
MONTANA	KOOTENAI RIVER	1401.546	0 DayThru0 NightThru 0 Switching

Typical Train Speed	Type Development	Number of Traffic Lanes	Highway Paved?
1 MPH - 10 MPH	11	2	Yes , 0

Passive Devices	Active Devices
2XB / 0SS / nullYS	2GT / null GT(Ped) 0 FL(over) / 0 FL(not over) / 4 FL(ttl pairs)

Tracks	Highway System	Function Class	AADT	Percentage of Trucks
0MAIN4OTH	8	0	000200	14

Crossing ID	State	County	City	Highway	RailRoad
058819S	ID	BONNER	SANDPOINT	CR	BNSF

Division	Subdivision	Milepost	Train Movements
MONTANA	KOOTENAI RIVER	1401.527	12 DayThru12 NightThru 0 Switching

Typical Train Speed	Type Development	Number of Traffic Lanes	Highway Paved?
1 MPH - 35 MPH	11	2	Yes , 0

Passive Devices	Active Devices
0XB / 0SS / nullYS	2GT / null GT(Ped) 0 FL(over) / 0 FL(not over) / 4 FL(ttl pairs)

Tracks	Highway System	Function Class	AADT	Percentage of Trucks
1MAIN1OTH	8	1	000160	20

Crossing ID	State	County	City	Highway	RailRoad
065934R	ID	BONNER	SANDPOINT	CR	BNSF

Division	Subdivision	Milepost	Train Movements
MONTANA	BOYER YD ID	1402.074	0 DayThru0 NightThru 0 Switching

Typical Train Speed	Type Development	Number of Traffic Lanes	Highway Paved?
1 MPH - 10 MPH	11	2	Yes , 1

Passive Devices	Active Devices
2XB / 1SS / nullYS	nullGT / null GT(Ped) null FL(over) / 0 FL(not over) / null FL(ttl pairs)

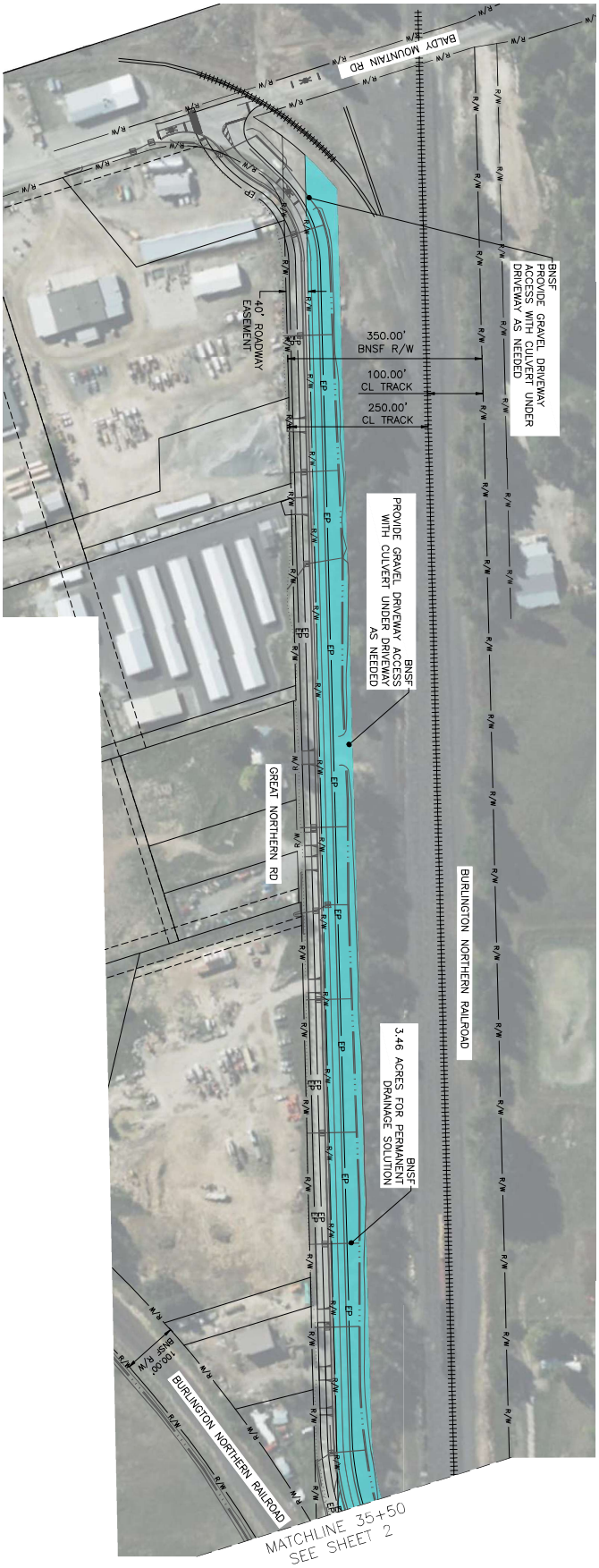
Tracks	Highway System	Function Class	AADT	Percentage of Trucks
0MAIN1OTH	3	1	1600	5

U.S. Department of Transportation
Federal Railroad Administration

RANKED PUBLIC HIGHWAY-RAIL CROSSINGS
TEN YEAR ACCIDENT PREDICTION HISTORY

Crossing ID	Date/ Time	Railroad	City/ Highway	Hwy User/ User Spd	Type Trk/ Train Spd	Weather	Circumstances/ View of Track Obstructed	Warning Devices/ Operating?	Intersection/ Lights	Number Killed/ Number Injured
058725R										
	12/23/18 (8:13 PM)	BNSF	SANDPOINT WOODLAND DR	Truck 004MPH	Main 025MPH	28 F Dusk	TRN STRUCK HWY USER Not obstructed	SS,XB	No No	0 0
Total	Accidents	1								
Total	Accidents this Report:	1								

Plot Date:3/13/2024 3:18 PM Plotted By: Braiden Markham
Date Created:3/13/2024 \\JUB.COM\CENTRAL\CLIENTS\ID\SANDPOINT\CITY\PROJECTS\07-23-021_GREATNORTHERNRD\DESIGN\CAD\SHEET EXHIBITS\2023-09-21_BNSFRIGHTOFWAY\07-23-021_BNSFRWAYEXHIBIT.DWG



SCALE IN FEET
0
100
200

N

GREAT NORTHERN ROAD
CITY OF SANDPOINT

RIGHT OF WAY
CONCEPTUAL EXHIBIT

REUSE OF DRAWINGS

J-U-B SHALL RETAIN ALL COMMON LAW, STATUTORY, COPYRIGHT AND OTHER RESERVED RIGHTS OF THESE DRAWINGS, AND THE SAME SHALL NOT BE REUSED WITHOUT J-U-B'S PRIOR WRITTEN CONSENT. ANY REUSE WITHOUT WRITTEN CONSENT BY J-U-B WILL BE AT CLIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO J-U-B.

REVISION

NO.	DESCRIPTION	BY	APR.	DATE

J-U-B ENGINEERS, INC.
7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

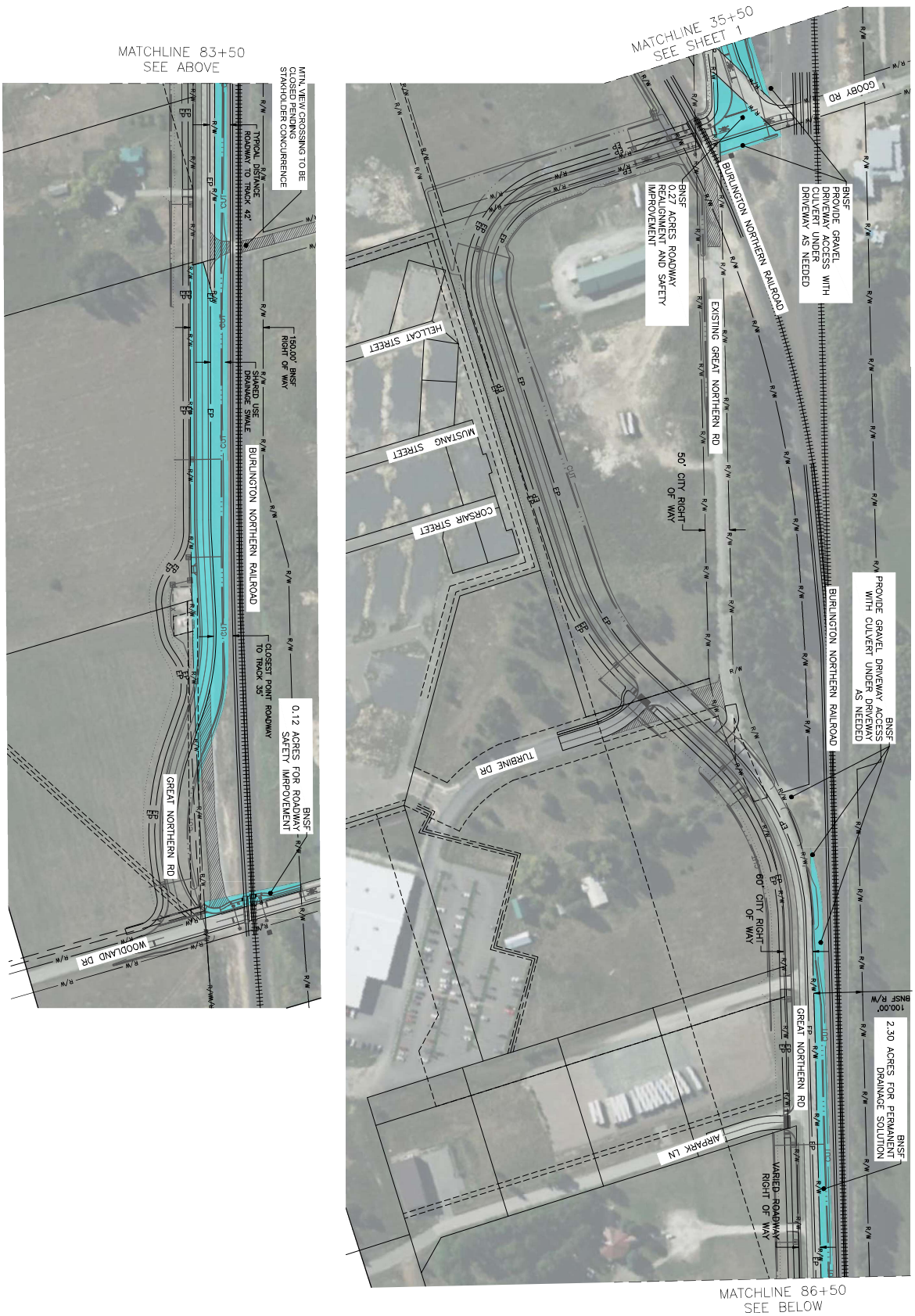
J-U-B ENGINEERS, INC.

SHEET NUMBER:
LAST UPDATED: 3/13/2024
PROJECT MANAGER: CHAD ROSH
CHECKED BY: AJH
DESIGNED BY: AJH
JUB PROJECT: 23-07-021
FILE: 07-23-021_BNSFRWAYEXHIBIT

Plot Date: 3/13/2024 3:19 PM Plotted By: Braiden Markham
Date Created: 3/13/2024 \\JUB.COM\CENTRAL\CLIENTS\ID\SANDPOINT\CITY\PROJECTS\07-23-21_GREATNORTHERNRD\DESIGN\CAD\SHEET\EXHIBITS\2023-09-21_BNSFRIGHTOFWAY\07-23-21_BNSFRIWAYEXHIBIT.DWG

SCALE IN FEET
0
100
200

N



GREAT NORTHERN ROAD
CITY OF SANDPOINT

RIGHT OF WAY
CONCEPT EXHIBIT

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NO.	DESCRIPTION	BY	APR.	DATE

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7825 Meadowlark Way
Coeur d'Alene, ID 83815
Phone: 208.762.8787
www.jub.com

J-U-B ENGINEERS, INC.

J.U.B. 012-23-21_BNSFRIWAYEXHIBIT
JUB PROJ. NO. 23-23-21
DRAWN BY: MDH
CHECKED BY: AJH
APPROVED BY: AJH
LAST UPDATED: 3/13/2024
PLOT SCALE: 1" = 100'
PLOT DATE: 3/13/2024
SHEET NUMBER:

AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 16, 2025

MEETING DATE: August 6th, 2025

TO: Mayor Grimm, Sandpoint City Council

FROM: Planning & Community Development Director, Jason Welker

SUBJECT: Public Hearing – Update to Sandpoint's Area of Impact Boundary

DESCRIPTION/BACKGROUND:

The purpose of this staff report is to present an updated proposal for the City of Sandpoint's Area of Impact (AOI), formerly referred to as the Area of City Impact (ACI), in accordance with Idaho State Code § 67-6526. In response to direction from the Bonner County Board of Commissioners (BOCC) at their June 16, 2025, public hearing, City staff now propose the elimination of Sandpoint's AOI altogether.

This proposal reflects the City's current growth plans and acknowledges that no areas outside Sandpoint's corporate limits are expected to be annexed within the next five years. The elimination of the AOI complies with the statutory requirement that an AOI include only areas "very likely to be annexed" in that time frame.

Idaho's Local Land Use Planning Act (LLUPA), codified in Title 67, Chapter 65 of Idaho Code, establishes a legal framework for local land use planning. Section 67-6526 specifically governs the establishment and amendment of areas of impact for cities in coordination with counties.

Historically, the City of Sandpoint's AOI encompassed approximately 12.3 square miles of unincorporated land adjacent to the city. In early 2025, a staff proposal to reduce the AOI to 3.4 square miles was brought forward in an effort to comply with new legislative requirements enacted in 2024, which restrict AOIs to areas both within two miles of city limits and highly likely to be annexed within five years.

However, during the June 16, 2025, Bonner County Board of Commissioners meeting, the commissioners expressed concern that even the significantly reduced AOI did not meet the statutory threshold of "very likely" to be annexed. Specifically, concerns were raised regarding statements made by City officials indicating limited utility capacity and a lack of planned annexations in the near term.

At the July 15th Planning and Zoning Commission meeting the commission voted unanimously to eliminate Sandpoint's Area of City Impact (ACI) and Area of Impact (AOI).

UPDATED PROPOSAL:

In response to the BOCC's direction, and following internal evaluation of the City's growth and annexation plans, staff now propose the complete elimination of the City of Sandpoint's AOI.

Key points supporting this proposal include:

- The City has no current plans or intentions to annex unincorporated land within the next five years.
- Annexation in Idaho is typically initiated by property owners, and the City has not received recent annexation petitions.
- While utility capacity issues were raised during BOCC deliberations, they are secondary to the primary statutory requirement under § 67-6526, which is a demonstrated likelihood of annexation within five years.
- Without foreseeable annexation activity, maintaining an AOI is likely more consistent with Idaho Code if it matches known annexation interest.
- In accordance with Idaho Code 67-6526 4(b), “Adjustments to an area of impact may be proposed and considered at any time following the initial establishment of the area of impact.” Given this flexibility, the city will be able to respond to an annexation request relatively quickly.

Notice of the public hearing was published in accordance with Idaho Code requirements and local ordinances on June 25, 2025, and July 2, 2025. Notice was also posted on the City’s website. Written public comment submitted by July 10, 2025, will be included in the meeting packet, and comments received after that deadline will be distributed at the hearing.

STAFF RECOMMENDATION:

Planning staff recommends that City Council approve the proposed elimination of the City’s Area of Impact and forward a recommendation to the Bonner County Board of Commissioners.

This action aligns with the guidance provided by the BOCC and reflects the City’s current land use planning trajectory, ensuring compliance with the requirements of Idaho Code § 67-6526.

NEXT STEPS:

If City Council recommends approval, the proposal will proceed to the BOCC for consideration. If approved by the BOCC, planning staff will move to amend our Comprehensive Plan to remove the Area of City Impact.

ACTION:

Motion to approve, deny, or modify the proposed elimination of the Area of Impact for recommendation to the BOCC and subsequent formal action in coordination with Bonner County.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

None

Bonner County Planning Department
"Protecting property rights and enhancing property value"
1500 Highway 2, Suite 208, Sandpoint, Idaho 83864
Phone (208) 265-1458 - Fax (866) 537-4935
Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov

July 2, 2025

Bonner County
1500 Hwy 2
Sandpoint, ID 83864

Subject: File AM0006-25 – Modification to the Area of Impact for the City of Sandpoint

The Bonner County Commissioner at the June 16, 2025 public hearing rejected and remanded the referenced application.

MOTION: Commissioner Domke moved to amend the area of impact for the City of Sandpoint for File AM0006-25 to remove the disputed properties, being described as RP57N02W282851A, RP57N02W284201A, and RP57N02W284602A.

Commissioner Korn seconded the motion.

ROLL CALL VOTE

Commissioner Williams	**YES**
Commissioner Korn	**YES**
Commissioner Domke	**YES**

MOTION TO REJECT: Commissioner Korn moved to reject the proposed Area of Impact for the City of Sandpoint and requested the City resubmit an amended Area of Impact which reflects a more realistic five year growth rate.

Commissioner Domke seconded the motion.

ROLL CALL VOTE

Commissioner Williams	**YES**
Commissioner Korn	**YES**
Commissioner Domke	**YES**

Voted upon and the Chair declared the Motion passed, unanimously.

Please contact the Planning Department if you have any questions.

Sincerely,

Asia Williams

Asia Williams, Chairwoman
Board of County Commissioners
c: Planning Department

Bonner County
Board of Commissioners
Brian Domke Asia Williams Ron Korn

Public Hearing Minutes
Planning

Date: June 16, 2025
Location: 1500 Hwy 2, Suite 338
Sandpoint, ID 83864
Convene at: 11:00 AM

COMMISSIONERS: Domke – Present Williams – Present Korn – Present
OTHERS PRESENT: Jake Gabell

Purpose/Topic Summary: Modification to the Area of Impact for the following Cities: Dover Sandpoint, Ponderay, Kootenai, Hope, East Hope, and Clark Fork

* * * * * * * * * * * * * * * * * *

Commissioner Williams opened the hearing at 11:00 a.m.

Planning Director, Jake Gabell, presented an overview of this hearing

- Please see attached packet for all cities for complete details
- This hearing is for 7 cities
- Applicable Idaho Codes: 31-714, 31-716, 31-801,
- Per SB1403 made several changes to the regulation of Areas of Impact: Boundaries 67-6526, Jurisdiction 67-6526, Mandatory Review 67-6526(a)
- Planning Staff worked with GIS after receiving the proposals from each City
- Discussion regarding draft ordinances and grayscale map and disputed areas
- Order of the hearings will be Dover/Sandpoint; Ponderay/Kootenai; Hope/East Hope; Clark Fork

File AM0005-25 – Modification to the Area of Impact for the City of Dover - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of Dover pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By: Jake Gabell

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request, this would reduce the current boundary by approximately 3,800 acres but within the 2 mile buffer
- Discussed the coordination of negotiations between Dover and Sandpoint, no agreement for properties neat Ontario St and Chuck Slough
- Discussed the annexation potential and service planning required by Idaho Code

File AM0006-25 – Modification to the Area of Impact for the City of Sandpoint - Bonner County proposed to modify the Area of City Impact (AOI) for the City of Sandpoint pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By: Jake Gabell

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request including a reduction in area and buffer area
- Briefly discussed the dispute between Dover and Sandpoint
- Discussed the annexation potential and service planning required by Idaho Code

File AM0005-25 – Modification to the Area of Impact for the City of Dover -

Dover Presented: Clare Marley

- Wants to allow continued comment in the AOI, appreciates this being allowed
- Disputed areas: June 5 requesting support for this request, growing at about 3% annually, limited by water, mountains, and Sandpoint
- The mountainous area not likely to be annexed
- Discussed the sewer and water systems/capacities in the disputed areas and future annexations, Dover has a brand new Post Office and the trail areas which they consider services, property owner of one of these areas prefer not to be annexed, but if they have to be they would prefer Sandpoint

The Commissioners asked about the ownership of the parcel in question as well as the extension of sewer systems.

File AM0006-25 – Modification to the Area of Impact for the City of Sandpoint -

Sandpoint Presented: Jason Welker

- Looked at areas in unincorporated areas currently being served by City of Sandpoint services (water/sewer). Discussed these areas
- Discussed the area of overlap with Dover – there is about half a mile of property boundaries, services in these areas, and they have no desire to pursue annexation in the disputed area

The Commissioners asked about the infrastructure services in this area, including the capacity of the sewer system and overflow and current problems regarding this relating to growth.

Both Files:

Public Comment

- Mark Willis – Asked about the map, clarification of the current area of impact
- Brett Evans – Requested clarification regarding some properties on Pine Street to be removed from the City of Dover and litigation relating to this
- Mark Willis – Asked about another section of the map, opposed to being annexed by Dover
- Kelly Jenkins – Opposed to being annexed, commented on Dover's water/sewer issues

There was a discussion regarding the purpose of Areas of Impact and Annexation.

- Kim Peckham – Requested clarification of AOI and ACI

Dover Rebuttal: Clare Marley

- Cannot respond to litigation, commented on the water issues not being related to the pipes but to stormwater

Sandpoint Rebuttal: Jason Welker

- Agrees with Jake's assessment of ACI becoming AOI, Sandpoint is looking to promote responsible growth where infrastructure already exists

Deliberation and Discussion among the Board:

Commissioner Korn thinks that the AOI is quite large, does not look like either city is looking to annex the surrounding areas in the next 5 years, can the board amend the requests by the cities.
Commissioner Domke commented on the historical parcels being annexed, as proposed there is a reduction of area for both areas but there is still an overestimation.
Commissioner Williams commented on the need to settle the disputed area and to focus on the expected areas of growth for the next 5 years as well as concerns brought to the board by Mayor Grimm regarding water.

Jason, Sandpoint, commented on the anticipated growth where infrastructure already exists being more concentrated and not sprawl.

Clare, Dover, commented on the growth of Dover being toward Syringa, and this sewer can be improved in this area. Would like the question of the overlap resolved.

The board discussed the contested parcels and that the owner prefers not to be annexed, but if it is required, would prefer Sandpoint. When both cities agree they have no plans to grow outward in the next 5 years, it makes sense not to include these parcels in annexation, and it can be reconsidered in 5 years when it comes up again.
The board requested clarification on this. Jake has discussed this disputed area and the 90 day rule with legal. Discussion followed regarding the requirements of meeting the statutory requirements. The board would like the two cities to bring forward another proposal.

Commissioner Domke made a motion to amend the proposed area of impact for the City of Dover for FILE AM0005-25 to remove the disputed area of impact being described as [insert parcel #s] Commissioner Korn seconded the motion. Brief discussion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Korn made a motion that we reject the proposed area of impact from the City of Dover [AUDIO]. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Domke made a motion to amend the proposed area of impact for the City of Sandpoint for FILE AM0006-25 to remove the disputed area of impact being described as [insert parcel #s] Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Korn made a motion that we deny the area of impact from the City of Sandpoint and ask them to bring back to the board a revised area of impact [AUDIO]. Commissioner Domke

seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

****

File AM0007-25 – Modification to the Area of Impact for the City of Ponderay - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of Ponderay pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By:

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request reducing the previous boundary
- Discussed the infrastructure, areas likely to be annexed in 5 years, and that there are disputed areas
- Discussed significant infrastructure developments

File AM0008-25 – Modification to the Area of Impact for the City of Kootenai - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of Kootenai pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By:

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request that maintains the full extent of the two mile statutory limit, to align with recently revised statutory framework
- Discussed the disputed areas, infrastructure, and areas likely to be annexed in the next 5 years
- Proposal does not include infrastructure plans, growth projections, or service expansion

File AM0007-25 – Modification to the Area of Impact for the City of Ponderay -

Ponderay Presented: Kaylee Miller

- Discussed the decrease of boundaries in their proposal and areas included in the proposal
- There was a discussion regarding McGhee Road and an error that was corrected regarding this line
- Discussed transportation plans and the recent additions of recreational areas
- City is focusing on 200 acres off McGhee Road and the transportation plans/infrastructure of this area as it is imminent growth in that area

Commissioner Domke requested clarification of the 200 acres and current infrastructure on McGhee Road and plans for the area. Commissioner Williams requested clarification that they are actively looking at growth and this would be why the annexation. Kaylee provided that it makes sense to annex these parcels so that they are in the proper jurisdiction and residential growth.

File AM0008-25 – Modification to the Area of Impact for the City of Kootenai –

Kootenai Presented: Clare Marley, Tess Vogel
Tess:

- Provided background information regarding the boundary lines and keeping the extension of boundary lines as large as they can, the city would like direction for a gravel pit and potential industrial uses
- Discussed why they would like to annex the disputed area, they sent out a survey to the residents in this area, the majority would prefer not to be annexed but would prefer Kootenai if they had to choose.
- Would like to continue to have any projects, CUPS, land use, etc. in that area and keep this in their agreement

Clare:

- Kootenai has the elementary school and access including connectors and pathways, sidewalk and road improvements
- The areas in question were part of Kootenai prior to being de-annexed
- There has been a huge increase in growth residentially with some commercial growth
- Discussed the lake and mountains being cause for growth limitations
- The parcels in question would prefer to be residential and not commercial/commercial recreation

Commissioner Williams requested clarification on commercial development and growth.

Nancy Lewis, Mayor of Kootenai

- They would hope to have more residential in this area, and for it to remain residential

Both Files:

Public Comment

- Allana – Commented on a failed annexation attempt by Ponderay last year, the road services have ceased since last year, would prefer not to be included in Ponderay due to lack of plans for services
- Denise Griffith – Less than half of her property is not in the area or impact, does not want to be annexed, wants to maintain the rural aspect of the area
- Travis Thompson – Can't tell what the current ACI is, (Jake provided that he is currently there and proposed to stay), would prefer to not be in the AOI
- Christie Cosky – Her neighborhood does not want to be annexed, they are rural, do not want to be part of Ponderay

Ponderay Rebuttal:

- Commented on the roads and the area that is no longer being serviced and what services are available, the services in that area are outside of their jurisdiction
- Not looking to annex areas to make them commercial, they would remain residential
- This AOI would simplify jurisdictional issues

Kootenai Rebuttal:
Clare:

- Kootenai also does not have sewer/water in these areas, but they do have the pathways/roads and improvements made to the roads

Tess:

- Commented on Providence and pathways within Kootenai and having these areas in their AO makes sense as the areas use these services

Deliberation and Discussion among the Board:

Commissioner Domke has concerns that the proposed boundaries may exceed the 5 year plans and about infrastructure in these areas. Commented on the disputed area to the east, both cities have made investments but no significant public services, nor did they present any significant plans to annex these areas in the future.
Commissioner Williams had some of the same concerns as well as pulling an area into the AOI when they pulled an application to annex the same area (Ponderay). Both cities are proposing growth, but neither as shown plans for growth and have not seen growth. Commented on the services, with focus on mag chloride on the roads.
Commissioner Korn commented that what Ponderay is proposing makes sense, not sure where they would shrink their AOI. Discussion followed regarding the disputed areas and the issues of services, such as road maintenance. Further discussion regarding the cost to residents without increased services as well as the pros and cons of the disputed areas. There was discussion regarding inclusion of state lands in an AOI as well as the overlapping jurisdictions paying for infrastructure/maintenance in the area, especially McGhee Road, and the investment of each jurisdiction.

Kaylee discussed the imminent growth and maintenance of McGhee. A discussion followed regarding this growth. Clare suggested an alternative option.

Commissioner Korn commented on both cities' potential for growth. Commissioner Williams commented that Kootenai's suggestion makes sense. There was further discussion about leaving the disputed parcels in the current areas and reconsideration of any changes in 5 years. There was clarification on the parcels and McGhee Road there was further discussion with the cities and the board. The board agrees that Ponderay having McGhee Road makes sense, and Commissioners Korn and Domke agree that the center area also makes sense to go to Ponderay's AOI.

Discussion regarding the proposal from Kootenai, Commissioners Korn and Domke agree that it is excessive at this time, would like them to reconsider and bring it back. Commissioners Domke and Williams agree that the half arrow area should stay within Kootenai's AOI.

Commissioner Korn made a motion to **approve** this FILE AM0007-25 to adopt, Area of Impact for the City of Ponderay pursuant finding that it **is** in accord with Idaho Code §67-6526, Areas of Impact. This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. I further move to adopt the findings of fact as set forth in the Staff Report and as amended during this hearing and direct staff planning to draft written findings and conclusions to reflect this motion, have the Chair sign and transmit to all interested parties. This action does not result in a taking of private property, with the to modify the boundary of the Area of [AUDIO]. Commissioner Domke seconded the motion. Brief discussion. Roll call Vote: Commissioner Williams – No; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Findings of Fact:

1. In 2024, the Idaho Legislature adopted Senate Bill 1403, which amended Idaho Code §67-6526, "Areas of Impact," revising the requirements for establishing and maintaining Areas of Impact.

2. Idaho Code §67-6526, as amended, requires that each city and the Board of County Commissioners adopt an updated Area of Impact by December 31, 2025, and review the agreement at least once every five (5) years thereafter.

3. The Bonner County Board of Commissioners has initiated the process to comply with the updated requirements of Idaho Code § 67-6526.

4. On April 10, 2025, the City of Ponderay submitted a formal request for an updated Area of Impact boundary, including a proposed map and supporting documentation. The proposal was approved by the Ponderay City Council on April 7, 2025.

5. The proposed Area of Impact submitted by the City of Ponderay reflects a reduction from the previous boundary and is limited to areas adjacent to the existing city limits.

6. Planning and GIS staff reviewed the City of Ponderay's proposed Area of Impact boundary and determined that it does not extend more than two (2) miles beyond the existing city limits, consistent with the limitations set forth in Idaho Code §67- 6526(1).

7. Idaho Code §67-6526(1)(b) requires that areas included within an Area of Impact be very likely to be annexed into the city within the next five (5) years.

8. Historical annexation activity over the past ten (10) years shows that the City of Ponderay has annexed three adjacent properties totaling approximately 5.76 acres along Highway 95, as well as a portion of McGhee Road right-of-way. The city has also held additional public hearings to consider annexation requests that were ultimately not approved.

9. Ponderay has made significant infrastructure investments, including improvements to the Field of Dreams recreation complex, installation of pedestrian pathways along McGhee Road, and transportation planning efforts designed to support future growth and annexation.

10.The City of Ponderay coordinated with neighboring jurisdictions, including the City of Kootenai and the City of Sandpoint, to discuss proposed Area of Impact boundaries. An area of overlap was identified between Ponderay and Kootenai involving approximately 18 properties on the east side of McGhee Road.

11.Idaho Code §67-6526(3) provides that, where cities cannot reach agreement on overlapping Areas of Impact, each city may submit a proposal and the Board of County Commissioners is responsible for determining the final boundary.

Commissioner Domke made a motion to **remand** this FILE AM0008-25 back to the City of Kootenai, [AUDIO]

Commissioner Korn seconded the motion. Roll call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Williams called a recess at 1:54 p.m.

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Reconvened at 2:04 p.m.

File AM0009-25 – Modification to the Area of Impact for the City of Hope - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of Hope pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By: Jake Gabell

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request that maintains the two mile distance limits
- Both cities submitted consistent boundary maps and descriptions in support of their proposals
- 318 acres that were "gifted" are likely to be annexed within 5 years
- All areas proposed are contiguous with the city
- No contested areas between the cities

File AM0010-25 – Modification to the Area of Impact for the City of East Hope - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of East Hope pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI.

Staff Report Presented By: Jake Gabell

- Please see attached packet
- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request that maintains
- Both cities submitted consistent boundary maps and descriptions in support of their proposals
- The proposed areas are directly adjacent to city limits, and were reconfigured to reduce the eastern edge
- No contested areas between the cities

File AM0009-25 – Modification to the Area of Impact for the City of Hope –

Hope Presented: Brian Quayle

- Commented on the gifted property, it was gifted as it is the water source, the land north of that is forest service lands
- Discussed the western boundary line, there is access, and the owners do not object at this time

Commissioner Korn requested clarification on the Van Stone property. At this time, there are no plans for development.

File AM0010-25 – Modification to the Area of Impact for the City of East Hope –

East Hope Presented: Tess Vogel, Clare Marley
Tessa:

- Worked with Hope on shared boundaries
- The large areas in the proposal are where the city's water source is

- Not asking for big changes, just cleaning up the boundaries

Commissioner Domke commented about the watershed being in an AOI and the legality of that. There was brief discussion regarding this issue and how it relates to potential growth.

Clare Marley:

- Commented on the question of the watershed and federal lands and the boundary change near Strong Creek

Both files:

Public Comment Opened at

- Kim Peckham – Wondering why it is all the way to the East to the Riser Creek area and if there are plans for development in that area

Hope Rebuttal:

- Reiterated that Mr. Van Stone asked to be included
- There were discussions with East Hope, and they came to an agreement

East Hope Rebuttal:

- Commented on the Riser Creek area already being in the current ACI
- Reduced some, it's cleaner and makes more sense

Commissioner Domke asked if the city could justify the proposed area and their 5 year plan for growth. Discussion followed regarding the infrastructure and water.

Deliberation and Discussion among the Board:

Commissioner Korn discussed the island area and that the Mr. Van Stone requested inclusion; does not see any reason to contest what they're requesting.
Commissioner Williams did not have any reason to contest, did voice question regarding annexation in the future and long term plans.
Commissioner Domke is in agreement as well.

Commissioner Korn made a motion to **approve** this FILE AM0009-25 to adopt, Area of Impact for the City of Hope pursuant finding that **it is** in accord with Idaho Code §67-6526, Areas of Impact. This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. I further move to adopt the findings of fact as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chair sign and transmit to all interested parties. This action does not result in a taking of private property. Commissioner Domke seconded the motion. Roll call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Commissioner Domke made a motion to approve an Ordinance of Bonner County, Idaho, the number to be assigned, citing its authority, and providing for the adoption the Area of Impact for the City of Hope as presented or amended in this hearing and providing for an effective date. Commissioner Korn seconded the motion. Roll call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Findings of Fact:

1. In 2024, the Idaho Legislature adopted Senate Bill 1403, which amended Idaho Code §67-6526, "Areas of Impact," revising the requirements for establishing and maintaining Areas of Impact.

2. Idaho Code §67-6526, as amended, requires that each city and the Board of County Commissioners adopt an updated Area of Impact by December 31, 2025, and review the agreement at least once every five (5) years thereafter.

3. The City of Hope's proposed Area of Impact (AOI) boundary does not extend to, or beyond the two-mile limit, satisfying Idaho Code §67-6526(1).

4. Planning and GIS staff reviewed the City of Hope's proposed Area of Impact boundary and determined that it does not extend more than two (2) miles beyond the existing city limits, consistent with the limitations set forth in Idaho Code §67-6526(1).

5. The City of Hope annexed approximately 318 acres of land, which was gifted to the City. All properties within the proposed AOI are adjacent to the existing city limits.

6. The City of Hope coordinated with the City of East Hope to adjust their shared AOI boundary along Strong Creek. The adjustment clarifies jurisdictional divisions between the two cities, and consistent proposals were submitted for the Board's consideration.

7. Idaho Code §67-6526(3) provides that cities with abutting boundaries negotiate in good faith to recommend AOI boundaries. In the absence of an agreement, each city may submit a proposal, and the Board of County Commissioners is responsible for determining the final boundary.

Commissioner Williams discussed proposed changes to protect the watershed, but without a plan showing growth, what will they be growing toward.
Commissioner Korn agrees, believes that the purpose of this statute is to prevent pulling in this much land.
Commissioner Domke agrees as well, there needs to be some intent to justify pulling those parcels in.

Commissioner Korn made a motion to **remand** this FILE AM0010-25 back to the City of East Hope for revision to more accurately reflect the state statute and [audio]
Commissioner Domke seconded the motion.
Roll call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes.
The motion carries.

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File AM0011-25 – Modification to the Area of Impact for the City of Clark Fork - Bonner County has proposed to modify the Area of City Impact (AOI) for the City of Clark Fork pursuant to Idaho Code §§ 67-6509 and 67-6526. The AOI is a planning tool used to help the city project future growth planning. Idaho law requires each city to identify an area where it expects to grow over time. The AOI helps guide that planning efforts and it does not grant the city any governing authority over properties within the AOI

Staff Report Presented By: Jake Gabell

- Please see attached packet

- Briefly discussed agency and public comments
- Provided a map of the current and proposed AOI
- Provided an overview of this request that maintains
- The proposal shows a deliberate effort to update the AOI
- The proposal significantly reduces its AOI and focuses on area immediately adjacent to city limits
- The proposal centers on future growth opportunities, meets the buffer

Clark Fork Presented: Clare Marley and Tess Vogel
Clare Marley:

- The city attorney's advice was that they had to have a proposal
- Presented the proposed changes that are contiguous to the city
- There is a water system but no sewer system

Commissioner Korn asked about the shape of the proposed area. There was a brief discussion regarding this parcel and an inconsistency on the map.

Public Comment

- None

Deliberation and Discussion among the Board

Commissioner Korn made a motion to **approve** this FILE AM0011-25 to adopt, Area of Impact for the City of Clark Fork pursuant finding that it **is** in accord with Idaho Code §67-6526, Areas of Impact. This decision is based upon the evidence submitted up to the time the Staff Report was prepared and testimony received at this hearing. I further move to adopt the findings of fact as set forth in the Staff Report (or as amended during this hearing) and direct planning staff to draft written findings and conclusions to reflect this motion, have the Chair sign and transmit to all interested parties. This action does not result in a taking of private property. Commissioner Domke seconded the motion. Roll call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

Findings of Fact:

1. In 2024, the Idaho Legislature adopted Senate Bill 1403, which amended Idaho Code §67-6526, "Areas of Impact," revising the requirements for establishing and maintaining Areas of Impact.

2. Idaho Code §67-6526, as amended, requires that each city and the Board of County Commissioners adopt an updated Area of Impact by December 31, 2025, and review the agreement at least once every five (5) years thereafter.

3. Planning and GIS staff reviewed the City of Clark Fork's proposed AOI boundary and determined that it does not extend more than two (2) miles beyond the existing city limits, consistent with the limitations set forth in Idaho Code §67-6526(1).

4. The City of Clark Fork has not annexed any properties within the past ten (10) years.

5. The City of Clark Fork's proposal represents a significant reduction from the existing Area of City Impact, limiting the AOI to areas near the city limits generally characterized by existing commercial and industrial land uses.

6. The proposed AOI is consistent with Bonner County's pending recommendations for future use map designations as mixed-use.

7. Idaho Code §67-6526(a) states that cities should receive notice of, and may provide input on, applications brought to the County within an Area of Impact. The City of Clark Fork has requested that the County's ordinance include a notice provision to facilitate collaboration on land use decisions within the AOI.

Adjourned at 2:54 p.m.

Deputy Clerk: *Alisa Schoeffel*

Staff Report

To: City Council

From: Bill Dean, City Planner

Report: June 18, 2025

Hearing: August 6, 2025

Item: Amendment to Sandpoint City Code Title 9 Chapter 5 Off-Street Parking and Loading Facilities and Title 9 Chapter 1 Definitions

Applicant: City Initiated

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

1) Introduction and Background

The proposed ordinance amending Sandpoint City Code Title 9 Chapter 5 stems from an effort beginning in 2022 evaluating parking demands in order to arrive at policy and regulations to maximize parking efficiency in the City's Downtown as well as efforts and strategies to support vibrancy and activity in Downtown. The outcome of these efforts are the recently adopted City of Sandpoint Downtown Parking Management Plan and a proposed ordinance amending sections of the City's zoning code to implement policy contained in the plan. The parking ordinance has been amended from time to time with the last holistic evaluation and amendments occurring in 2005 and in 2018.

Included in the proposed amendment are:

1. Requirements that alleys be hard surfaced when development intensifies the use of the alleys.
2. Requirements for off-street parking with the option to pay in-lieu fees for new residential development within the defined parking exempt area.
3. An expansion of the non-residential parking exempt area to capture additional properties zoned Commercial A to the southeast of the downtown core.
4. Clarification of where in the City parking in-lieu fees are allowed to be used.

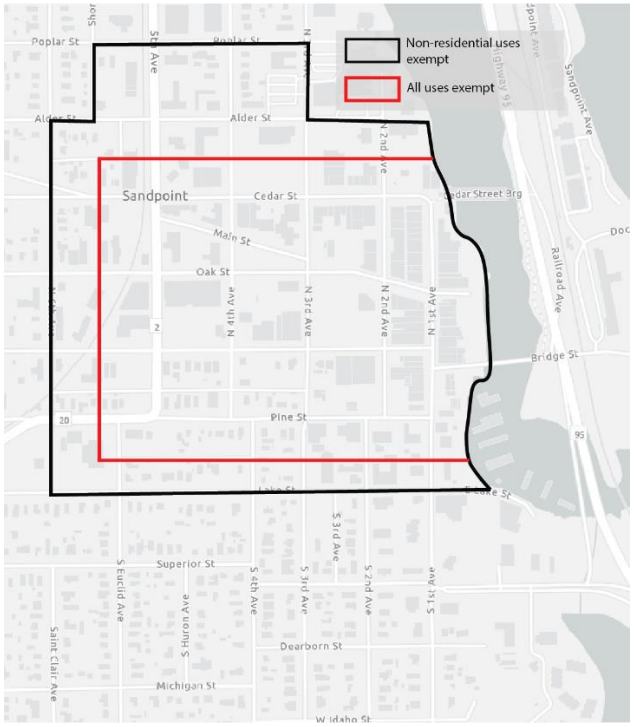
The principal objective of the Code amendment is to implement a change in requirements for off-street parking facilities for residential land uses in Downtown and create an in-lieu payment for such requirements as a means to balance parking capacity with future public parking investments. Accompanying this requirement is an expansion of the parking exempt zone to capture additional lands zoned Commercial A (the zoning for Downtown) in order to further incentivize property investment consistent with the vision and goals of the Comprehensive Plan (Comp Plan).

In addition, staff's efforts resulted in reviewing the ordinance holistically with the additional goals of adding clarity to existing regulations. Resulting from staff's review are several proposed minor amendments throughout the ordinance clarifying requirements for hard surfacing, adequate sight distance measurements, and use of wheel blocks, for example.

The proposed ordinance also amends the definitions in the zoning ordinance for streets, alleys and parking areas for

clarity.

Overall, the parking ordinance amendments are a continuation of recent efforts to deregulate parking in the Downtown and throughout the City. The Planning and Zoning Commission reviewed the ordinance on May 6, 2025, and held public hearings on June 17, 2025 and July 15, 2025 where they unanimously recommended City Council adoption of the ordinance. Their recommendation included several changes to the ordinance which are further described below and included in the draft being considered by City Council. Their recommendation also includes changes to several definitions in the zoning ordinance, located in Chapter 9, Title 1, Section 3, also included in the draft before City Council.



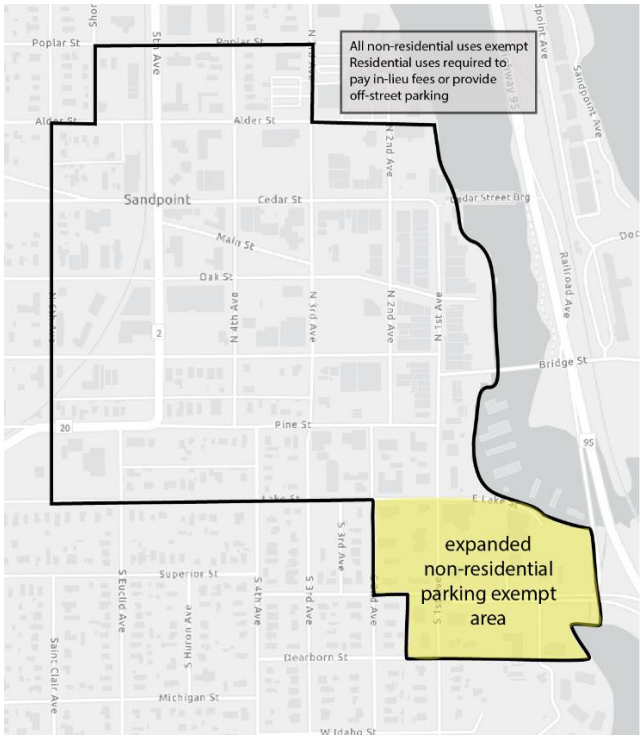


Figure 1: Current parking exempt zones. Figure 2: Proposed expanded non-residential boundary and elimination of residential parking exempt area

2) Relevant Comprehensive Plan Objectives

The City's 2024 Comprehensive Plan contains objectives and policies that serve to guide any proposed code amendment. Consideration and regulations for off-street parking is integral to new development and redevelopment and the Comp Plan provides guidance as follows:

Vision Statement related to vibrant culture, page 18:

> The strong sense of pride in the city's history should be honored with robust standards for design, preservation, and development.
>
> Downtown and surrounding neighborhoods should be promoted and enhanced as the cornerstone of Sandpoint's historic charm and small-town feel.

Vision Statement related to sustainable development, page 20:

> Sandpoint's natural beauty, open space, and scenic views should be protected through thoughtful development patterns
>
> A mix of land uses and high-quality development that fosters walkable, accessible and enduring neighborhoods should be encouraged

Vision Statement related to a livable community, page 22:

> Neighborhoods should be designed with a sense of community and identity, and the scale and

character of established neighborhoods respected

Community Character and Design

Goal 1: Character and Identity: Sandpoint's unique identity, character, and sense of place is retained and strengthened.

Policy A: Ensure that all commercial, single-family, and multifamily development respect the town's unique character in architecture, thoughtful density, and in site planning.

Land Use and Growth

Goal 1: Efficient Land Use

Policy A: Incentivize development and redevelopment of vacant and under-utilized properties in the core area of the city through zoning and subdivision code changes.

Policy D: Encourage the provision of housing above ground floor commercial use in downtown and mixed-use areas.

Goal 3: Mixed Use Development

Policy C: Allow an acceptable level of development compactness and density within mixed-use developments to increase opportunities for shared parking facilities, public gathering spaces, accessible services, and less reliance on the automobile for daily mobility.

Goal 4: Quality Places

Policy C: Require building location and site design that emphasize pedestrian orientation and access.

Policy F: Allow shared and other parking solutions to reduce the amount of land devoted to surface parking.

Housing and Neighborhoods

Goal 1: Housing Variety

Policy F: Explore alternatives to parking requirements to encourage a variety of housing types for a broad spectrum of income levels and age groups.

Goal 2: Housing Affordability

Policy A: Identify and resolve barriers that impede the development of workforce housing and the rehabilitation of existing housing

Multimodal Transportation

Goal 3: Vibrant Pedestrian-Friendly Downtown

Policy A: Promote downtown as a pedestrian-oriented district

Policy B: Provide education and outreach to property owners, businesses, and the public about the importance of keeping downtown pedestrian friendly.

Policy C: Continue to explore the construction of a parking structure through a public-private partnership

Jobs & Economic Development

Goal 5: Downtown Vitality

Policy J: Ensure sufficient public parking to enable redevelopment of underutilized properties

In addition, the Comp Plan Appendix A (Implementation) page 3 refers to two specific implementation efforts related to parking:

- Manage limited downtown parking. Complete the parking demand management study and implement recommendations.
- Manage limited downtown parking Explore options for paid parking at City Beach and downtown parking lot

3) Overview of Proposed Amendments

The following is a summary of the proposed amendments to Title 9, Chapter 5 "Off-Street Parking and Loading Facilities"

1) 9-5-1 General Provisions: clarifying language on ordinance applicability, clarifying language on approval authority for Parking Demand (reduction) Analyses, new requirement that residential development within "exempt area" has to provide parking or pay an in-lieu fee, expansion of "exempt area" to include properties at City's entrance along Superior St. that are zoned Commercial A (revised text and map of area).
2) 9-5-2 Location of Parking Facilities: no proposed changes.
3) 9-5-3 Shared Parking Reduction: clarifying language on approval authority for a Parking Demand (reduction) Analysis. Clarifies that the approval authority for the permit sought has the authority to approve the analysis. For example, if a Conditional Use Permit is sought, the PZC would be enabled to review and approved (or not) the analysis. If the permit sought is a staff-level permit, the Director would be enabled to review and approved (or not) the analysis.
4) 9-5-4 Access and Maneuvering Area: clarity on what is exempt from the requirements to move in a forward direction in a parking facility. The zoning ordinance does not refer to units per acre except for here, so the reference to the amount of development exempt from the access and maneuvering standards has been re-stated in number of total units (6 or fewer), which is unambiguous.
5) 9-5-5 Minimum Distance and Setbacks: removal of a standard that is widely violated. It is common for property owners in residential areas to park vehicles adjacent to the side property lines, instead of adhering to the required 5-foot setback. One alternative to striking this provision could be to allow parking within 5-feet of a side property line, but not the front property line. The other amendment establishes a clear standard as opposed to the current standard which is "a reasonable distance", which can lead to confusion.
6) 9-5-6 Surfacing: adds a definition of "hard surfacing" with ability for City Engineer to establish a set of alternatives to asphalt and concrete as they are presented and evaluated on a case-by-case basis. Adds a requirement that alleys must be paved when development of more than a duplex with an Accessory Dwelling Unit (ADU) is accessed off the alley.
7) 9-5-7 Maintenance: clarifies that the City is not responsible for alley maintenance.
8) 9-5-8 Lighting: adds reference to applicable Sandpoint City Codes related to outdoor lighting.
9) 9-5-9 Wheel Blocks: clarifies when wheel blocks are required and adds specific performance standards to avoid cars from encroaching onto sidewalks rendering them more difficult for pedestrian use.
10) 9-5-10 Signs: no proposed changes.
11) 9-5-11 Striping: updating standard to remove double striping requirement which is not commonly used.
12) 9-5-12 Screening and/or Landscaping: updated language throughout to remove conflicting terminology (e.g. sparking stall -space; parking lot – facility – area).
13) 9-5-13 Accessible Parking Spaces: no proposed changes.
14) 9-5-14 Design and Dimensional Standards: relocated bicycle parking requirements to 9-15-15 and replaced the images dimensioning parking facilities with clearer, easy to read images. Additionally, the bicycle parking standards adopted by City Council resolution 16-51 are also incorporated by reference.
15) 9-5-15 Minimum and Maximum Surface Parking Space Requirements: added new parking requirements for residential land uses within the "Exempt Area" to require off-street parking per 1000 square feet of development instead of per unit or bedroom. This shift incentivizes smaller units and requires larger units to

contribute more parking or pay larger in-lieu fees.

16) 9-5-15-B Bicycle Spaces: created specific reference that bicycle parking shall comply with standards adopted by City Council resolution.

17) 9-5-16 Parking Credits: clarifies where back-up space for motorcycles is required to be located.

18) 9-5-17 Loading Areas: no proposed changes.

19) 9-5-18 In Lieu Parking Fees: clarifies where in-lieu fees may be utilized. Existing ordinance refers to a "defined in-lieu area", yet no area is defined. This amendment adds clarity that in lieu fees can be paid by residential and non-residential land outside the "exempt area", and that in-lieu fees can be paid by residential uses within the "exempt area". Non-residential remains exempt from off-street parking requirements including the payment of in-lieu fees in the "exempt" area. Re-directs the fee amount to be paid to a City Council resolution instead of the zoning ordinance furthering the City's efforts to consolidate all City fees into a Master Fee Schedule.

The following is a summary of the proposed amendments to Title 9, Chapter 1, Section 3 "Definitions"

1) Clarify the definition of "alley" to indicate alleys are public ways and that they are not streets.
2) Clarify and amplify the definition of parking "area" to also include "facility" as they are used interchangeably throughout the ordinance.
3) Clarify the definition of "street" to not include "alley".

Clarifying the City's off-street parking requirements and definitions adds to the transparency and predictability of the development process. Related to the expansion of the "exempt area", benefits of increasing the size of the area under fewer development regulations can contribute to further revitalization, including:

- Allowing the tax base for the City to expand (less parking=more developed real estate at higher tax rate).
- Enables historic preservation efforts, and traditional development patterns which are impossible to achieve with stringent required off-street parking requirements.
- Additional off-street parking inhibits small business and mixed-use development; inhibits vibrancy achieved when buildings are connected or separated by very small gaps, as is the traditional Downtown Sandpoint development pattern.
- Induces demand to utilize a currently under-utilized resource of existing surface parking in City lots and along City streets.

4) Off Street Parking and Loading Facilities, and Definitions Amendment History

2022	Kittleson and Associates completes update to 2016 Downtown parking management plan
2024	City adopts new Comprehensive Plan which includes specific reference to continued Downtown revitalization, and real estate development consistent with historic development patterns.
January 1, 2025	Draft Downtown Parking Management Plan presented to PZC
April 15, 2025	Update to Draft Downtown Parking Management Plan presented to PZC
May 6, 2025	Draft Proposed Amendments to Title 9 Chapter 5 of Sandpoint City Code (Off-Street Parking and Loading Facilities) presented to PZC

June 17, 2025	PZC Public Hearing on Draft Proposed Amendments to Title 9 Chapter 5 of Sandpoint City Code (Off-Street Parking and Loading Facilities)
July 15, 2025	PZC Public Hearing on Draft Proposed Changes to Title 9 Chapter 1 (Definitions) to compliment Title 9 Chapter 5 amendments
August 6, 2025	City Council Public Hearing on Draft Proposed Ordinances amending both 9-1-3 (Definitions) and 9-5 (Off-Street Parking and Loading Facilities)

5) City Council Action

The action of the City Council can include the following:

Adopt the ordinance as drafted

Adopt the ordinance after making changes

Direct staff to revise the ordinance before taking action

Deny the ordinance

6) Attachments

1. Redline Version of Proposed Amendments to Sandpoint City Code Title 9 Chapter 5, and Title 9 Chapter 1
2. Clean Version Proposed Amendments to Sandpoint City Code Title 9 Chapter 5, and Title 9 Chapter 1

Note: On August 6th, Council will be asked to consider approval of the proposed code amendments, then an ordinance will be presented at a future meeting for adoption of any amendments approved by Council.

9-1-3: Definitions:

Words not defined herein shall be given the meanings ordinarily applied to such words. The word "structure" shall include the word "building", and the word "lot" shall include the word "plot".

ACCESSORY BUILDING OR USE: A subordinate building or use, which is located on the same parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or to the main use.

ACCESSORY DWELLING UNIT (ADU): A habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking, and sanitation.

ACREAGE: Any tract or parcel of land which has not been subdivided or platted.

ADJOINING: Properties that touch or bound a particular parcel of land. For notification purposes, parcels that would adjoin a property absent an alley are also included.

AIRPORT: The Sandpoint Airport property, including all land covered by the Sandpoint Airport master plan.

AIRPORT ELEVATION: The highest point of an airport's usable landing area measured in feet from sea level. The elevation of the Sandpoint Airport is two thousand one hundred twenty-seven feet (2,127') above mean sea level.

ALLEY: A ~~street or way~~ public passageway for vehicles shown on the official plat of the city or its additions and designated thereon as an alley.

APARTMENT: A room or suite of rooms in a multiple-family structure which is arranged, designed, used or intended to be used as a housekeeping unit for a single-family.

AUTO WRECKING OR JUNKYARD: Any place where two (2) or more motor vehicles not in running condition, or parts thereof, are stored in the open and are not being restored to operation; any land, building or structure used for wrecking or storing of such motor vehicles or parts thereof and including any farm vehicles or farm machinery or parts thereof, stored in the open and not being restored to operating condition; and including the commercial salvaging and scavenging of any other goods, articles or merchandise.

AUTOMOBILE: A passenger vehicle.

AUTOMOBILE REPAIR: General repair, rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

AUTOMOBILE SERVICE STATION: An establishment where automotive fuels and lubricants, accessories and services are sold at retail; however, where the sale of such is only incidental, the establishment or premises shall be classified as a public garage.

BASEMENT: A story partly or wholly underground. Where more than one-half (½) of its height is above the average level of the adjoining ground, a basement shall be counted as a story for purpose of height measurement.

BED AND BREAKFAST: An owner occupied dwelling where rooms are available for transient lodging and where a morning meal is provided.

BILLBOARD: Any structure or portion thereof upon which are placed signs or advertisements used as an outdoor display. This definition does not include any bulletin boards used to display official court or public office notices, or a sign advertising the sale or lease of the premises on which the sign is located.

BOARDING, LODGING OR ROOMING HOUSE: A building where lodging, with or without meals, is provided for compensation for not fewer than four (4) nor more than twelve (12) persons in addition to members of the family occupying such building.

BUILDING: Any structure utilized or intended for supporting or sheltering any occupancy.

BUILDING AREA: The buildable area of a lot is the space remaining after adherence to the minimum open space requirements of this chapter.

BUILDING FOOTPRINT: The horizontal area, measured from the outside of all exterior walls and supporting columns. It includes all attached and covered components of a structure including residences, garages, covered carports, and covered patios, decks and porches.

BUILDING HEIGHT: The vertical distances measured from the sidewalk level or its equivalent established grade opposite the middle of the front of the building to the highest point of the roof. Where buildings are set back from the street line, the height of the building may be measured from the average elevation of the finished lot grade at the front of the building.

BUILDING LINE: The perimeter of that portion of a building nearest a property line, but excluding open steps, terraces, cornices and other ornamental features projecting from the walls of the building.

CARPORT: A structure attached or made a part of the main structure which is open to the weather on at least two (2) sides, intended for the use of sheltering not more than two (2) motor driven vehicles.

CHURCH: A nonprofit organization, that is or would be recognized by the internal revenue service as such, which uses buildings, structures, or land for the teaching or practice of religious doctrine or related social functions.

COMMISSION: For the purposes of this title, "commission" shall mean the planning and zoning commission.

COMPREHENSIVE PLAN: An official document pursuant to Idaho Code 67-6508 that includes land within the jurisdiction of the governing board which considers previous and existing conditions, trends, desirable goals and objectives, or desirable future situations for each planning component. The plan with maps, charts, and reports shall be based on the following components unless the plan specifies reasons why a particular component is unneeded: population; economic development; land use; natural resource; hazardous areas; public services, facilities and utilities; transportation; recreation; special areas or sites; housing; community design and implementation.

CONDITIONAL USE: A use listed in a particular zone which is compatible with its surrounding area and permitted if approved by the planning commission or by a hearing body.

CONDOMINIUM: A multiple-family dwelling, duplex, or single unit, in which the dwelling units are individually owned, with each owner having a recordable deed enabling the unit to be sold, mortgaged, or exchanged independently.

COURT: An open unoccupied space, other than a yard, on the same lot with a building and bounded on two (2) or more sides by such building.

CURB GRADE: The established elevation of the curb measured at the center of the front of a building. Where no curb grade has been established, the city shall establish such curb level or its equivalent for the purpose of this chapter.

DANCE HALL: A large room used mainly for dancing. (Synonyms: ballroom, dance palace.)

DAYCARE CENTER: A place or facility providing daycare for compensation for thirteen (13) or more children.

DISTRICT: A section or sections of the incorporated area of the city for which the regulations and provisions governing the use of buildings and land are uniform for each class of use permitted therein.

DUPLEX: A two-family dwelling where neither unit contains less than twenty-five percent (25%) of the total habitable floor area of the structure.

DWELLING, APARTMENT OR MULTIPLE-FAMILY: A building or portion thereof, designed for occupancy by three (3) or more families living independently of each other.

DWELLING, DUPLEX OR TWO-FAMILY: A building, including modular housing, containing two (2) dwelling units with a common wall.

DWELLING, SINGLE-FAMILY ATTACHED: An individually owned single-family attached dwelling, such as a townhouse.

DWELLING, SINGLE-FAMILY OR ONE-FAMILY: A detached building, other than a mobile home or modular home, containing one dwelling unit and not including timeshare ownership of that dwelling unit.

DWELLING UNIT: One or more rooms designed for occupancy by one family for living purposes and having only one cooking facility, but not including motel units.

FACADE: The entire area of a building facing or side extending from the roof or parapet to the ground and from one corner of the building to another but does not include any structural or nonstructural elements which extend beyond the roof of a building.

FAMILIAL STATUS: One or more individuals (who have not attained the age of eighteen (18) years) being domiciled with:

A. A parent or another person having legal custody of such individual or individuals; or

B. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen (18) years.

FAMILY: A single individual or two (2) or more persons living together as one housekeeping unit using one kitchen.

FAMILY DAYCARE HOME: A home, place or facility providing daycare for six (6) or fewer children.

FRONTAGE: All property on one side of a street between two (2) intersecting streets, or natural barriers.

GARAGE, PRIVATE: An accessory building for the storage of not more than three (3) motor driven vehicles of which not more than one shall be a commercial vehicle of not more than two (2) tons' capacity.

GARAGE, PUBLIC: A building other than a private garage used for the care, repair of equipment or automobiles, or for vehicles parked or stored for remuneration, hire or sale.

GATED COMMUNITY: A residential neighborhood where accessibility is controlled by means of a gate, guard, barrier or other similar improvement within or across a privately maintained right-of-way.

GROUP DAYCARE FACILITY: A home, place, or facility providing daycare for seven (7) to twelve (12) children.

GUESTHOUSE: A structure for human habitation, containing one or more rooms with bath and toilet facilities, but not including a kitchen or facilities which would provide a complete housekeeping unit.

HARD SURFACING: A surface constructed of asphalt, concrete, polymer blocks or other like substance recognized in the industry as providing a pavement like surface which like substance is approved by the city engineer or public works director.

HAZARD TO AIR NAVIGATION: An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace.

HEIGHT: See definition of Building Height.

HOME OCCUPATION: An occupation, profession or business activity including family daycare (six (6) or fewer children), where the primary location of business and/or the official business address is at the home which results in a product or service for gain, is clearly incidental and subordinate to the use of the premises as a dwelling unit

and does not change the character thereof. Examples of permissible uses include tutoring and music lessons that occur one on one or similar types of uses.

HOSPITAL, SANATORIUM, HOSPICE: An institution open to the public, in which sick patients or injured persons are given medical or surgical care; or for the care of contagious diseases or terminally ill patients.

HOTEL: A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are six (6) or more guestrooms, and in which no provisions are made for cooking in any individual room or suite.

INSTITUTION: A building occupied by a nonprofit corporation or a nonprofit establishment for public or semipublic use.

KENNEL: Any lot or premises on which four (4) or more dogs, at least four (4) months of age, are kept.

LABORATORY: A place devoted to experimental study such as testing and analyzing. Manufacturing of a product or products is not to be permitted within this definition.

LOADING SPACE: An off-street space or area on the same lot with a building or contiguous to a group of buildings for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which abuts upon a street, alley or other appropriate means of access.

LOT: A parcel or plot of land occupied or suitable for occupancy by one main building or use, with accessory buildings, including the open spaces required by this title, and having its principal frontage upon a public street or highway.

LOT, CORNER: A lot situated at the intersection of two (2) or more streets.

LOT DEPTH: The horizontal distance between the front and rear lot lines.

LOT FRONTAGE: The front of a lot shall be that boundary of a lot along a public street; and for a corner lot the front shall be the shorter lot boundary along a street.

LOT, INTERIOR: A lot other than a corner lot.

LOT OF RECORD, SUBSTANDARD ORIGINAL: Any legally created individual nonconforming lot or parcel that does not meet the minimum lot width or area requirements of the district in which it is located. Such lot or parcel may be utilized for those uses permitted within its zoning district if all other requirements of this title are met. For the purpose of this definition, residentially zoned lots or parcels must have been created prior to March 10, 1980, and industrially zoned lots or parcels must have been created prior to April 20, 2011, or they must have existed prior to their annexation into the city of Sandpoint, whichever occurred first. Residential development of substandard original lots of record is subject to section 9-4-6 of this title.

LOT, REVERSED CORNER: A corner lot the rear of which abuts upon the side of another lot whether across an alley or not.

LOT WIDTH: The horizontal distance between the side lot lines.

MOBILE HOME: A vehicle or structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, is intended for human occupancy and is being used for residential purposes.

MOBILE HOME PARK: Any plot of ground upon which two (2) or more occupied mobile homes are located.

MOBILE HOME SPACE: A plot of ground within a mobile home park designated for the accommodation of one mobile home.

MODULAR HOUSING: A dwelling unit manufactured off site, built to be used for permanent residential occupancy, to be set on a permanent foundation and conforming to the applicable building code.

MOTEL: A group of attached or detached buildings containing individual sleeping or living units where a majority of such units open individually and directly to the outside, and where a garage is attached or a parking space is conveniently located to each unit, all for the use by automobile tourists or transients, and such words include motor lodges, motor inns, and similar terms.

NONCONFORMING USE: Any building, structure or land lawfully occupied by a use or lawfully situated which does not conform to the regulations of this title.

NONPRECISION INSTRUMENT RUNWAY: A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight in nonprecision instrument approach procedure has been approved or planned.

NURSING HOME OR REST HOME: A private hospital for the care of children, the aged or infirm or a place of rest for those suffering bodily disorders, but not including facilities for the treatment of sickness or injuries or for surgical care.

PARKING AREA**/FACILITY**, PRIVATE: Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles. ~~An open area for the parking of privately owned automobiles and not for public use~~.

PARKING AREA**/FACILITY**, PUBLIC: An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

PARKING SPACE: An area, enclosed or unenclosed, which has adequate access to a public street or alley, sufficient in size to store one automobile.

PERSON: An individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity; includes a trustee, a receiver, an assignee, or a similar representative of any of them.

PLANNED UNIT DEVELOPMENT: An area of land pursuant to Idaho Code 67-6515 in which a variety of residential, commercial, industrial and other land uses are provided for under single ownership or control.

PORCH: A roofed entrance to a building, projecting out from the wall or walls of the main structure and commonly open in part to the weather.

PRECISION INSTRUMENT RUNWAY APPROACH ZONE: The inner edge of this approach zone coincides with the width of the primary surface and is one thousand feet (1,000') wide. The approach zone expands outward uniformly to a width of sixteen thousand feet (16,000') at a horizontal distance of fifty thousand feet (50,000') from the primary surface. Its centerline is the continuation of the centerline of the runway.

PRESCHOOL: An institution primarily engaged in child training and academic instruction prior to the mandatory first grade.

PRIMARY SURFACE: A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends two hundred feet (200') beyond each end of that runway; for military runways or when the runway has not specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The width of the primary surface is set forth in the airport overlay zone district. The elevation on the primary surface is the same as the elevation of the nearest point on the runway centerline.

RUNWAY: A defined area on an airport prepared for landing and takeoff of aircraft along its length.

SCHOOL: An institution primarily engaged in academic instruction, public, parochial or private and recognized or approved by the state.

SETBACK: The minimum required distance between a property line and any portion of a building excepting projections as allowed by this title.

SIDEWALK: That portion of a street between the lateral lines of the roadway and the adjacent property lines set apart for use by pedestrians.

SITE PLAN REVIEW: The process whereby the planning department shall review the site plans, maps and other studies to assist in determining the manner in which the applicant intends to make use of his property to assure that they meet the stated purposes and standards of the zoning district and provide for the necessary public facilities associated with the development.

STORY: That portion of a building included between the surface of any floor and the surface of the floor next above it or if there be no floor above it, then the space between such floor and the ceiling next above.

STREET: The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", ~~and "alley"~~, and other similar designations.

STRUCTURAL ALTERATIONS: Any change which would prolong the life of the supporting members of a building or structure, such as bearing walls, columns, beams or girders.

STRUCTURE: That which is built or constructed.

TERRACE, OPEN: A level and rather narrow plain or platform which, for purposes of this title, is located adjacent to one or more faces of the main structure and which is constructed not more than four feet (4') in height above the average level of the adjoining ground.

TIMESHARE CONDOMINIUM: A condominium in which units are individually owned by a family or group of persons for a variable amount of time during the year, and in which part or all of the units may be available to transients for rent or on an exchange basis. For the purposes of this title, timeshare condominium or unit shall be considered a motel.

TOWNHOUSE: An attached dwelling, designed for residence by a single-family or household, that shares a party or common wall and occasionally a single roof with at least one other similar residence. Townhouses and the land they rest upon are usually individually owned with a proportional interest in the common areas of the development.

TRAILER: A vehicle without motive power used for human habitation, including a trailer coach or house trailer designed to be drawn by a motor vehicle.

TRAILER PARK, MOBILE HOME PARK, TRAILER COURT: Any premises occupied or designed to accommodate more than one mobile home or trailer.

USE: The purpose for which land or a building is intended, designed, arranged or maintained.

VACATION HOME RENTAL OCCUPANCY: The use of a dwelling unit by any person or group of persons who occupies or is entitled to occupy a dwelling unit for remuneration for a period of time less than thirty (30) days but at least two (2) days, counting portions of days as full days. "Remuneration" means compensation, money, rent or other bargained for consideration given in return for occupancy, possession or use of real property. Home exchanges where money is not transferred shall be excluded from this definition.

VISUAL RUNWAY: A runway intended solely for the operation of aircraft using visual approach procedures.

YARD: An open space unoccupied and unobstructed from the ground upward, on the same lot with a main building, except as otherwise provided in this chapter.

YARD, FRONT: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building.

YARD, REAR: A yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

YARD, SIDE: That part of the yard lying between the main building and a side lot line, and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard.

(Ord. 1084, 6-2-2003; amd. Ord. 1091, 8-20-2003; Ord. 1127, 2-16-2005; Ord. 1135, 7-20-2005; Ord. 1152, 7-19-2006; Ord. 1178, 8-15-2007; Ord. 1196, 11-19-2008; Ord. 1263, 12-29-2011; Ord. 1281, 5-15-2013; Ord. 1336, 11-2-2016; Ord. 1393, 3-16-2022; Ord. No. 1413, § 1, 12-20-2023)

CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

9-5-1: General Provisions:

A. Off-Street Parking and Loading Spaces Provided: No building or structure shall be erected, substantially altered (requiring a building permit), or its use changed unless permanently maintained off-street parking and loading spaces have been provided in accordance with the provisions of this chapter.

B. Additional Parking After Enlargement up to 50% in Floor Area~~or Change~~: Whenever a building or structure ~~existing prior to the effective date of this chapter changes use or~~ is enlarged up to fifty percent (50%) in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of ~~existing~~ parking and loading spaces, additional parking and loading spaces ~~must~~ shall be provided on the basis of the enlargement or change.

C Additional Parking After Enlargement greater than 50% in Floor Area: Whenever a building or structure is enlarged greater than 50% in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create the need for an increase in the number of parking and loading spaces, such additional spaces must be provided on the basis of the enlargement or change and shall be developed in accordance with the screening and landscaping provisions of this chapter.

D. ~~Buildings Enlarged Meet Requirements~~ Additional Parking After Change in Use or Occupancy: Whenever a building or structure ~~existing prior to the effective date of this chapter is enlarged to the extent of fifty percent (50%) or more in floor area~~ has a change in use or occupancy that would increase the number of spaces being required, such additional spaces shall be provided on the basis of the change.~~, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein~~.

~~D. Buildings With Other Changes Meet Requirements: Whenever a building or structure constructed after the effective date of this chapter changes use or is enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.~~

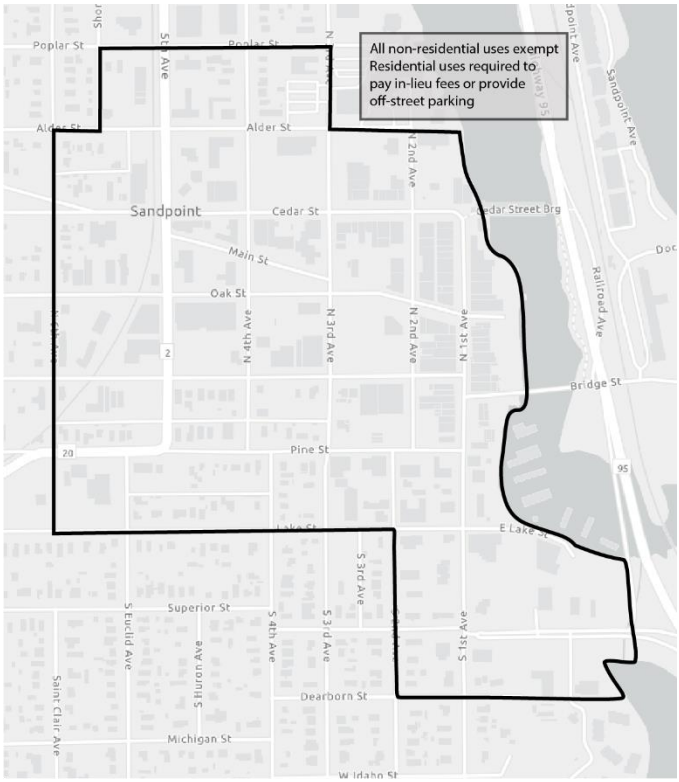
~~E~~E. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the ~~p~~Planning ~~d~~Director, Planning and Zoning Commission, or City Council upon completion of a Parking Demand Analysis demonstrating the actual demands of the project are less than the minimum or more than the maximum requirements of this code. A Parking Demand Analysis must be prepared by a registered professional traffic engineer licensed in the State of Idaho and must include analysis of multi-modal transportation and proximity to transit.

~~F~~F. Exemptions: ~~Buildings~~ Non-residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter. Residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter, provided in-lieu payments are made pursuant to section 9-5-18: ~~of~~ Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29

vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning. ~~First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (½) block extending outward are exempt from the parking minimum requirements of this chapter~~.

~~G. Exempted Non-Residential Use Boundaries: Non-residential uses within the following boundaries are exempt from the parking minimum requirements of this chapter: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.~~

~~H~~G. Map of Exempted Areas: Map of exempted minimum parking space requirements per subsections ~~s~~ F ~~F and G~~ of this section:



~~I. Construction and Repaving: Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code.~~

H. For the purposes of this chapter an alley is not a public street

(Ord. 1360, 12-5-2018)

9-5-2: Location of Parking Spaces:

The following regulations shall govern the location of off-street parking spaces and areas:

A. Parking spaces for all residential dwelling units with a density of less than ten (10) units per acre must be located on the same site as the use which they are intended to serve.

B. Parking spaces for apartments, dormitories, or similar residential uses with a density of greater than ten (10) units per acre must be located not more than three hundred feet (300') from the principal use.

C. Parking spaces for commercial, industrial or institutional uses must be located not more than one thousand feet (1,000') from the principal use.

(Ord. 1360, 12-5-2018)

9-5-3: Shared Parking Reduction:

A. Shared Parking or Parking Facilities Approval: Subject to compliance with other applicable requirements of city codes, the relevant permit approval authority, either the ~~p~~Planning ~~d~~Director, Planning and Zoning Commission, or City Council may approve shared development or use of parking facilities for two (2) or more uses if:

1. A convenient pedestrian connection between the properties or uses exists; and

2. The properties are within one thousand feet (1,000') of each other.

B. Parking Requirements; Hours: Where the uses to be served by shared parking do not overlap their hours of operation, the property owner or owners must provide parking stalls equal to the greater of the applicable individual parking requirements. Where a use change occurs within the development causing an overlapping of use hours, parking requirements must be reassessed. For the purposes of this provision, residential parking use hours shall be from five o'clock (5:00) p.m. to sixty thirty-o'clock (6:30) a.m. daily.

C. Parking ~~Stall~~ Space Reduction: Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the ~~p~~Planning ~~d~~Director, Planning and Zoning Commission, or City Council may approve a reduction of the total required parking ~~stalls~~ spaces if the reduction is supported by a parking demand analysis performed by a registered professional traffic engineer licensed in the State of Idaho.

D. Documentation Required: Prior to establishing shared parking or any use to be served thereby, the property owner or owners must file with the County Recorder's Office or its successor agency, a written agreement approved by the ~~p~~Planning ~~d~~Director providing for the shared parking use. A copy of the written agreement must be retained by the planning director in the project file. The agreement must be recorded on the title records of each affected property.

(Ord. 1360, 12-5-2018)

9-5-4: Access and Maneuvering Area:

A. Any parking area must be designed in such a manner that any vehicle entering or leaving the parking area from or onto a public or private street must be traveling in a forward motion. ~~Residential uses with a density of less than ten (10) units per acre are exempt from this requirement~~. Development of six or fewer units on a site, including single-family, duplexes, multi-family dwellings and accessory dwelling units are exempt from this requirement.

B. ~~Access of driveways for parking areas or loading spaces must be located in such a way that any vehicle entering or leaving such lot must be clearly visible for a reasonable distance to any pedestrian or motorist approaching the access or driveway from a public or private street~~. Driveways shall be located so that any obstructions do not prevent adequate sight distance between a vehicle stopped at the edge of the right of way and any approaching vehicle or pedestrian on the adjacent street. The required sight triangle shall be determined using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.

C. All maneuvering areas, ramps, access drives, etc., must be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area.

(Ord. 1360, 12-5-2018)

9-5-5: Minimum Distance and Setbacks:

A. ~~No portion of any parking facility, except driveways and approaches, shall be located within five feet (5') of the front or side property lines. Commercial and industrial uses are exempt from this requirement.~~

B. ~~No portion of any parking facility shall obstruct the visibility, for a reasonable distance, of motorists using any public or private street~~. No portion of any parking facility shall obstruct the sight triangle of an adjacent street or driveway access, as determined by an analysis using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.

(Ord. 1360, 12-5-2018)

9-5-6: Surfacing:

A. Hard surfacing of all parking facilities shall be required. All hard surfacing must comply with all other applicable city codes including the Stormwater Management Code.

B. Hard surfacing, for the purposes of this chapter, shall be defined as asphalt pavement, concrete pavement, or as otherwise determined by the City Engineer or Public Works Director.

C. All hard surfacing must be completed before a certificate of occupancy is issued. In the event that hard surfacing cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable in the circumstances including a requirement that the paving be completed within six (6) months of the agreement and if not that the city in the city's sole discretion use the security to complete the hard surfacing.

D. ~~Driveways and approaches to a parking facility abutting a street improved with curbs and gutters must be paved with hard surfacing to their full width for a minimum of twenty feet (20') in depth from the street right-of-way, or where there is a lesser setback, the hard surfacing paving must be from the street to the parking facility.~~ Driveways and parking facilities abutting a public right of way shall include hard surfacing from the edge of right of way to the parking facility. Driveway approaches within the public right of way shall be constructed pursuant to Section 7-3-9 and city standard details.

E. If a parking facility is accessed from a public alley, a minimum of 12 feet in width of the alley shall be constructed with hard surfacing for the entire length of the alley between the adjacent public streets at either end of the alley. The driveway approaches accessing either end of the alley on the adjacent public streets shall be constructed pursuant to Section 7-3-9 and city standard details. Hard surfacing of alleys shall be included in an approved stormwater management plan meeting the requirements of Title 11, Chapter 3, Stormwater Management Ordinance.

~~C. Any building lot in a Commercial Zone used in whole or in part as a parking facility and which abuts a city street with curbs and gutters must be improved with sidewalks in accordance with city specifications~~.

F. Exceptions to hard surfacing requirement of parking ~~spaces~~facilities:

1. Within the Industrial General (IG) Zone, the hard-surfacing requirement may be waived, with the exception that the ~~with certain conditions, by the city engineer.~~ first 25 feet on private property from the right-of-way the width of the driveway shall be hard surfaced.

2. A ~~D~~detached single-family home~~s~~ with or without an ADU, a duplex~~es~~ with or without an ADU, ~~accessory dwelling units and any residential parking area within a Residential Zone~~ that is not accessed from a street or is accessed from an alley shall be exempted from the hard- surfacing requirement. Any residential development more intense shall be required to adhere to the hard surfacing requirements.

G. Construction and the repaving of parking facilities must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code.

(Ord. 1360, 12-5-2018)

9-5-7: Maintenance:

A. The owner of property used for parking and/or loading shall maintain the facility in accordance with good practice without holes and free of all snow, dust, trash and other debris.

B. Failure to keep the parking ~~lot~~ facility surfaces reasonably clean of snow and debris, failure to keep storm catch basins properly clean and functioning, and failure to remove and replace dead plant material or to remove noxious weeds shall be specifically included in the term "failure to maintain the facility in accordance with good practice" and shall be deemed a violation of this title and therefore subject to the penalties as established.

C. The city shall not be responsible for maintenance, repair, upkeep, or reconstruction of any parking facility located on private property, or any hard surfacing of alleys required by Section 9-5-6.

(Ord. 1360, 12-5-2018)

9-5-8: Lighting:

A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated in accordance with the regulations set forth below, and in Title 8, Sandpoint Outdoor Lighting Code. ~~to avoid accidents~~. Residential uses are exempt from this requirement.

B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.

C. Parking ~~lot~~ area lighting must be designed to provide the minimum lighting necessary to ensure adequate vision ~~and comfort~~ in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking ~~lot~~ area lighting requirements must also apply to interior drives and other areas on the property used by vehicles.

1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy.

(Ord. 1360, 12-5-2018)

9-5-9: Wheel Blocks:

A. Whenever a parking ~~lot~~ space extends to a property line, wheel blocks or other suitable devices must be installed to prevent any part of a parked vehicle from extending beyond the property line~~.~~, assuming a 24-inch vehicle overhang from the vehicle-side face of the wheel block.

B. ~~Where parking stalls abut sidewalks or walkways that leave less than a four foot (4') wide pedestrian travel zone due to vehicle overhang, wheel blocks or other suitable devices may be required by the city in order to maintain accessibility. Wider sidewalks or pathways, however, shall be preferred.~~ Where parking spaces abut sidewalks or walkways, wheel blocks shall be provided to prevent vehicle overhang on the sidewalk or walkway. Wheel blocks shall be placed so that the distance between vehicle-side face of the wheel block and the opposite side of the sidewalk or walkway is at least seven (7) feet.

C. Whenever wheel blocks are used, the parking space depth, as specified in Section 9-5-14, shall be measured from the vehicle-side face of the wheel block.

D. Whenever any obstruction greater than eight (8) inches in height, including walls or fences, is located directly adjacent to a parking space, wheel blocks shall be provided at least two (2) feet from the obstruction, and the “stall depth from curb edge” column D shown in Section 9-5-14 shall be measured from the vehicle-side face of the wheel block.

(Ord. 1360, 12-5-2018)

9-5-10: Signs:

A. The entrances and exits to the parking area must be clearly marked.

B. Parking areas having more than one aisle or driveway must have directional signs or markings in each driveway or aisle.

C. Parking area directional signs must have a maximum size of four (4) square feet.

(Ord. 1360, 12-5-2018)

9-5-11: Striping:

A. ~~All parking areas with a capacity over ten (10) vehicles must be striped with double lines, two inches (2") in width and six inches (6") both sides of center between stalls, to facilitate the movement into and out of the parking stalls.~~ All parking areas shall be striped with minimum 4” wide white striping, meeting the dimensional standards of Section 9-5-14.

(Ord. 1360, 12-5-2018)

9-5-12: Screening and/or Landscaping:

A. Parking ~~Lot~~ Area Minimum Landscaping: A minimum of ten percent (10%) of ~~gross~~ paved parking area ~~used for parking lots within the City of Sandpoin~~t must be landscaped.

B. Slopes and other areas between a parking area and sidewalks, street rights-of-way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb. Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.

~~B~~C. Proximity Standards: Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a Residential District, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any Residential District must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement.

C. Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the Public Works ~~and/or planning department~~ Director may require suitable landscaping abutting the street right-of-way.

D. Material and Planting Requirements: Parking ~~lot~~ area landscaping must consist of, but not be limited to, a mix of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the Urban Forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.

E. Parking ~~Lots~~ Area Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.

F. Parking ~~Lots~~ Areas Exceeding Thirty Spaces: The following additional regulations apply:

1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from Residential Zones, and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.

2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking ~~lot~~ area.

3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.

G. Parking ~~Lot~~ Area Directional Signs: Parking ~~lots~~ area not visible from streets must have clearly visible directional signs approved during the site plan review process.

H. Screening Equipment; Noise: Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.

I. Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.

J. Pedestrian Access: Parking ~~lots~~ areas must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. ~~This must be accomplished utilizing decorative pavers or sidewalk type walkways~~. This pedestrian path shall meet the requirements for an accessible route as described in the latest edition of the ADA Standards for Accessible Design of the Americans With Disabilities Act. ~~The planning commission may waive this requirement for lots smaller than thirty (30) spaces when it creates undue hardship~~.

K. Exemptions:

1. Single-Family Residential: Single-family and duplex residential off- street parking areas are exempt from this subsection.

2. Auto and Vehicle Dealers: Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.

3. Landscaping Requirement Modifications: Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.

4. Industrial General Zone: Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A, "Parking Lot Minimum Landscaping", of this section.

5. Existing Parking Areas ~~Lots~~: Expansions of existing parking ~~lots~~ areas shall not be exempt.

(Ord. 1360, 12-5-2018)

9-5-13: Accessible Parking Spaces:

A. All parking facilities must provide accessible parking spaces as required by the ADA Standards for Accessible Design of the Americans With Disabilities Act.

(Ord. 1360, 12-5-2018)

9-5-14: Design and Dimensional Standards:

A. ~~City Standards Mandatory:~~ All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.

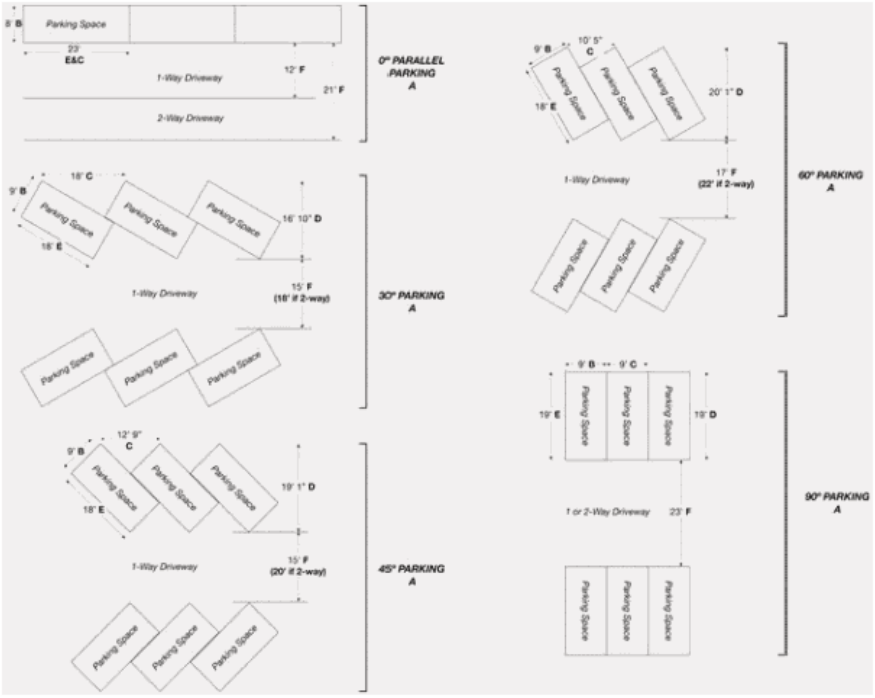
~~B. Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the~~

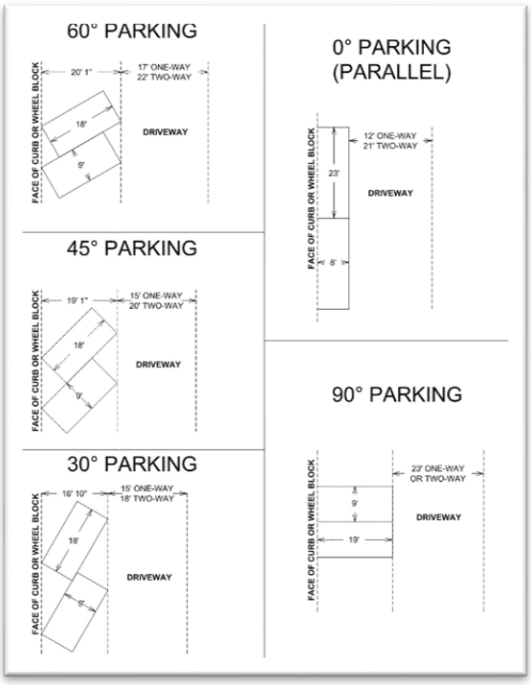
~~temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit.~~

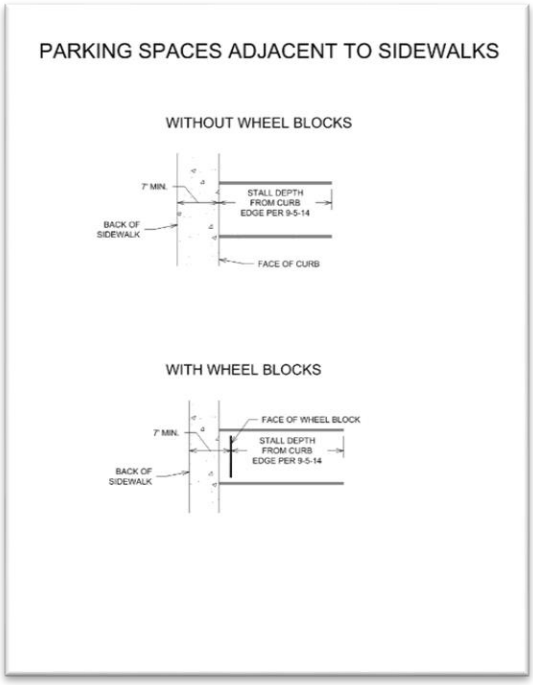
~~C~~B. Minimum Standards: Letters in the following chart are referenced in subsection D of this section. Off-street parking spaces must be provided in accordance with the following minimum standards:

Parking Angle A	Parking Space Width B	Curb Length Per Stall C	Stall Depth From Curb Edge D	Parking Space Depth E	1-Way Driveway Width F	2-Way Driveway Width F
For standard vehicles:						
0°	8 feet	23 feet	8 feet	23 feet	12 feet	21 feet
30°	9 feet	18 feet	16 feet, 10 inches	18 feet	15 feet	18 feet
45°	9 feet	12 feet, 9 inches	19 feet, 1 inch	18 feet	15 feet	20 feet
60°	9 feet	10 feet, 5 inches	20 feet, 1 inch	18 feet	17 feet	22 feet
90°	9 feet	9 feet	19 feet	19 feet	23 feet	23 feet
For compact vehicles:						
0°	7 feet, 6 inches	18 feet	7 feet, 6 inches	18 feet	12 feet	21 feet
30°	7 feet, 6 inches	15 feet	14 feet	15 feet	15 feet	18 feet
45°	7 feet, 6 inches	10 feet, 7 inches	15 feet, 11 inches	15 feet	15 feet	20 feet
60°	7 feet, 6 inches	8 feet, 8 inches	16 feet, 9 inches	15 feet	15 feet	22 feet
90°	7 feet, 6 inches	7 feet, 6 inches	15 feet	15 feet	23 feet	23 feet

~~D~~C. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):


0° PARALLEL PARKING
A
30° PARKING
A
45° PARKING
A
60° PARKING
A
90° PARKING
A
Parking Space
1-Way Driveway
2-Way Driveway
1 or 2-Way Driveway





E. Additional Standards for Compact Car Parking:

1. If the total number of required parking spaces is less than ten (10), no compact car spaces shall be provided.
2. If the total number of required parking spaces equals ten (10), then one parking space may be for compact cars. For each four (4) spaces in excess of ten (10), one space for compact cars may be provided.
3. Each compact car parking space shall be marked for such use.

(Ord. 1360, 12-5-2018)

9-5-15: Minimum and Maximum Surface Parking Space Requirements:

A: Table 1: Required Parking by Land Use

Type of Use		Parking Spaces Required
A.	Residential outside of Exempt Area: Values shall be held as the minimum:	
	Accessory dwelling units	1 for each unit
	Apartments, duplexes, townhouses or multi-family dwellings over 1,200 square feet of living space per unit	1.4 for each unit
	Apartments, duplexes, townhouses or multi-family dwellings equal to or under 1,200 square feet of living space per unit	1 for each unit
	Boarding, lodging, or rooming house	1 for each sleeping room

	Cottage developments in accordance with chapter 4 of this title	1 for each unit
	Detached single-family homes with more than 3 bedrooms	2 for each unit
	Detached single-family homes with 3 bedrooms or less	1 for each unit
	Group homes	2 for each unit
B	Residential within Exempt Area	
	Any residential land use	1 for every 1000 sf, not to exceed 1.5 for each unit
~~B~~C.	Commercial: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements.	
	Banks, financial institutions and similar uses	1 for every 500 square feet of floor area
	Bowling alleys	2 for each alley
	Dance floors, skating rinks	1 for every 500 square feet of floor area
	Dining rooms, restaurants, taverns, nightclubs, etc.	1 for every 300 square feet of floor area
	Funeral parlors, mortuaries	1 for every 100 square feet of floor area open to the public
	Hostels	1 for every 4 beds
	Hotels, motels	1 space for each room or unit; plus, as required for accessory uses, such as restaurants, meeting halls, etc.
	Medical or dental clinics	1 for every 500 square feet of floor area of examination, treatment, office, and waiting rooms
	Offices, public or professional administration and services	1 for every 500 square feet of floor area
	Retail sales and services of large items, such as appliances, furniture and equipment	1 for every 800 square feet of floor area
	Retail stores	1 for every 350 square feet of floor area
	Service stations providing repair, public garages	1 for each 2 gasoline pumps and 2 for each service bay
	All other types of business or commercial uses permitted in any Commercial Zone	1 for each 350 square feet of floor area
~~C~~D.	Entertainment and Recreation: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements:	
	Auditoriums, sport arenas, theaters and similar uses	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Fitness centers	1 for every 400 square feet of floor area
	Private clubs or lodges	1 for every 350 square feet of floor area

	Swimming pools, public or community clubs	1 for each 5 persons' capacity plus 1 for each 4 seats or 1 for each 30 square feet of floor area used for seating purposes, whichever is greater
~~D~~E.	Institutional: Values shall be held as the minimum:	
	Churches and other places of religious assembly	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Hospitals	1 for each bed
	Libraries, museums, art galleries	1 for each 500 square feet of floor area
	Sanatoriums, homes for the aged, nursing homes, children's homes and similar uses	1 for each 2 beds
~~E~~F.	Schools (Public, Private Or Parochial): Values shall be held as the minimum:	
	Business, technical and trade schools	1 for each 2 students
	Colleges, universities	1 for each 4 students
	Elementary, high schools	1 for every teacher and employee, 1 for every 4 students normally enrolled that are over the legal driving age, and 1 for every 4 seats in auditoriums, gymnasiums or stadiums. Parking spaces provided for the school may be considered as parking for the public assembly areas
	Kindergartens, daycares, childcare centers, nursery schools and similar uses	Where the number of children plus employees is less than 13, 2 off-street parking spaces shall be provided. Where the number of children is equal to or greater than 13, 1 off-street parking space for each 5 children or a fraction thereof shall be provided
~~F~~G.	Industrial: Values shall be held as minimum:	
	All types of manufacturing, storage, wholesale and freight uses permitted in any Industrial District	1 for each 1,000 square feet of floor area

Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the planning director.

B. Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of ~~four (4~~ one (1) bicycle space~~s~~ for every ~~twenty~~ five (~~20~~5) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed ~~to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit~~ in accordance with the Bicycle Parking Standards adopted by City Council resolution.

(Ord. 1360, 12-5-2018)

9-5-16: Parking Credits:

A. Bicycle Parking: For every six (6) nonrequired bicycle parking spaces created within any Commercial or Industrial Zone which adhere to the standards set forth in section 9-5-14, "Design and Dimensional Standards", of this chapter, motor vehicle parking space requirements may be reduced by one space; up to a maximum of two (2) off-street parking spaces.

B. Motorcycle Parking: For every two (2) motorcycle parking spaces provided for any multifamily, commercial or industrial project, the number of standard vehicle spaces may be reduced by one space up to a maximum of two (2) spaces. Motorcycle parking spaces must be at least four feet (4') wide and ten feet (10') deep with a minimum of ten feet (10') of backup space provided. Backup space shall be on private property within an access aisle or other area not otherwise designated as a parking space.

C. Affordable Housing Deed Restrictions: The minimum parking space requirements for developments that contain a deed restriction for affordable housing shall be reduced by twenty percent (20%). Such development must adhere to the following standards:

1. At least fifty percent (50%) of the units must be deed restricted to provide for affordable rental housing.

2. At a minimum, the deed restriction must accommodate households making less than eighty percent (80%) of area median income according to the Department of Housing and Urban Development (HUD). Such accommodation must provide affordable units such that no more than forty percent (40%) of tenant household income shall go towards the payment of rent. The deed restriction must remain in effect for a minimum of ten (10) years.

3. Applicants awarded this credit must submit annual reports verifying the standards above to remain in good standing of this provision.

(Ord. 1360, 12-5-2018)

9-5-17: Loading Areas:

A. The required number of loading spaces are as follows:

Gross Floor Area (Square Feet)	Quantity	Type
14,000—36,000	1	A
36,001—60,000	2	A
60,001—100,000	2 1	A B
For each additional 75,000 or fraction thereof	1	B

B. The size of off-street loading spaces shall not be less than the following, exclusive of access platform and loading area:

Type A spaces:	Length	35 feet
	Width	12 feet
	Height clearance	15 feet
Type B spaces:	Length	65 feet

	Width	12 feet
	Height clearance	15 feet

C. Convenient access to loading spaces shall be provided and shall not be less than twelve feet (12') in width.

D. Loading spaces may be located in required yards, providing such space is not roofed.

E. Loading spaces shall be located entirely on the property they are intended to serve.

(Ord. 1360, 12-5-2018)

9-5-18: In Lieu Parking Fees:

A. Purpose: ~~-~~The purpose of these provisions is to allow ~~businesses~~ development to satisfy the required off-street parking ~~to~~by making in-lieu payments into a special dedicated fund the city will use to develop parking. ~~reduce the number of on-site parking spaces through payment so as to meet the requirements set forth in this chapter~~. ~~These businesses allowed to make payments~~. ~~These provisions may be utilized for parking required for new construction or for an increase in required parking resulting from the change of use of an existing building~~.

B. Goals: The in-lieu program is voluntary and has the following goals:

1. To creatively reduce parking requirements ~~where appropriate~~;
2. To reduce the cost of development by reducing the funds required for building and maintenance of parking lots;
3. To facilitate the construction and improvement of public parking;
4. To improve urban design;
5. To encourage shared parking; and
6. To support historic preservation.

C. Definitions:

IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for development.~~a business within the defined parking in lieu area~~.

PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve ~~general~~ public parking in the City, to purchase or lease land for public parking, to improve, create, or expand city parking facilities, and to offset administrative expenses.

D. Applicability: These provisions may be utilized in lieu of providing parking in the following situations:

1. New residential development within the parking exempt area as defined in section 9-5-1-F.
2. Non-residential development and residential development outside the exempt area as defined in section 9-5-1-F.
3. Non-residential development within the exempt area shall be exempt from this section.
4. A Parking Demand Analysis, as established in 9-5-1-E shall not be eligible to determine the required number of parking spaces for the purposes of establishing an in-lieu payment.

~~D~~E. Payment Calculation:

1. The parking requirements set forth in the Parking Code may be satisfied in whole or in part by the payment of a nonrefundable parking ~~improvement~~ in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the Parking Improvement Fund. ~~ten thousand dollars ($10,000.00) per space~~.

2. ~~Payment of fees must be made in conjunction with the issuance of a building permit. Upon payment of in lieu fees, applicant will receive a nontransferable certificate for each space that would otherwise be required by city parking requirements~~.

~~3. The city council may amend the fee by resolution to approximate increases in costs of providing parking~~.

~~E~~F. Parking Fund Use:

1. The "Parking Improvement Fund", a dedicated fund, is hereby created to receive revenue from in lieu payments. The fund shall be used to provide and enhance public parking facilities, including buying or leasing land, constructing parking facilities, offsetting administrative expenses directly related to managing the account and the construction of facilities, coordinating parking planning, and erecting signage.

~~F~~G. Limitations:

1. In the event ~~a business~~ an application for development outside of the parking exempt area that requires a Site Plan Review permit as established in section 9-1-4 or a Conditional Use Permit as established in section 9-9-1 intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of the development application review. ~~Proposed parking requests shall be reviewed at a regular meeting of the planning commission. Notice of such review shall be sent to all adjacent property owners of the property for which parking is requested and affected property owners shall have the right to comment.~~ Public notice of the development application shall reference the parking reduction sought. Any such request for parking may be denied or reduced if the planning commission finds that permitting such request would have an adverse impact on the surrounding area or neighborhood.

(Ord. 1360, 12-5-2018)

AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 14, 2025

MEETING DATE: August 6, 2025

TO: Mayor Grimm and members of the City Council

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Council Direction on Potential Amendment to Sandpoint City Code §3-2-9 – Open Container Law

PURPOSE:

The purpose of this agenda item is to seek City Council direction on a proposed amendment to Sandpoint City Code §3-2-9 ("Open Container Law") to allow for the sale and consumption of alcohol at permitted special events held at (1) the James E. Russell Sports Center (JER) and (2) City Beach Park. Staff is not requesting adoption of the code amendment at this time but rather seeking Council feedback on the concept prior to drafting formal code language in collaboration with the Police Chief and legal counsel.

BACKGROUND:

Under current City Code, alcohol consumption in City parks is prohibited except in **Farmin Park** and **War Memorial Field**, and only when sold on site by an authorized vendor with a valid alcohol beverage catering permit for a permitted special event.

Recent requests by event organizers and potential renters of the James E. Russell Sports Center and City Beach Park highlight the need to revisit this policy:

- The **James E. Russell Sports Center** features a 60-person community room, a large covered patio, and a 30,000-square-foot indoor court area suitable for large-scale banquets, fundraisers, and other community events. Interest from groups that require the ability to serve alcohol suggests that expanding the code to allow alcohol at permitted events at JER would enhance its utility as a regional event venue and increase rental revenue.
- At **City Beach Park**, due to redevelopment at adjacent properties, some long-standing community events are seeking to relocate their staging and after-party activities to the park's central lawn area. These include public events that traditionally serve beer and wine, requiring the ability to allow alcohol in a managed, permitted setting.

Chief Coon has expressed cautious support for the proposal, particularly the idea of naming specific facilities (e.g., JER rather than the broader "Travers Park") in order to define and manage the scope of such permissions. He has also raised important legal and operational concerns, including:

- The challenge of denying permits for other events seeking to serve alcohol once the code is expanded.
- The need for clear, defensible criteria to guide approval and avoid legal exposure.

- Interest in how other regional jurisdictions manage alcohol at public waterfront parks (e.g., Coeur d'Alene and Post Falls).

DISCUSSION POINTS FOR COUNCIL CONSIDERATION

1. Should the City expand the list of parks/facilities where alcohol is allowed at permitted events?
    - Add *James E. Russell Sports Center* by name?
    - Add *City Beach Park*?
    - Limit to certain facilities within those parks?
2. Should the code amendment specify which events are allowed to serve alcohol, or retain a discretionary approval process by the Parks and Recreation Director and/or City Council?
3. How should the City ensure fair and consistent permitting while maintaining public safety and minimizing neighborhood or community concerns?
4. Is Council supportive of directing staff to work with the Police Chief and legal counsel to develop a draft ordinance and return for formal review and a public hearing?

NEXT STEPS:

If Council is generally supportive, staff will:

- Draft revised language for SCC §3-2-9;
- Coordinate with the Police Department and City Attorney;
- Bring a proposed amendment forward for formal consideration at a future Council meeting, including proper noticing for a public hearing.

ACTION:

None tonight, discussion item only

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

ATTACHMENTS:

- Sandpoint City Code 3-2-9: Open Container Law

3-2-9: - Open Container Law:

A. No person in a motor vehicle, while the vehicle is on a public highway or the right-of-way of a public highway in the city, may drink or possess any open beverage containing alcoholic liquor, beer, or wine, unless such person is a passenger in the passenger area of a limousine, or in the living quarters of a recreational vehicle. Violation of this section is a misdemeanor for the individual in actual physical control of the vehicle pursuant to section 18-8004, Idaho Code, and an infraction for other individuals violating this section.

B. It shall be unlawful for any person to drink or consume beer, wine or any other intoxicating beverage or to have in their possession any open bottle, can or other container containing such beer, wine or other intoxicating beverage while on a sidewalk or anywhere within the public street right-of-way or in any public park within the city, except as follows:

1. Consumption of alcoholic beverages is allowed in Farmin Park and at War Memorial Field when purchased on site from an authorized vendor with a valid alcohol beverage catering permit issued by the city for events approved by the parks and recreation director or city council, as applicable. Those consuming alcoholic beverages must remain in specific areas of the park designated for alcoholic beverage consumption. In all cases, they must remain within the inner boundary of the park's fence or curb and not inhibit the use of the sidewalk by other persons.

(Ord. 1295, 2-5-2014; Ord. 1297, 3-19-2014)

AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 31, 2025

MEETING DATE: August 6, 2025

TO: Mayor and City Council

FROM: Holly Ellis, Public Works Director

SUBJECT: Wastewater Treatment Plant – Community Bond Survey Results

DESCRIPTION/BACKGROUND:

The City of Sandpoint owns and operates one wastewater treatment plant (WWTP) that discharges into the Pend Oreille River. Portions of this plant date back to the 1940s, with many components now obsolete, deteriorated, or undersized. Although staff have generally maintained treated water quality that meets regulatory discharge requirements, the risk of component failure threatens future compliance and water quality.

Reconstructing the WWTP is a high priority for the City. The 2019 Wastewater Facility Plan outlined the need for a new facility with a design capacity of approximately 10.7 million gallons per day (mgd), with costs now projected to exceed $60 million. The 2023 Wastewater Collection Evaluation Plan provided additional assessment of the collection system and, together with the Facility Plan, informed the 2022 utility rate study and subsequent rate adjustments implemented to begin funding future improvements. The City is actively working on a Preliminary Engineering Report as the next step to progress the project.

To finance this major capital project, the City plans to leverage a mix of revenue sources, including phased utility rate increases, bonds, and low-interest loans, while aggressively pursuing state and federal grants to minimize impacts to ratepayers.

The City recently conducted a community survey to assess public awareness of the WWTP's age, condition, and operational risks; gather feedback on environmental and regulatory concerns related to potential untreated discharges; and evaluate support for reconstruction of the facility. The survey also sought to understand residents' willingness to support a bond measure to help fund the project, either phased or entire rebuild. The survey was distributed through multiple channels, including text deployment, social media, emails, and the City website, to ensure broad public engagement.

NEXT STEPS

Staff and the consultant team will continue outreach and education efforts, addressing community questions and providing additional project information. On August 20, 2025, staff will return to City Council to request formal consideration of placing a bond measure on the November 2025 ballot to partially fund the WWTP reconstruction. Work is also underway to complete the Preliminary Engineering Report (PER) in accordance with DEQ requirements.

STAFF RECOMMENDATION:

N/A

ACTION:

No action is requested at this time. This update is provided for Council information only.

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

ATTACHMENTS:

Community Survey https://www.sandpointidaho.gov/public-works-utilities/page/city-sandpoint-wastewater-treatment-plant-survey