



## PLANNING AND ZONING COMMISSION MEETING AGENDA

June 17, 2025 at 5:30 PM

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

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### Call to Order, Roll Call and Pledge of Allegiance

### Announcements

### Consent Calendar - action item

1. Approval of Minutes from the Commission's June 3, 2025, Meeting - ***action item***

### Matters from the Public - General Comments

### Public Hearing

2. Public Hearing/Decision: Short Plat Code Amendments - ***action item***
3. Public Hearing/Recommendation: Off-Street Parking and Loading Facilities Amendment - ***action item***

### Old/Unfinished Business - none

### New Business - none

### Matters from City Staff

### Commissioner Roundtable

### Adjourn

### Public Participation Notice

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



## PLANNING AND ZONING COMMISSION MEETING MINUTES

June 3, 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

Chairman Mose Dunkel called the regular meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, June 3, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

#### PRESENT

Commissioner Mose Dunkel, Chair  
 Commissioner Wayne Benner, Vice Chair  
 Commissioner Grant Simmons  
 Commissioner Scott Torpie  
 Commissioner Reid Weber  
 Commissioner William Mitchell

#### ABSENT

Commissioner Ivan Rimar

Chairman Dunkel led all present in the Pledge of Allegiance, then made a quick announcement that the Commission would not be accepting comments regarding the Farmin Flats Site Plan Review during the meeting, as that issue had already been addressed in a public hearing, which was closed.

There were no other general announcements or reports from the Commissioners.

### Consent Calendar

There were no questions and no items removed from the Consent Calendar, and it was **approved** as presented by unanimous vote of the Commissioners present.

Motion made by Commissioner Benner, Seconded by Commissioner Simmons

Voting Yea: Commissioner Dunkel, Commissioner Benner, Commissioner Simmons, Commissioner Torpie, Commissioner Weber, Commissioner Mitchell

1. The minutes from the Commission's March 18, 2025, meeting were approved as presented.
2. The Reasoned Decision document that was presented, representing the Commission's prior decision regarding City Files PSPR25-0003 and PSPR25-0005, Farmin Flats Site Plan Review at 413 and 417 Church Street, was approved.

### Matters from the Public/General Public Comments

Chairman Dunkel recited the rules and procedure for general public comment, followed by an opportunity for comments from the public regarding Consent Calendar and Old/New Business items on the agenda and other topics relevant to the business of the City of Sandpoint. Information only; no Commission action.

**Old Business** – none

**New Business**

3. City Planner Bill Dean and Community Planning and Development Director Jason Welker provided a presentation on the types of residential development that are allowed in the Commercial "A" Zone and answered Commissioners' questions. Information only; no Commission action.

**Matters from City Staff**

There were no general matters from staff for the Commission.

**Commissioner Roundtable**

The Commissioners had no roundtable topics for discussion.

**Adjourn**

With no further business before the Commission, the meeting was adjourned at 7:37 p.m.

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

\_\_\_\_\_  
Mose Dunkel, Chair

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

**CITY OF SANDPOINT  
AGENDA REPORT**

**DATE:** June 17, 2025  
**TO:** Planning and Zoning Commission  
**FROM:** Brandon Staglund, P.E., City Engineer  
**SUBJECT:** Amendments to City Code 7-3-10-H, related to timing of infrastructure requirements for short plats.

*Note: This is a revised version of a proposed code amendment that was previously presented and approved by the Planning and Zoning Commission on March 4, 2025. However, since that approval, staff have had further discussions and have decided to propose a revised version of the proposed code amendment, which is presented here.*

**BACKGROUND:**

Title 10 of city code, related to land subdivisions, includes separate chapters describing the process and requirements for “subdivisions,” “short plats,” and “lot line adjustments.” A short plat is a subdivision of land that results in 4 or fewer lots, without dedication of a new public street, more fully described in 10-2-2. A lot line adjustment moves existing common property lines between two or more separate lots without creating any new lots.

Code Changes related to Sidewalk Requirements

The proposed code amendment allows the payment of in-lieu fee for sidewalk, for lots created by short plats or lot line adjustments. This would allow lots created by short plat to be created and sold without having to wait to construct the frontage improvements before final plat. The current code specifically excludes short plats and lot line adjustments from paying the sidewalk in-lieu fee. The sidewalk in-lieu fee would still be at the discretion of staff, as described in 7-3-10-H-6, and typically only used where there is not nearby existing sidewalk.

The following pros and cons are anticipated by staff if the proposed code amendments are approved by City Council:

Pros

- Allows short plats and lot line adjustments to create lots without having to physically construct sidewalk and curb up front, which can sometimes take months depending on contractor availability and weather.
- Allows staff to reduce the number of “sidewalks to nowhere” that do not connect to the rest of the existing sidewalk network and instead redirect those resources to other areas within the same neighborhood where sidewalk construction makes more sense.

Cons

- Delays construction of some sidewalks. With the existing code, all short plats and lot line adjustments are required to construct sidewalks up front before final plat or recording of the record of survey.

**RECOMMENDED ACTION:**

Move to:

Revise Sandpoint City Code sections 7-3-10-H, as shown on the attached draft code amendments.

**WILL THERE BE ANY FINANCIAL IMPACT?** Additional potential for collection of sidewalk in-lieu fees.

**HAS THIS ITEM BEEN BUDGETED?** n/a

**ATTACHMENTS:**

1. Draft code amendments to Sandpoint City Code 7-3-10-H.

**7-3-10: New Construction of Sidewalks; Improvements:**

- A. Purpose: The purpose of this section is to provide sidewalks in support of a multimodal transportation system that is functional for all users and consistent with the adopted comprehensive plan. The requirements establish responsibilities and standards for the construction, reconstruction and repair of sidewalks in the public rights-of-way. The health, welfare, and safety of the public require that adequate sidewalks meeting the requirements of this chapter be provided for the public convenience.
- B. Multimodal Transportation Plan: The city council shall adopt a multimodal transportation master plan (MTMP) to establish a network and locations for sidewalks and provide a strategy for implementing connectivity for all users. The MTMP shall be reviewed by city council no less than every ten (10) years and include a detailed and prioritized list of capital improvement projects, funding opportunities, and performance standards.
- C. New Construction Required:
1. New sidewalk construction is required and the responsibility of the city when:
    - a. Included in an adopted capital improvement plan; or
    - b. As otherwise approved by city council.
  2. New sidewalk construction is required along the entire lot frontage abutting a public street and is the responsibility of the property owner when any one (1) or more of the following is applicable:
    - a. A permit for construction for any new building, regardless of zone, if:
      - (1) No sidewalks exist; and
      - (2) Total square foot construction cost over three (3) constructive years, as published by the International Code Council, latest edition, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.
    - b. A permit for construction for any building addition, alteration, or repair, regardless of zone, if:
      - (1) No sidewalks exist;
      - (2) One or more lots abutting the lot has existing sidewalk; and
      - (3) Permit construction value over three (3) consecutive years, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.
    - c. As otherwise required by city code.
- D. Replacement or Repair Required:
1. Existing sidewalk replacement or repair is the responsibility of the city, when:
    - a. Included in an adopted capital improvement plan; or
    - b. As otherwise approved by city council.
  2. Existing sidewalk replacement or repair is the responsibility of the property owner, regardless of the zone, when:
    - a. A permit for construction for any new building, addition, alteration, or repair, regardless of zone, if:
      - (1) One or more lots abutting the lot has existing sidewalk; and

(2) Permit construction value over three (3) consecutive years, exceeds twenty-five percent (25%) of the value of any existing building(s), as determined by the final assessment notice of the calendar year, as published by Bonner County.

- b. As ordered by city council resolution when any portion of any sidewalk does not meet the requirements of this chapter, the Americans with Disabilities Act (ADA) or is a hazard to the health, welfare, or safety of the public.

E. Administration:

1. Except as provided otherwise in this chapter:

- a. The city engineer may not approve a site plan unless sidewalks are shown on the site plan, if required by this chapter or the multimodal transportation master plan;
- b. The city engineer, or his/her designee, shall determine whether the sidewalk meets the established design and construction standards;
- c. Sidewalks shall be designed and constructed in accordance with the design and construction standards;
- d. No permit shall be issued for construction, renovation, or remodeling of any building on such property unless the application for the permit provides for construction of sidewalks in accordance with this chapter;
- e. All sidewalks are constructed, rebuilt, repaired, or replaced shall be constructed in accordance with the plans approved by the city;
- f. When any sidewalk is constructed, rebuilt, replaced, or repaired, the person performing such work shall apply to the city to inspect it for acceptance in accordance with this chapter;
- g. The building official may not issue a final certificate of completion or occupancy until a sidewalk required under this chapter is installed and accepted by the city;
- h. A preliminary subdivision plan and a final plat shall indicate the location of sidewalks;
- i. If the required sidewalk is not in the public right-of-way, the applicant for a permit or subdivision shall agree in writing that before a certificate of occupancy the applicant will grant to the city for use by the public a right-of-way dedication or easement for sidewalk purposes, in accordance with the design and construction standards.

F. Permit for Sidewalk Construction Required:

1. Sidewalks may not be constructed, changed, altered, graded or sloped except upon written permission from the city.
2. Such permit shall describe with particularity the portion of the sidewalk to be constructed or replaced and specify the conditions, changes and alterations permitted.
3. Where an existing sidewalk is being replaced or repaired, temporary pedestrian detours shall be provided in accordance with the MUTCD and the portion of sidewalk being replaced or repaired shall be completed within thirty (30) days of permit issuance.
4. The applicant shall pay a permit fee adopted by resolution.

G. Modifications:

1. The city may issue a written modification to the requirements of this chapter when one (1) or more of the following conditions are met:

- a. The city engineer determines that the requirements of this chapter are impractical because one (1) or more of the following criteria are met:
    - (1) The modification is necessary to eliminate or reduce impacts on existing drainage patterns;
    - (2) The installation of required improvements would likely cause unacceptable environmental impacts;
    - (3) Sufficient right-of-way cannot be provided;
    - (4) The topography would require the construction of a retaining wall more than two feet (2') high to accommodate the sidewalk; or
    - (5) The city has conflicting or inconsistent standards.
  - b. The permit for construction is required due to a casualty loss.
  - c. The property owner elects to pay a fee in lieu of construction as an alternative to meeting the construction requirements of this chapter.
- H. Sidewalk Fee In Lieu of Construction:
1. A sidewalk fee in lieu of construction is required and shall be paid in full prior to issuance of a construction permit by the property owner abutting a public street when a modification has been authorized in accordance with this chapter, except in the event of a casualty loss, or as established in subsection H-2 below.
  2. Development associated with subdivisions under Title 10, Chapter 1 is precluded from electing to pay a fee in lieu as an alternative to meeting the requirements of this chapter. Development associated with short plats and lot line adjustments under Title 10, Chapter 2, is eligible to pay a fee in lieu as an alternative to meeting the requirements of this chapter, at the discretion of the public works director.
  3. The sidewalk fee in lieu amount shall be adopted annually by resolution.
  4. A sidewalk fee in lieu collected under this section shall be placed in a dedicated fund and used solely for the purpose of constructing public sidewalks, pathways, ramps, or other pedestrian infrastructure within the same quarter section, as determined by the public land survey system.
  5. A sidewalk fee in lieu collected under this section shall be spent within ten (10) years from the date fee is paid to the city. The owner of a property for which a fee in lieu was paid under this section may request a refund of any funds that remain unspent after the end of the ten (10)-year period. A refund request under this section must be submitted in writing, on a form provided by the city. The city may refund the fee to the applicant if it is not spent within ten (10) years of the date of its collection.
  6. Payment of the sidewalk in-lieu fee shall be at the discretion of the public works director or city engineer.

(Ord. 1216, 7-15-2009; amd. Ord. 1370, 12-18-2019; Ord. No. 1415, § 1, 5-1-2024)



## Staff Report

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**To:** Planning and Zoning Commission  
**From:** Bill Dean, City Planner  
**Report:** June 12, 2025  
**Hearing:** June 17, 2025  
**Item:** Sandpoint City Code Title 9 Chapter 5 Off-Street Parking and Loading Facilities Amendment  
**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](http://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 proposed City of Sandpoint Downtown Parking Management Plan and an ordinance amending sections of the City's zoning code to implement policy contained in the plan. Attached to the staff report is the draft City of Sandpoint Downtown Parking Management Plan (Attachment A) which is scheduled for City Council consideration on June 18, 2025. The parking ordinance has been amended from time to time with the last holistic evaluation and amendments occurring in 2005 and in 2018.

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.

One new requirement being proposed stemmed from recent experience evaluating development applications utilizing alleys for access. This ordinance includes requirements that alleys be hard-surfaced when development intensifies the use of the alleys. Additionally, an opportunity to utilize in-lieu payments for required parking outside of the Downtown exempt zone has been included.

Overall, the parking ordinance amendments are a continuation of recent efforts to deregulate parking in the Downtown and throughout the City.

Item # 3.

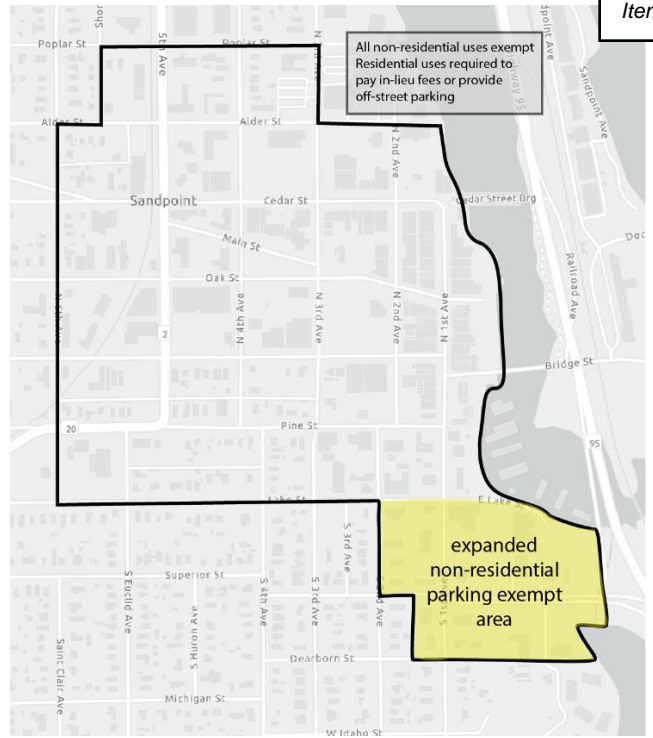
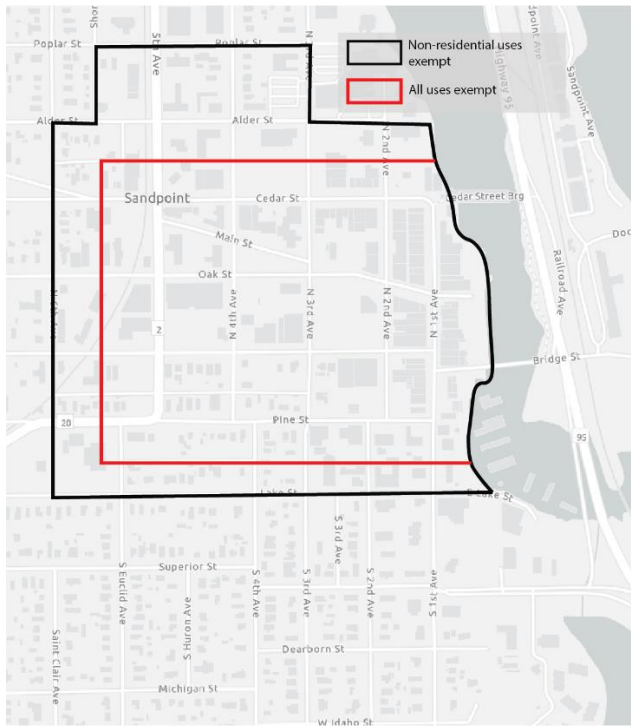


Figure 1: Current parking exempt zones. Figure 2: Proposed expanded non-residential boundary and elimination of residential parking exempt area

## 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 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.
- 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) 9-5-16 Parking Credits: clarifies where back-up space for motorcycles is required to be located.
- 17) 9-5-17 Loading Areas: no proposed changes.
- 18) 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.

Clarifying the City’s off-street parking requirements 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.

The public noticing for this proposed ordinance occurred prior to drafting proposed changes to the portion of the Zoning Code that contains the definitions, Section 9-1-3. Amendments to the definitions section of the code are necessary for clarity in implementation. Accordingly, it is anticipated a public hearing will be noticed for July 8, 2025 before the Planning and Zoning Commission to evaluate those proposed amendments.

**4) Off Stret Parking and Loading Facilities 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, 2015	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 8, 2025	Anticipated PZC Pubic 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) Planning Commission Action

On legislative matters, including rulemaking such as amendments to the zoning ordinance, the Planning and Zoning Commission act in an advisory capacity to the City Council. The action of the Planning and Zoning Commission can include the following:

Recommend City Council adopt the ordinance as drafted

Recommend City Council adopt the ordinance after making changes

Direct staff to revise the ordinance before taking action

Recommend City Council Deny the ordinance.

## 6) Attachments

1. Redline Version of Draft Proposed Amendments to Sandpoint City Code Title 9 Chapter 5
2. Clean Version of Redline Version of Draft Proposed Amendments to Sandpoint City Code Title 9 Chapter 5
3. Parking Management Plan 2025 with Appendixes

## CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

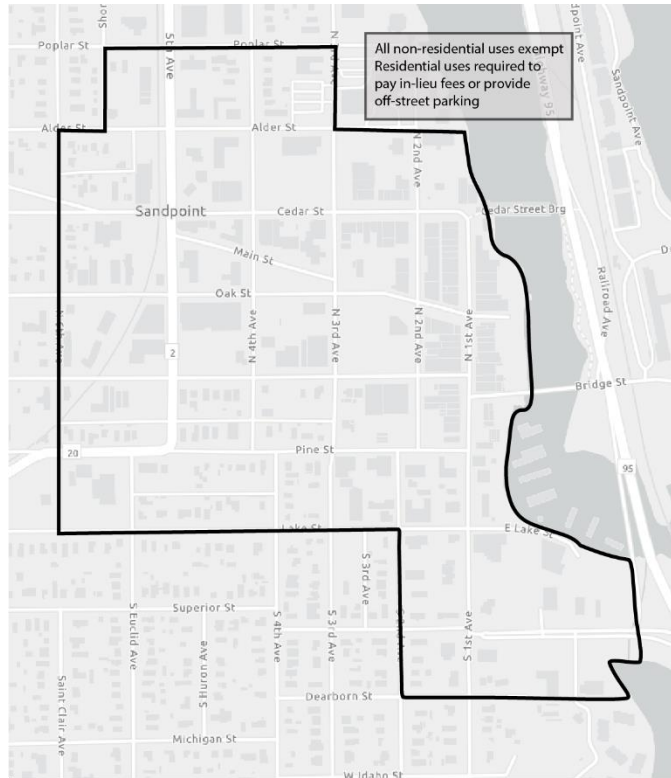
### 9-5-1: General Provisions:

- 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. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the Planning 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. 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: 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 (1/2) 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 (1/2) 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 (1/2) 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 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.**

(Supp. No. 1)

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- 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 homes with or without an ADU, a duplexes 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 Sandpoint~~ 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**.

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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:**

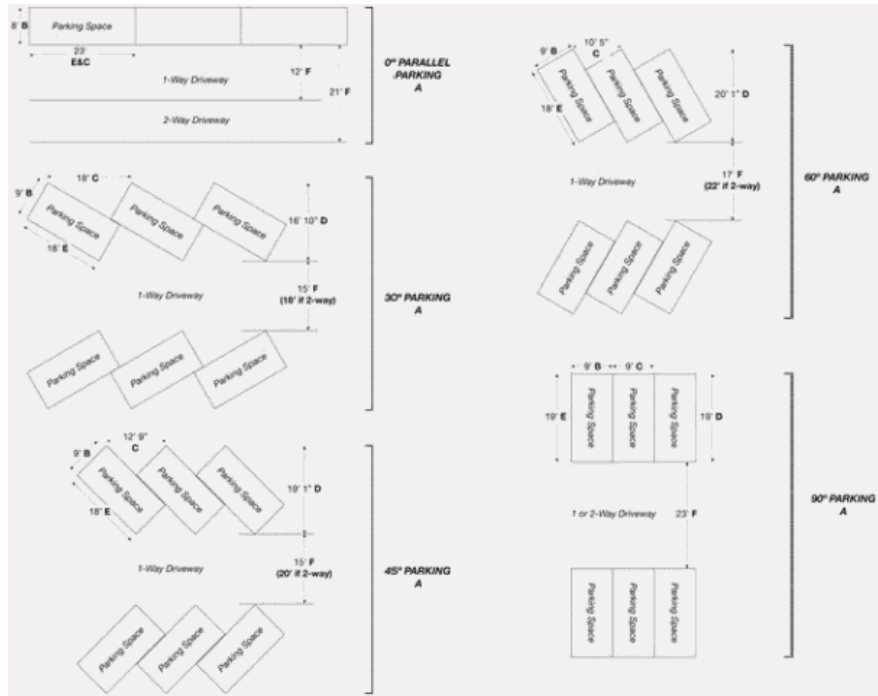
- A.** ~~City Standards Mandatory:~~ All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.
- B.** ~~Bicycle Spaces: 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~~

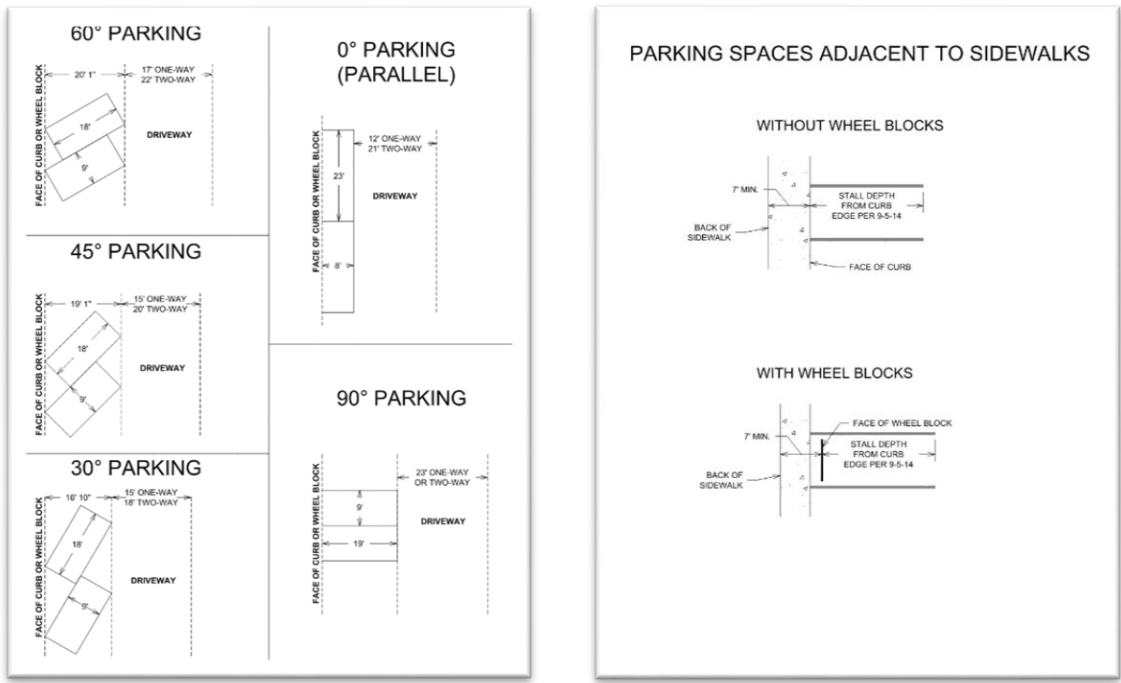
temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side-by-side racks should be thirty-six inches (36") or greater. The minimum 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.

- €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
<b>For standard vehicles:</b>						
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
<b>For compact vehicles:</b>						
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

- ÐC. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):





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 <u>outside of Exempt Area</u> : 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 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>B</b>	<u>Residential within Exempt Area</u>	
	<u>Any residential land use</u>	<u>1 for every 1000 sf, not to exceed 1.5 for each unit</u>
<b>BC.</b>	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
<b>CD.</b>	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
<b>DE.</b>	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
<b>EF.</b>	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
<b>FG.</b>	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) 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.

(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	A
	1	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

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	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.

~~DE.~~ 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.~~

**EF.** 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.

**FG.** Limitations:

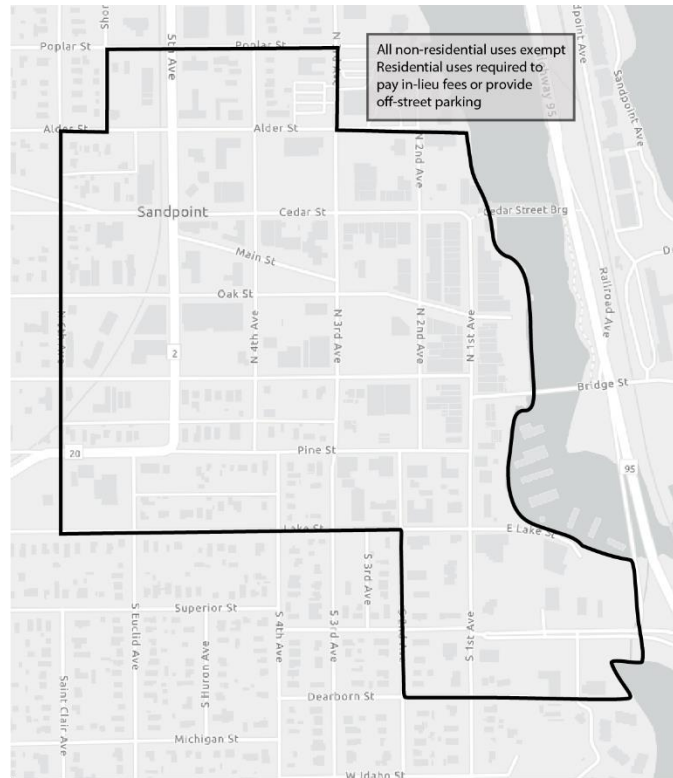
1. In the event ~~a business~~ an application for development outside of the parking exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of the 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)

## 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: Whenever a building or structure 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 parking and loading spaces, additional parking and loading spaces 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. Additional Parking After Change in Use or Occupancy: Whenever a building or structure 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.
- E. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the Planning 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. Exemptions: 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: 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.
- G. Map of Exempted Areas: Map of exempted minimum parking space requirements per subsection F of this section:



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 Planning 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 Space Reduction: Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve a reduction of the total required parking 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 Planning 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. 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. 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 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.

(Supp. No. 1)

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- 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 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.
- F. Exceptions to hard surfacing requirement of parking facilities:
1. Within the Industrial General (IG) Zone, the hard-surfacing requirement may be waived, with the exception that the first 25 feet on private property from the right-of-way the width of the driveway shall be hard surfaced.
  2. A detached single-family home with or without an ADU, a duplex with or without an ADU, that is not accessed from a street or is accessed from an alley shall be exempted from the hard-surfacing requirement. Any more intense residential development 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 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. 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 area lighting must be designed to provide the minimum lighting necessary to ensure adequate vision in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking 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 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 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 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 Area Minimum Landscaping: A minimum of ten percent (10%) of paved parking area 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.
- 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.
- D. 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 Director may require suitable landscaping abutting the street right-of-way.
- E. Material and Planting Requirements: Parking 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.
- F. Parking Area Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.
- G. Parking 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 area.
  3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- H. Parking Area Directional Signs: Parking area not visible from streets must have clearly visible directional signs approved during the site plan review process.
- I. 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.
- J. Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.
- K. 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 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.
- L. 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: 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)

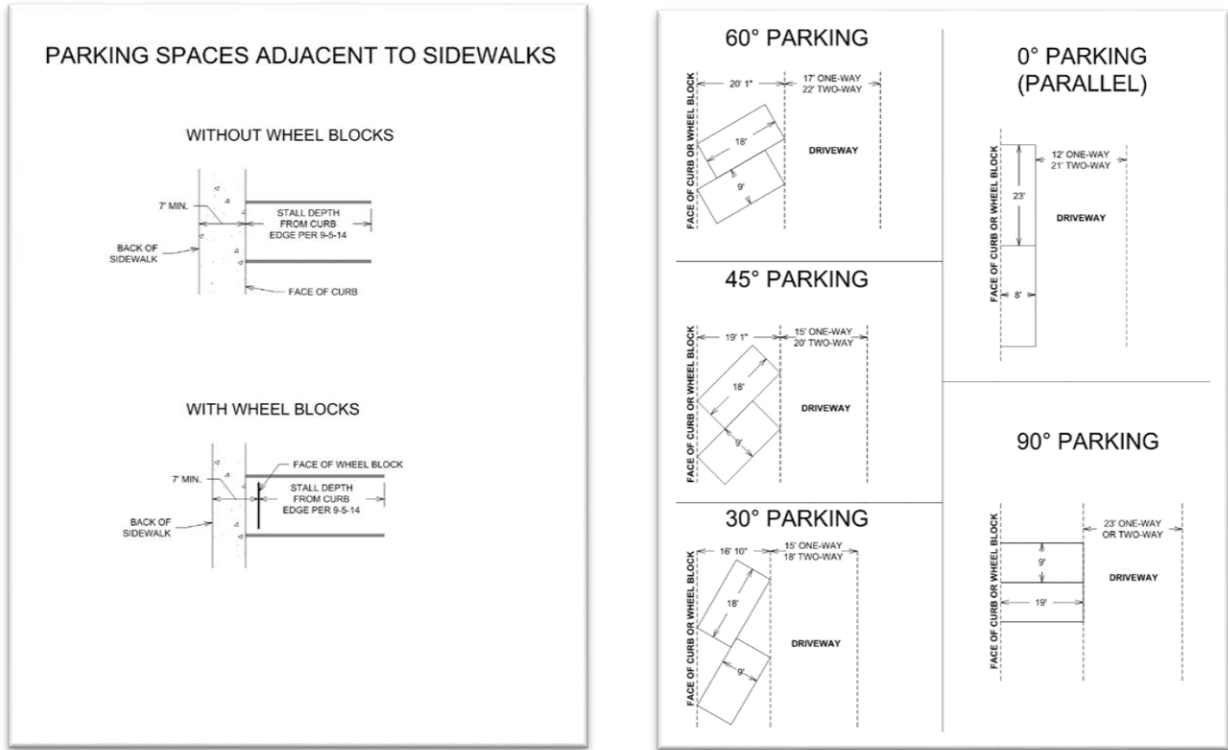
### **9-5-14: Design and Dimensional Standards:**

- A. 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. Minimum Standards: Letters in the following chart are referenced in subsection C 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
<b>For standard vehicles:</b>						
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
<b>For compact vehicles:</b>						
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

C. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):



D. 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 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
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
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
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
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
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.

- A. 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.

(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	A
	1	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 development to satisfy the required off-street parking by making in-lieu payments into a special dedicated fund the city will use to develop parking.
- B. Goals: The in-lieu program is voluntary and has the following goals:
  1. To creatively reduce parking requirements;
  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:
- D. IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for development.
- E. PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve 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.
- F. 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.

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G. 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 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.

H. 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.

I. Limitations:

1. In the event an application for development outside of the parking exempt area 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. 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)

# Downtown Parking Management Plan

City of Sandpoint — June 2025



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# City of Sandpoint Downtown Parking Management Plan

## Introduction

Sandpoint's downtown parking management plan implements a system of parking passes and paid hourly parking at Sandpoint's public downtown parking lots and on certain blocks along which utilization of curbside parking currently exceeds effective capacity (defined as a peak occupancy rate of 85%). The free parking model currently employed has resulted in a utilization pattern under which some public parking facilities experience use levels far above their effective capacity and others far below. Sandpoint's downtown and City Beach parking lots and curbside parking stalls along parts of First Avenue and Cedar Street experience peak occupancy rates close to 100%, while street parking just a few blocks away from the commercial core sees occupancy rates of below 50%.



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

This plan's primary objective is to promote a more efficient utilization of public parking facilities to improve the likelihood of users finding an available parking spot in the locations where they are most desired.

The policy's secondary objective is to provide a funding mechanism to support the ongoing maintenance and development of public off-street parking facilities and other amenities and infrastructure in the downtown core. A combination of affordable City taxpayer parking passes, Bonner County resident parking passes, downtown business and resident passes, and paid hourly parking for all non-passholders, combined with the reintroduction of off-street parking requirements and parking in-lieu fees for residential development downtown, will generate revenue that can be put towards maintaining and improving the City's public parking infrastructure.

## Need and justification for a parking management plan

The policy is based on the findings of Sandpoint's 2022 Parking Demand Study, which included among its preliminary policies and strategies the proposal to "implement and manage a paid parking program" to "support a vibrant downtown core" and the 2024 Comprehensive Plan, which included among its goals and objectives:

- "Enhance access to businesses, shops, restaurants, and other destinations through parking management solutions" (Chapter 6, Goal 1, A);
- "Refurbish the existing (City) lot, add paid parking." (Chapter 9), and;

- “Ensure sufficient public parking to enable redevelopment of underutilized properties” (Chapter 9, Goal 5, J)

A paid parking policy will generate \$500,000 of net revenue annually to maintain, enhance, and eventually expand downtown parking, much of that revenue coming from visitors and tourists whose use currently dominates Sandpoint’s public parking facilities during peak demand periods, yet who pay nothing towards those facilities’ maintenance or eventual replacement costs.

By monetizing parking, the City incentivizes efficient land use and encourages alternative modes of transportation, reducing the demand for expansive parking lots that consume valuable urban space. Unpriced parking, on the other hand, distorts urban development patterns, promotes car dependency, and increases housing and commercial costs.

## Overview of Plan Components

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

1. **Parking Pass Program** – A tiered system of annual parking passes is offered to City residents, Bonner County residents, downtown business employees, downtown residents, and marina slip occupants. These passes provide limited or unlimited access to City-owned parking facilities and are priced to reflect usage levels and support infrastructure maintenance.
2. **Paid Hourly Parking** – Hourly rates will be implemented at select high-demand off-street and curbside parking locations in the downtown core. Dynamic pricing may be used to manage demand during peak periods, and revenues will be dedicated to maintaining and improving parking facilities.
3. **Off-Street Parking Requirements for Residential Development** – Residential projects within the downtown parking exempt zone will be subject to new off-street parking requirements based on square footage, or may opt to pay parking in-lieu fees. These funds will contribute to future public parking investments and help balance residential growth with infrastructure capacity.

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

## Who Pays for Sandpoint’s “Free” Parking?

Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces and 1,097 curbside stalls falls on the City's General Fund, the Parks Fund (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to



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

benefit from these facilities without contributing to their upkeep. Maintaining Sandpoint's public parking lots currently costs City of Sandpoint residents around \$85 per household per year, while non-residents, who make up the bulk of the users at City parking lots, pay nothing.

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

## Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately \$290,375, or \$575 per parking space. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around \$400 per parking stall. The eventual 20-year replacement cost is estimated at \$3,500 per stall (annualized to \$175 per year) based on local construction costs from recent parking lot projects completed in Sandpoint including the City lot at Third and Church Streets and the Travers Park parking lot.

This policy has been developed to correlate to the anticipated maintenance costs the City already bears (or in most cases, defers) in its provision of off-street parking, NOT as a general revenue source to be allocated to capital projects unrelated to downtown parking and related amenities.

## Applicability

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

1. City lot at Third and Church Streets
2. Sand Creek (Farmin's Landing)
3. Bridge Street
4. City Beach / RV Campground
5. Dock Street (Windbag Marina)
6. Pend Oreille Bay Trail Lot
7. Curbside parking on the following downtown city blocks
  - a) First Avenue from Pine Street to Cedar Street
  - b) Cedar Street from First Avenue to Third Avenue



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

- c) Main Street from First Avenue to Second Avenue
- d) Church Street from First Avenue to Second Avenue
- e) Second Avenue from Pine Street to Alder Street

The North ITD Lot and South ITD Lot across Fifth Avenue are excluded from this policy, as the City does not own these free public lots. The plan includes keeping the 110 spaces across the two ITD-owned parking lots free with

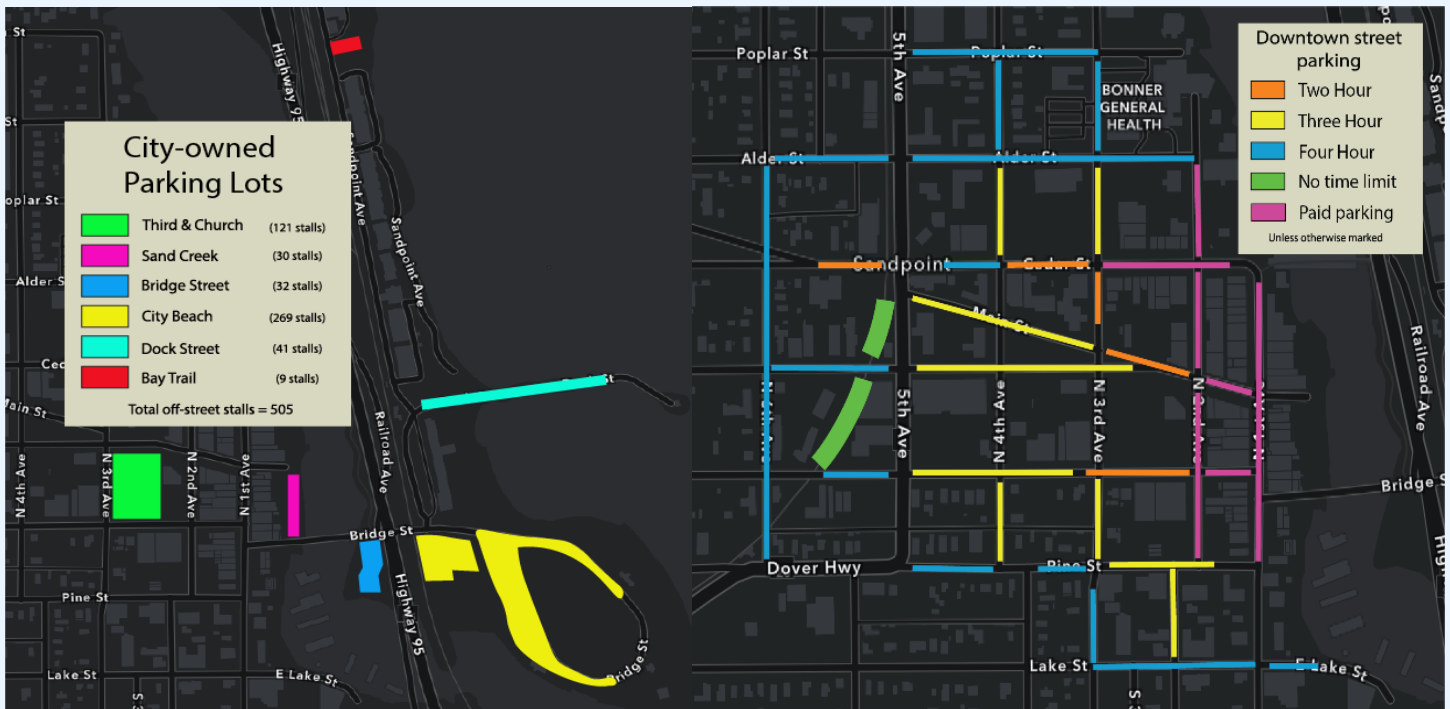


Figure 1: City-owned parking lots at which parking fees and passes are being proposed

Figure 2: Curbside parking time limits and proposed paid parking zones

no time limits.

## Parking Pass Program

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

### Local resident parking passes

Parking passes available to Sandpoint and Bonner County residents are proposed to allow for limited free parking in City lots. For City of Sandpoint taxpayers, passes allow for up to three or six hours of free parking per visit (depending on the lot). Bonner County resident passes allow for two or three hours of free parking per visit. Beyond the free parking included with a pass, all users will pay the regular hourly rate.

## Downtown business and resident passes

Downtown business and resident passes, offered exclusively to businesses and full-time residents who live in the Commercial A zoning district, enable employees and residents to park at all City-owned lots and in the 3 and 4-hour time restricted curbside stalls for a monthly fee. Rates for business and resident parking passes are benchmarked against existing private off-street parking passes in the downtown core and are priced competitively to reflect the central location of the City lot at Third and Church Streets.

## Marina slip occupant passes

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

## Boat Launch Fees

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

# Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Pass	\$15	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
Bonner County resident pass	\$30	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
Downtown Business (monthly)	\$40	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	\$80	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	\$150	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	\$10/launch	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users**)	\$15/launch	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	\$50	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	\$100	Out-of-state residents	City Beach and Memorial Field boat launches

\*Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.

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

## Clarification on Pass Use and Time Limits

Parking pass benefits—such as the two, three, or six hours of free parking per visit granted to passholders—apply once per day, per vehicle, and cannot be reset by moving between different City parking lots. For example, a Bonner County Resident Pass that allows three hours of free parking at the City Beach Lot cannot be used for an additional three free hours at the Bridge Street lot or the Sand Creek lot on the same day. This restriction is intended to prevent abuse of the system, ensure turnover in high-demand parking areas, and maintain the effectiveness of the parking management strategy. Vehicles exceeding the daily time limits associated with their pass type will be subject to standard hourly rates for additional time.

## Enforcement

Effective enforcement is essential to the success of any paid parking program. While the specific methods and staffing levels required for enforcement will depend on the technology ultimately selected by the City for implementation—such as license plate recognition systems, mobile app integration, or traditional kiosks—it is the City’s intent that all enforcement-related costs will be covered by the revenues generated through parking passes and hourly fees. This approach ensures that the parking management program is fiscally self-



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

sustaining and does not place additional burden on the City’s General Fund or taxpayers. Enforcement measures may include digital monitoring, timed patrols, and ticketing for non-compliance with posted limits and payment requirements.

## Paid Hourly Parking

Hourly parking fees will be introduced at the public parking lots and curbside spaces in the parts of downtown where demand is highest—specifically at the waterfront lots at City Beach, Sand Creek (Farmin’s Landing), Bridge Street, and Dock Street, as well as select blocks on First Avenue, Cedar Street, and other busy downtown streets. These fees will apply to anyone who parks in these areas without a valid parking pass and are designed to keep parking turnover healthy and availability high, especially during the busiest times of year.

Rates may vary depending on the season, the day of the week, or the time of day, and could include options for hourly, daily, or even longer stays. All pricing will be set by the City Council as part of the annual budget process, with the goal of keeping occupancy at or below about 85% so that people are more likely to find a spot when they need one.



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

## Parking Requirements and In-Lieu Fees for Residential Development within the Parking Exempt Zone

To support public parking infrastructure and ensure the long-term viability of downtown Sandpoint's parking system, this plan implements off-street parking requirements for new residential development within the downtown parking exempt zone. Developers will be required to either provide parking at a rate based on the square footage of residential development, or to pay a parking in-lieu fee, which will contribute toward the future construction of structured public parking facilities and other parking-related improvements.

Under current City code (Title 9, Chapter 5 "Off-street parking requirements"), no developments, residential or non-residential, within the downtown parking exempt zones, are required to provide off-street parking. This plan includes the implementation of an off-street parking requirement for residential development within this zone, with the option for developers to pay parking in-lieu fees to support the City's Parking Improvement Fund. An ordinance amending §9-5 "Off-street parking requirements" will be brought to City Council to enact the policy described in this plan.



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

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

The off-street parking required for residential development in what is currently the parking exempt zone will be for one off-street parking space per 1,000 square feet of residential development, up to 1,500 sf per dwelling unit. A maximum of 1.5 parking spaces will be required for units larger than 1,500 sf.

**Example 1:** A downtown condo development that includes ten units 1,200 square feet in size and six units 1,800 square feet in size shall be required to provide the following:

For the 1,200 square foot units:

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

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



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

For the 1,800 square foot units:

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

Total parking required for the 16-unit development = **21 parking spaces**

**Example 2:** A downtown workforce housing development that includes twenty 500 square-foot apartments shall be required to provide the following:

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

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

Why is less parking required for the smaller apartments? Tying parking requirements to square footage instead of number of units or bedrooms incentivizes developers to build smaller, more affordable housing units in downtown Sandpoint. Larger, more expensive residential development is required to either provide more parking per unit developed or pay more in in lieu fees. Keeping the parking requirement lower for smaller efficiency housing helps keep such housing affordable for local workers who may or may not require the parking that larger, higher end development provides.



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

## In-Lieu Fees for Downtown Residential Development

Off-street parking requirements for residential development in the downtown parking exempt zone may be offset by paying parking in-lieu fees into the City's parking improvement fund. In the event an application for residential development within the exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such an application shall require review and approval of the planning commission as part of their development application review.

A parking in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the parking improvement fund, will be established.

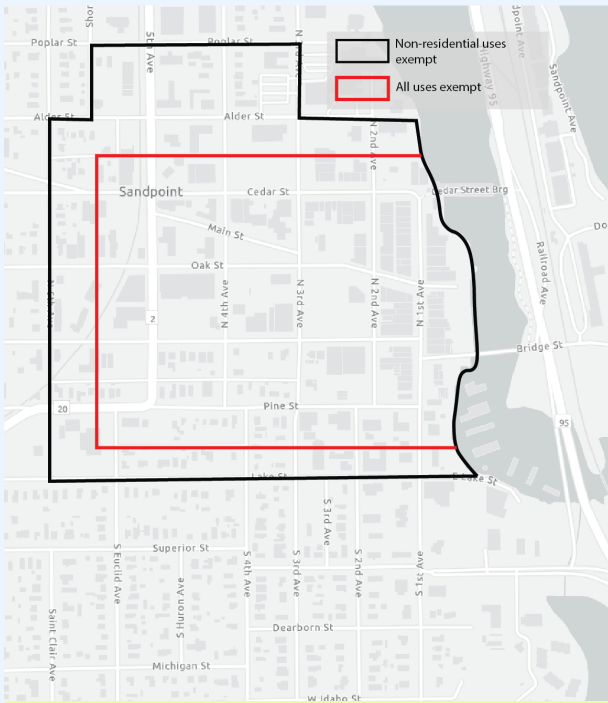
Staff are recommending a parking in-lieu fee of \$25,000 per space be established at the time this policy is adopted. This fee was arrived at by comparing parking in-lieu fees in 30 cities across North America (data assembled for a parking in-lieu report prepared for the City of Boise in 2012). The \$25,000 figure further reflects a fair share of the current cost of structured parking facilities in North America, which are estimated to cost in the range of \$30,000 - \$50,000 per parking stall in 2025 dollars.

The goal of the parking in-lieu fee program applied to residential development in Sandpoint's parking exempt zone is to either:

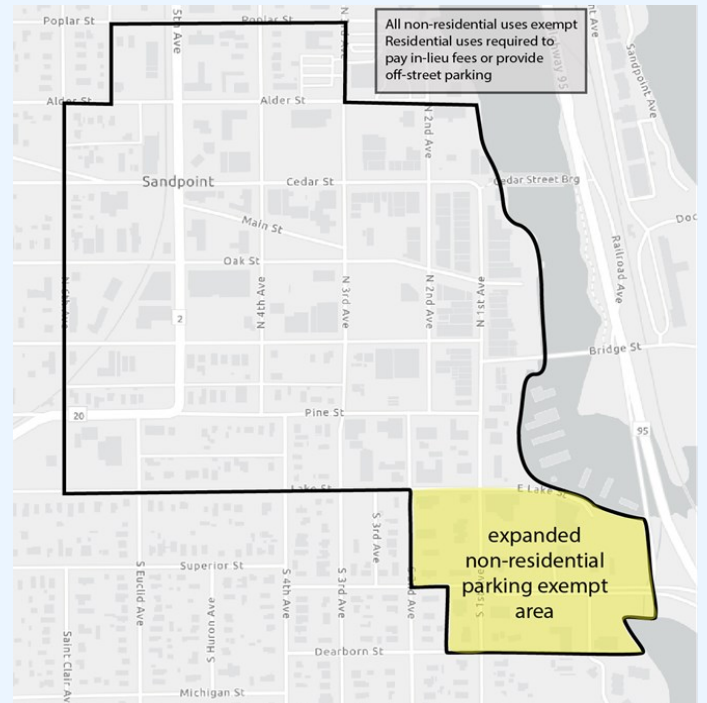
- Incentivize developers to provide adequate off-street parking to meet the demands for their residential developments, or
- Require developers to pay a fair share of the cost of a City-developed parking structure through in-lieu fees that reflect the true cost of providing off-street parking for their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

## Revised Downtown Parking Exempt and Residential In-Lieu Zone

Exempted non-residential use and residential in-lieu area boundaries are described in Title 9, Chapter 5 of Sandpoint City Code. This plan expands the boundaries to the southeast to include commercially zoned properties along both sides of First Avenue and Superior Street.



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



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

### Implications of Boundary Expansion

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

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

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

## Developer Communication and Support

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

## Use of Funds and Parking Benefit Best Practices

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

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

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

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

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



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

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

## Summary

Under the current free parking system, access to Sandpoint’s public parking lots and curbside parking is rationed through a “first come, first serve” model that has led to a situation where, during peak demand periods, 97% of off-street parking stalls are occupied. Meanwhile, downtown on-street parking is occupied at only 51% at summer peak hour. Sandpoint’s parking problem is a utilization problem, not a *supply problem*. The total number of public parking spaces downtown is adequate to meet the total peak demand for parking, as there are 559 empty parking spaces at the peak summer hour. The problem is that of these vacant stalls, 545 are on-street stalls and only 14 are off-street. Implementing paid parking at the parking facilities currently occupied beyond their effective capacity will help resolve this inefficient utilization.



*First Avenue in Sandpoint, Idaho*

*Photo: Will Hawkins*

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

By attaching a price to what is currently an un-priced amenity, demand is expected to shift from scarce off-street parking to relatively abundant street parking, and from currently over-utilized curbside stalls along First and Second Avenues and Cedar Street to underutilized stalls further from the commercial core.

Currently, Sandpoint generates no revenue from its off-street parking facilities. This leaves the City with a significant funding gap, as the estimated annual cost of maintaining and eventually replacing the 505 off-street stalls alone is approximately \$290,375. In the absence of paid parking, this financial burden falls entirely on City taxpayers, allowing non-resident users of Sandpoint's parking facilities to benefit without contributing to their upkeep.

Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

Furthermore, the reintroduction of parking requirements and parking in-lieu fees for residential development downtown will relieve the City's public parking infrastructure from bearing the increased burden of residential demand for parking and require developers to contribute a fair share towards providing parking directly or supporting the City's eventual investment in a public parking structure through parking in lieu payments.

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

The revenue generated supports infrastructure maintenance and economic growth by ensuring a steady funding stream for public facilities, thereby promoting fiscal sustainability and investment in Sandpoint's downtown economy (Chapter 9, Jobs & Economic Development). This integrated approach reflects the Plan's vision of creating a dynamic, accessible, and economically resilient community.



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

# APPENDIX A:

## 2022 Downtown Parking Study



# City of Sandpoint Parking Study

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## Introduction

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The City of Sandpoint (City) recognizes that parking is a growing challenge in the downtown and waterfront areas, particularly during the summer months. In 2016, the City implemented an updated downtown parking management plan based on resident downtown business, and property owner input. Phase 1 of the plan designated three 24-hour free parking lots, including the ITD Parking Lot, Downtown City Parking Lot, and Sand Creek Parking Lot geared toward moving business owner and employee parking off the street and into the lots to free up on-street parking to more transient users who are frequenting businesses and restaurants.

Phase 2 of the plan included adding 15-minute loading zones and extending many of the 2-hour zones to 3-hour and 4-hour zones and allowing permits. In 2017, the City reverted some of its downtown streets from one-way to two-way traffic and reconfigured parallel parking to angled parking which added additional parking spaces. In 2019, the City provided public access to the parking area near Marcia's Snack Shack which added additional parking spaces at City Beach.

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

This memorandum summarizes the results of a parking study conducted on behalf of the City to evaluate peak summer on-street and public off-street parking conditions in downtown Sandpoint and the waterfront area. The purpose of the study is to document the parking supply and demand. It also identifies high-level policies and strategies that could be considered to improve parking conditions in the future. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces.

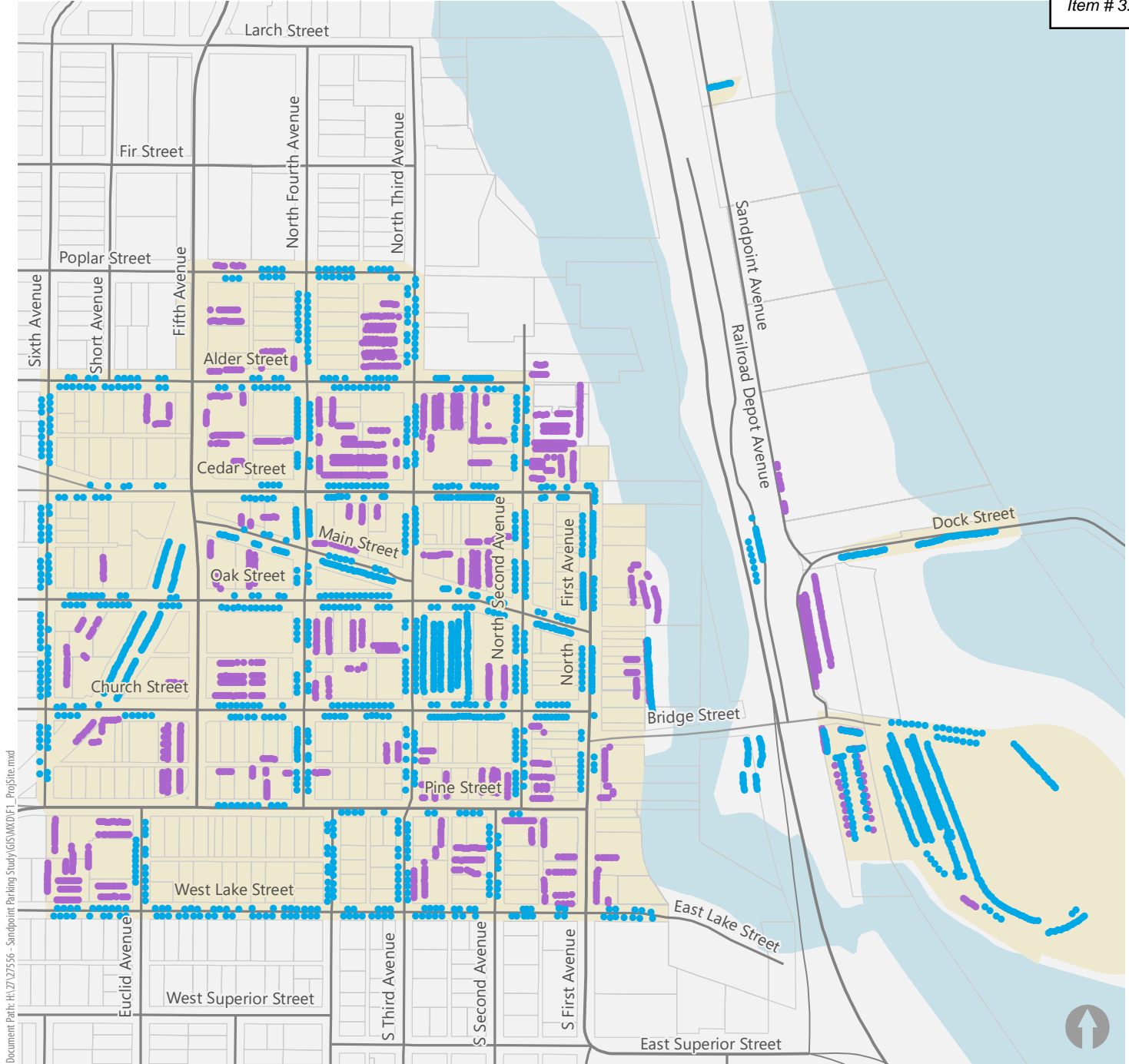
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## Parking Study

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### Study Area

The parking study includes an inventory and evaluation of on- and off-street parking conditions in downtown Sandpoint and the waterfront area adjacent to Lake Pend Oreille and Sand Creek. As shown in the map below, the study area is bounded by Poplar Street to the north, West Lake Street to the south, Sixth Avenue to the west, and Lake Pend Oreille to the east. Land uses to the north, west, and south primarily consists of commercial, single family residential, and multifamily residential, while land uses to the east consists of commercial and recreational. Zoning within the study area consists of Commercial A (CA), Commercial C (CC), Residential Multifamily (RM), Residential Single Family (RS), and Mixed Use Residential (MUR), which is generally consistent with the mix of land uses.



Document Path: H:\27\27536 - Sandpoint Parking Study\GIS\MXD\Final\_ProjSite.mxd

- City Owned Parking
- Private Parking

Figure 1

## Access Opportunities

The study area is located within and adjacent to a downtown urban environment with several multimodal access opportunities, including:

- **Pedestrian** – Pedestrian facilities include sidewalks on both sides of most streets and marked crosswalks at most major intersections, as well other pedestrian amenities typical of a downtown environment.
- **Bicycle** – Bicycle facilities include advisory bike lanes on Oak Street and shared lane pavement markings (or sharrows) on 3<sup>rd</sup> Street. There is also a shared-use path on the west side of 5<sup>th</sup> Street (Sandpoint-Dover Community Trail), along Bridge Street connecting downtown with City Beach, and along Sand Creek connecting Sandpoint with Ponderay. However, traffic volumes and travel speeds along many streets are sufficient to allow bicyclists to share the road with motorists.
- **Public Transit** – Selkirk Pend Oreille Transit (SPOT) green and blue line routes currently provide free transit service along Main Street, Church Street, and Third Avenue. Service is provided Monday through Sunday from 4:00 AM to 2:00 AM on 1-hour headways.
- **Motor Vehicle** – On-street parking is allowed on both sides of most streets. There are also several public and private off-street parking facilities that accommodate motor vehicles including limited RV and trucks/boat trailer parking.

## Study Methodology

### Data Collection

Parking supply and demand data was collected on a typical midweek day and a typical weekend day in July 2022. The data includes the total number of on- and off-street parking stalls and the total number of vehicles parked over the two-day period. The following provides of the data collection effort.

### Parking Supply

The parking supply data is based on drone aerial imagery collected in May 2022 and field data collected in July 2022. The data includes the total number of on- and off-street parking stalls by location and type. For this study the stalls are separated into general use and specialty use stalls. The general use stalls consist of no-limit, time-restricted, permit, and other stalls available to most potential users while the specialty use stalls consist of Americans with Disability Act (ADA), loading, electric vehicle, and other stalls for special users. The general use stalls represent most stalls in the study area.

### Parking Demand

The parking demand data includes the total number of vehicles parked between 7:00 AM and 8:00 PM in 1-hour intervals on each day of the study. The data includes partial license plate or other unique identifiers for all vehicles parked. The parking demand data is summarized by stall location and type and described in terms of occupancy, duration of stay, and turnover.

## Occupancy

Occupancy refers to the total number of occupied stalls and is often shown as a percentage. Where time restricted and other stall types exist, additional information on the occupancy of the stalls is provided. A parking system is generally considered to be full or at its *effective capacity* when occupancy reaches or exceeds 85% in the peak hour. When more than 85% of stalls are occupied, patrons or other users may be discouraged from visiting local land uses or may add to area congestion by circling the area in search of available spaces.

## Duration of Stay

Duration of stay refers to the average length of time a vehicle remains in a stall. For this study, duration of stay is sampled in one-hour increments. Duration of stay information can be useful in determining the time stay needs of patrons. Average time stays can be used to calibrate the posted time stays to best accommodate priority users (e.g., retail customers). This information also can be used to identify the total number of vehicles, or percentage of vehicles, that violate the posted time restrictions when enforcement hours are in effect and the rate of vehicle turnover within a parking supply (see below).

## Turnover

Turnover reflects the total number of vehicles that can or will use a parking stall over the course of a survey day. Turnover is typically measured over a 10-hour period. Parking managers use turnover as a measuring stick for how efficiently or inefficiently the parking system is operating and serving its intended user groups. For instance, if a stall has a 2-hour time restriction, then its intended minimum rate of turnover is 6.00 vehicles (12-hour day divided by 2-hour stall). As such, if turnover were demonstrated to be at a rate of less than 6.00, the system would be deemed inefficient. A rate in excess of 6.00 would indicate a system that is operating in excess of its designed efficiency.

The turnover data also shows a number of parking use characteristics that provide valuable information about how the parking system is functioning. The tables displayed in the following sections include turnover by stall type, number of unique vehicles, total vehicle hours parked, and stays of 5 hours or more. *Number of Unique Vehicles* is an aggregate measure of how many customers, visitors, and employees are accessing the parking district and can be used as a baseline for commercial growth – more customers and visitors correlate to a more vibrant district. The closer the number of *Unique Vehicles* is to *Total Vehicle Hours Parked*, the more efficient (i.e., higher turnover rate) the parking system is working, which allows more customers to access the district using the same number of stalls. Finally, *Stays of 5 Hours or More* is a useful metric in that it can be used to estimate the number of employees using commercial stalls, which is helpful when designing and implementing a district-specific parking management plan.

## Data Analysis

The parking supply data was analyzed and summarized by location and type while the parking demand data was analyzed and summarized in terms of occupancy, duration of stay, and turnover. The parking occupancy data was analyzed on an hourly basis by stall, by block face, and by the overall study area. The duration of stay and turnover data was analyzed by stall and by the overall study area. The following sections summarize the results of the parking study.

## PARKING SUPPLY

This section provides detailed information on the on-street and off-street parking supply in downtown Sandpoint and the waterfront area. This information serves as a baseline for evaluating the parking demand data summarized later in this report.

### Downtown Sandpoint

#### On-street Parking Supply

On-street parking is allowed on both sides of most streets in downtown Sandpoint. Table 1 summarizes the on-street parking supply data, including the total number of general use and specialty use stalls, and the percent of the stalls in relation to the overall parking supply. A detailed summary of the on-street parking supply by street is provided in Attachment A.

**Table 1: On-Street Parking Supply – Downtown Sandpoint**

Stall Type	Stalls	% of Total
<b>General Use Stalls</b>		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
<b>General Use Stalls</b>	<b>1,052</b>	<b>92%</b>
<b>Specialty Use Stalls</b>		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
<b>Specialty Stalls</b>	<b>45</b>	<b>8%</b>
<b>Total On-Street Stalls</b>	<b>1,097</b>	<b>100%</b>

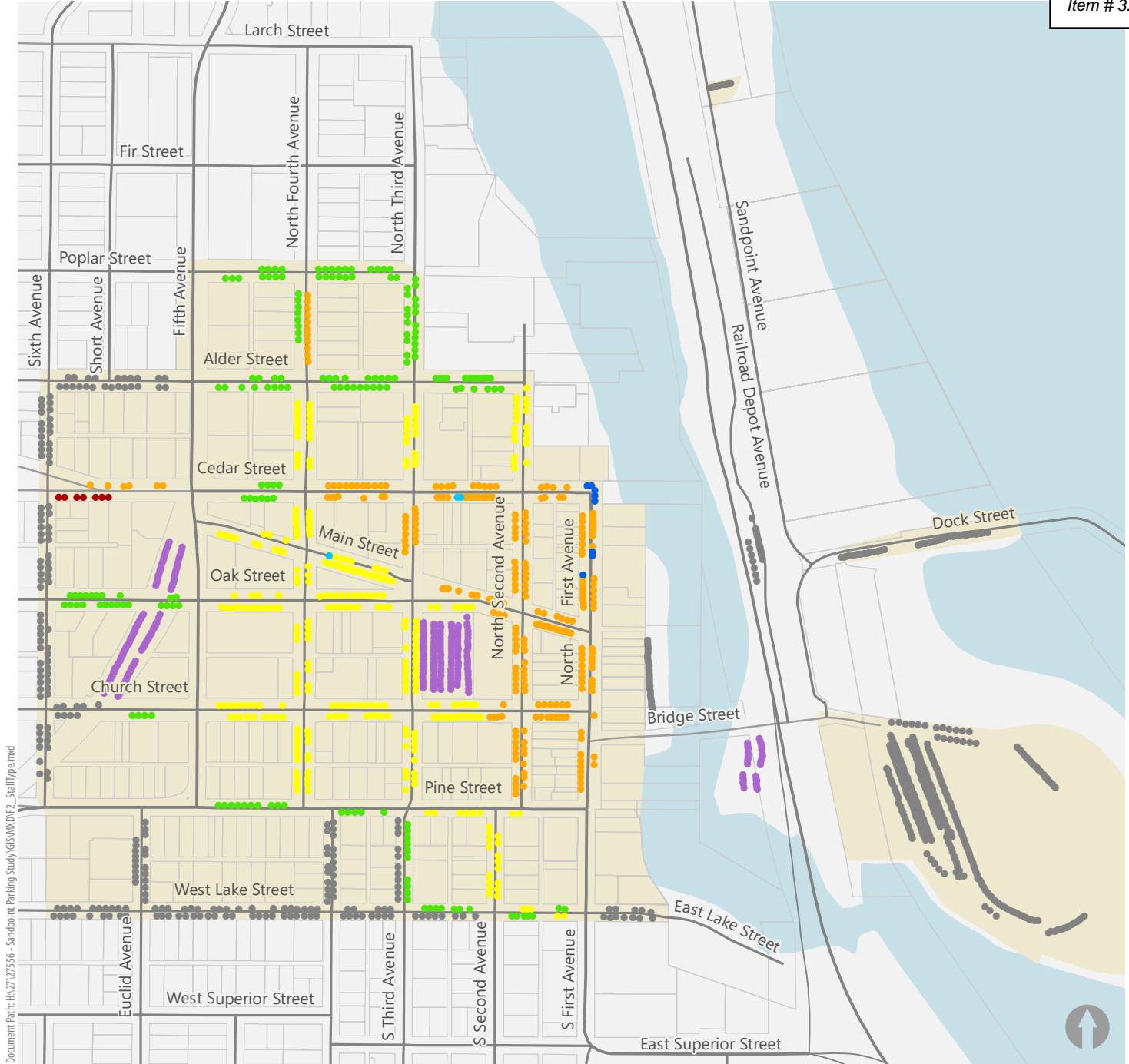
As shown in Table 1, there are 1,097 on-street parking stalls in downtown Sandpoint, including 1,052 general use stalls and 45 specialty use stalls. The general use stalls include short- and medium-term time limit or permit stalls that reflect the commercial nature of the downtown area as well as no-limit stalls that reflect nearby residential uses. The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.

The specialty use stalls include Americans with Disabilities Act (ADA) stalls, loading only stalls, and stalls signed as "No Parking." The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds state standards in terms of number of stalls provided.<sup>1</sup> However, evaluating the number of stalls that are in compliance with the ADA Standards for Accessible Design (23 CFR Part 36) was beyond the scope of this project as it requires evaluating ramp slopes, measuring stall dimensions and accessible routes. Based on observations, many marked ADA parking stalls may not meet the minimum design standards.

The loading stalls represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area. Some of the 20-minute parking stalls also function as loading zones but because they are dual purpose were counted as general use stalls. The stalls signed as "No Parking" also represent less than 1% of the on-street parking supply; however, these stalls represent locations where on-street parking is prohibited, but vehicles were observed parking during the study. Figure 2 illustrates the distribution of general use stalls throughout the study area and Figure 2A illustrates the specialty use stalls.

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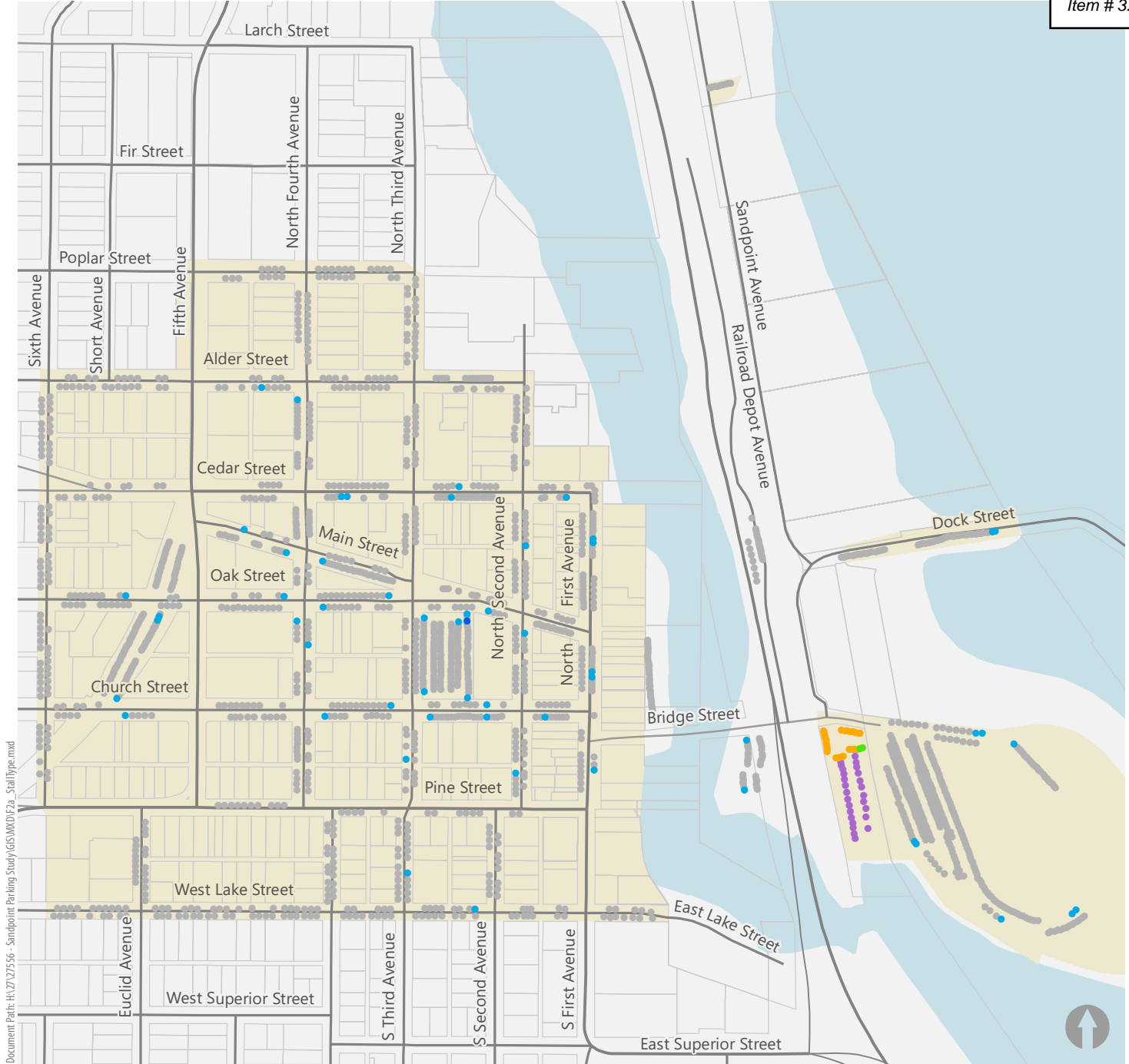
<sup>1</sup> Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply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



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

Figure 2



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

Figure 2a

## Future Parking Supply

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

## Off-Street Parking Supply

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

**Table 2: Off-Street Parking Supply – Downtown Sandpoint**

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

## Future Parking Supply

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

## Waterfront Area

### On-Street Parking Supply

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

**Table 3: On-Street Parking Supply – Waterfront Area**

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

### Off-Street Parking Supply

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

**Table 4: Off-Street Parking Supply – Waterfront Area**

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

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

# PARKING DEMAND

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

## Downtown Sandpoint

### On-Street Parking Demand

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

#### Occupancy

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

**Chart 1: On-Street Parking Occupancy – Downtown Sandpoint**

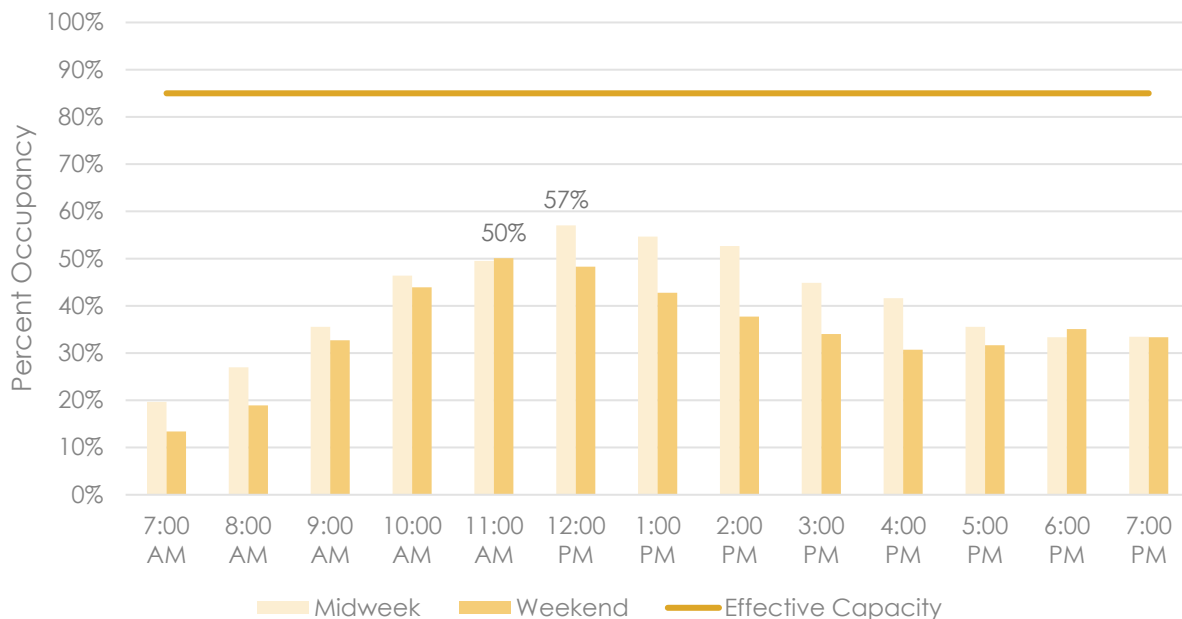
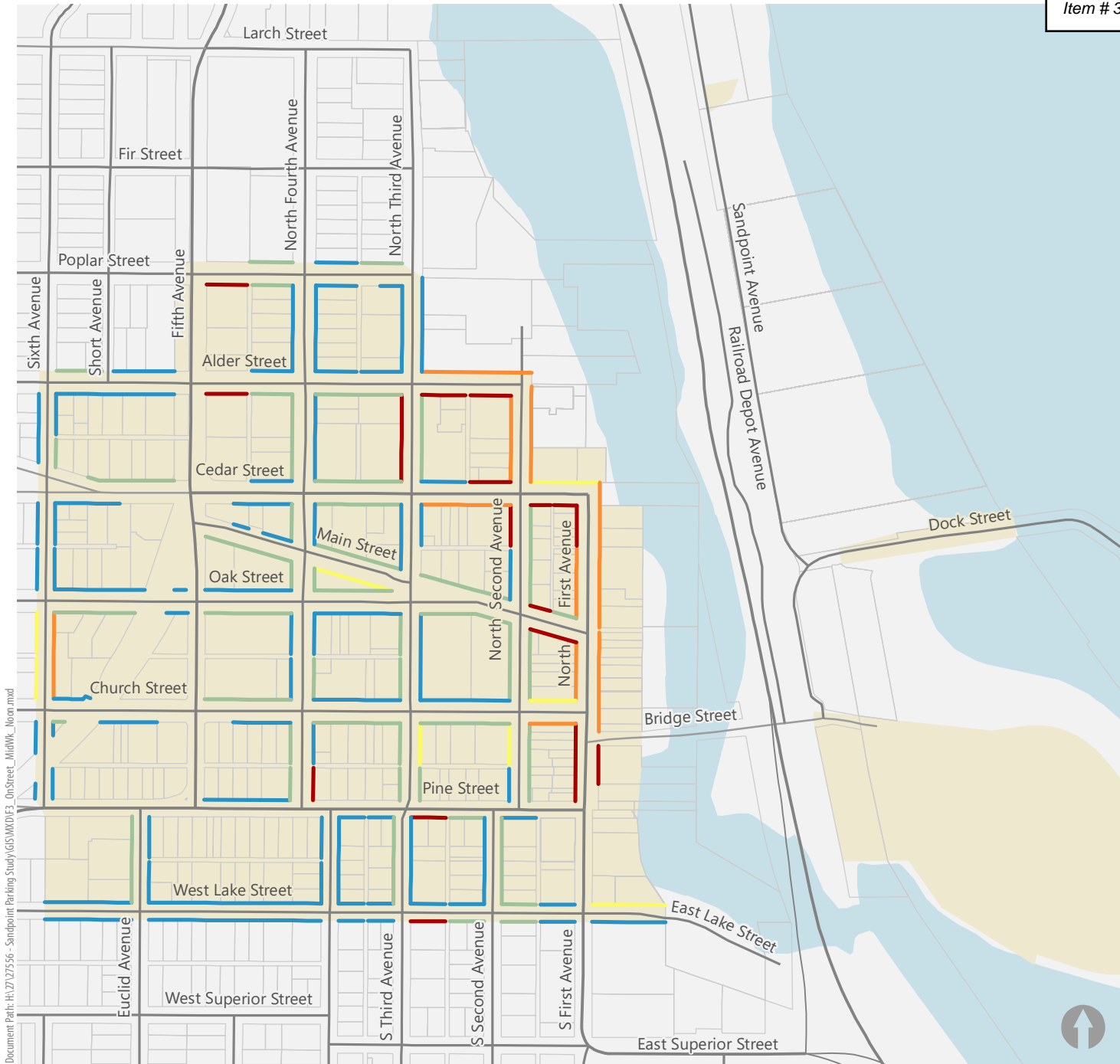


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM). Those that are at or above *effective capacity* are primarily located within the eastern portion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

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



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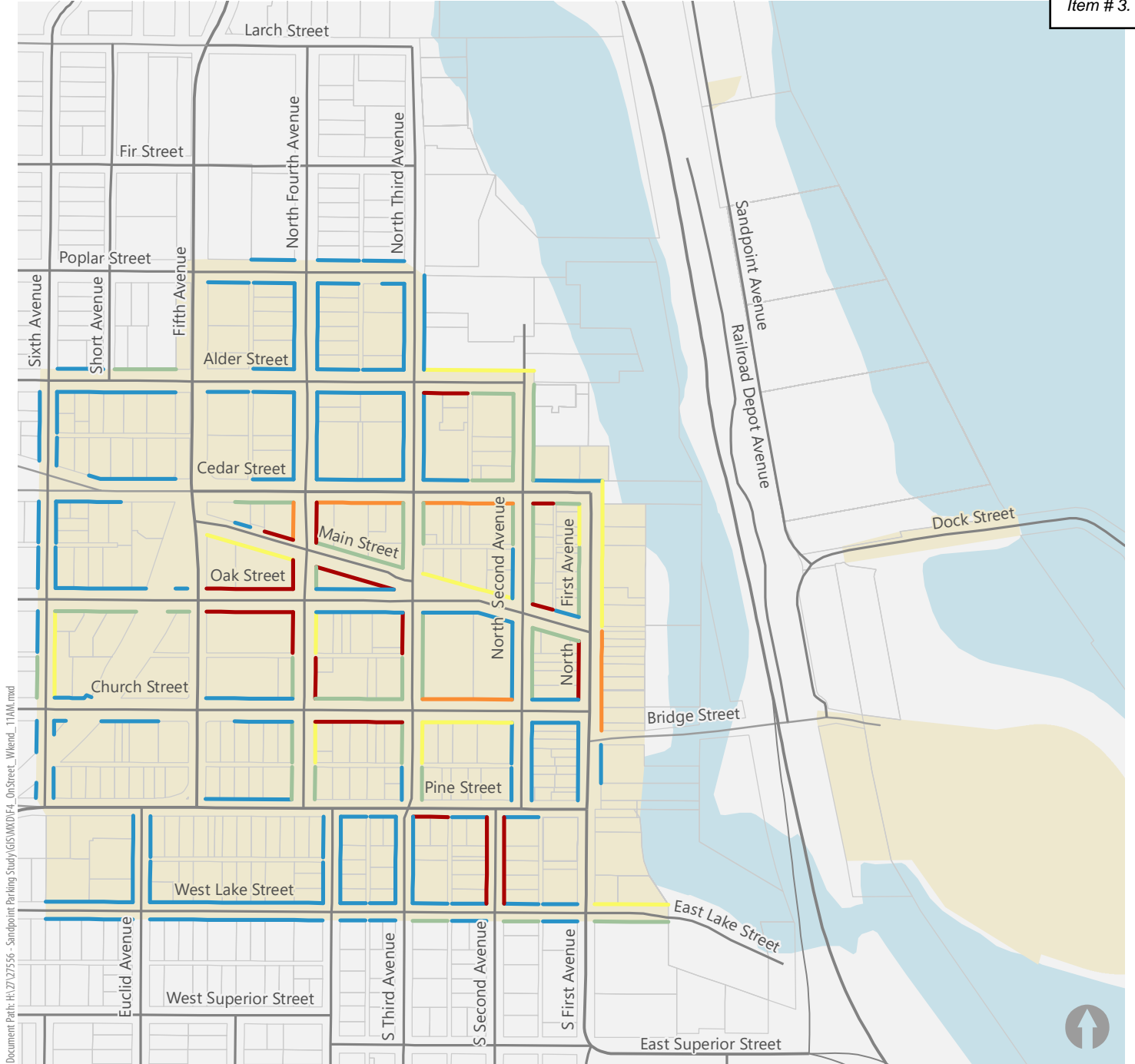
Percent Occupied

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



Figure 3

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



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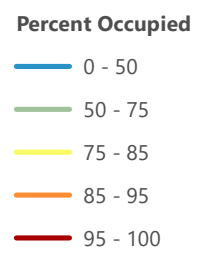


Figure 4

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

Table 5 summarizes detailed information on on-street parking occupancy in downtown Sandpoint, including the peak hour and peak occupancy rate by stall type. The peak hours and peak occupancy rates are the same or similar across all stall types on the weekday and weekend day with a few exceptions. There appears to be the greatest demand for 2-hour stalls midweek and the least demand for the 4-hour and no-limit. Also shown in Table 5, the peak occupancy rates are all well below the *effective capacity* of the parking supply and there are many stalls available during the peak hours.

**Table 5: On-Street Parking Occupancy – Downtown Sandpoint**

Type of Stall	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
General Use <sup>1</sup>	1,052	12:00 PM	57%	452	11:00 AM	50%	525
Usage by Stall Type							
20 Minutes	8	12:00 PM	63%	3	11:00 AM	63%	3
2 Hours	255	12:00 PM	78%	57	12:00 PM	65%	88
3 Hours or Permit	328	12:00 PM	62%	125	11:00 AM	69%	101
4 Hours or Permit	182	2:00 PM	51%	89	11:00 AM	30%	128
No Limit	279	12:00 PM	41%	166	12:00 PM	34%	183

1. Data for the specialty use stalls was also evaluated but not included in Table 5. The data shows that the peak hour for ADA stalls also occurs at 12:00 PM with a peak occupancy rate of approximately 34%, leaving 23 stalls available.

## Duration of Stay

Table 6 summarizes the duration of stay data. The average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The average duration of stay in these stalls exceeds the designated time limits during the midweek and on the weekend. The violation rates in these stalls also exceed average rates for downtown environments and suggests that visitors need more time than is allowed or employees of local businesses may be occupying these stalls, and/or enforcement is low, particularly on the weekend.

**Table 6: On-Street Parking Duration of Stay – Downtown Sandpoint**

Type of Stall	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
General Use	1,052	2.48	17%	2.73	19%
Usage by Stall Type					
20 Minutes <sup>1</sup>	8	1.79	26%	2.00	29%
2 Hours	255	2.05	25%	2.30	30%
3 Hours or Permit	328	2.16	15%	2.14	15%
4 Hours or Permit	182	2.77	17%	2.84	15%
No Limit	279	3.61	N/A	4.37	N/A

1. The parking demand data was collected in 1-hour increments, therefore, the average duration of stay data in the 20-minute stalls could be skewed; however, the violation rate reflects vehicles parked for 2-hours or more.

## Turnover

Tables 7A and 7B summarize the parking turnover data. As shown, most stalls operate below their designed capacity for the 12-hour period. The 2-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0. The turnover rate in the 3-hour and 4-hour stalls is also below the designed capacity of 4.0 and 3.0; however, the rates could be skewed by permit holders. The relatively high violation rates in the 20-minute and 2-hour stalls suggests increased enforcement would be an effective tool in bringing the system into better compliance and increase the system's carrying capacity, particularly during enforcement hours.

**Table 7A: On-street Parking Turnover (Midweek) – Downtown Sandpoint**

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	2.21	2,325	5,590	204
Usage by Stall Type					
20 Minutes	8	2.38	19	34	0
2 Hours	255	3.44	878	1,802	40
3 Hours or Permit	328	2.40	788	1,706	51
4 Hours or Permit	182	1.72	313	866	42
No Limit	279	1.17	327	1,182	71

**Table 7B: On-street Parking Turnover (Weekend) – Downtown Sandpoint**

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	1.78	1,871	4,762	180
Usage by Stall Type					
20 Minutes	8	2.13	17	34	0
2 Hours	255	2.84	725	1,670	51
3 Hours or Permit	328	2.17	713	1,523	47
4 Hours or Permit	182	1.02	186	529	24
No Limit	279	0.82	230	1,006	58

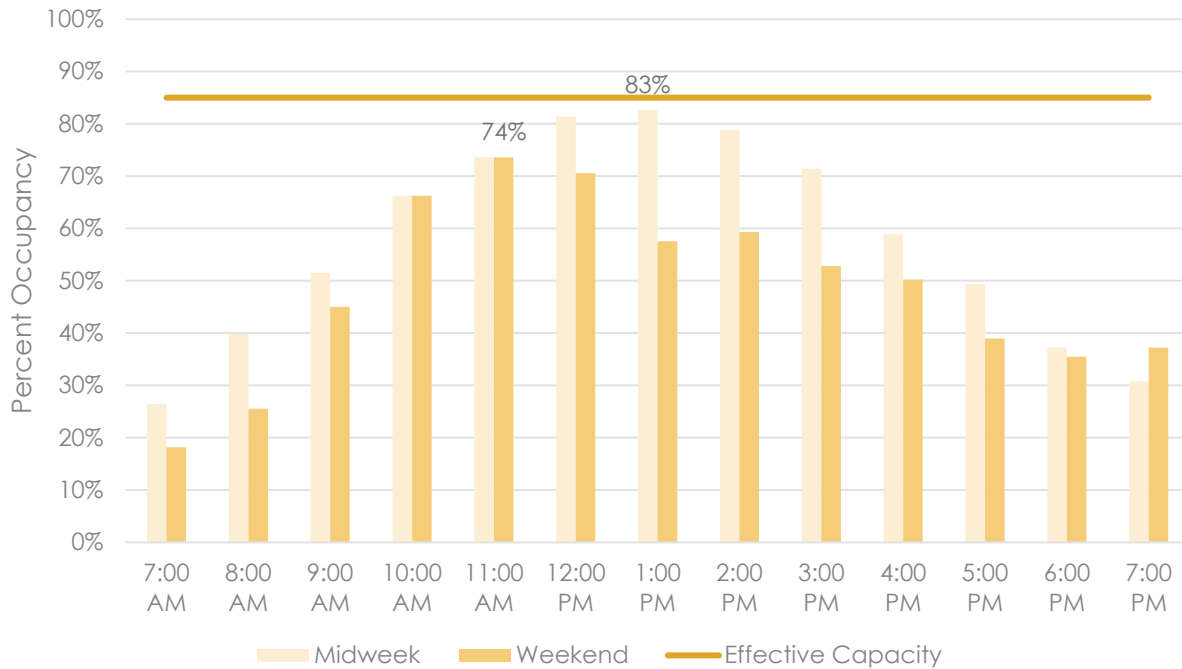
## Off-Street Parking Demand

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

## Occupancy

Chart 2 displays the off-street parking occupancy data for each hour of the study. The data in Chart 2 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

**Chart 2: Off-Street Parking Occupancy – Downtown Sandpoint**



The overall parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM. Also shown in Chart 2, overall parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

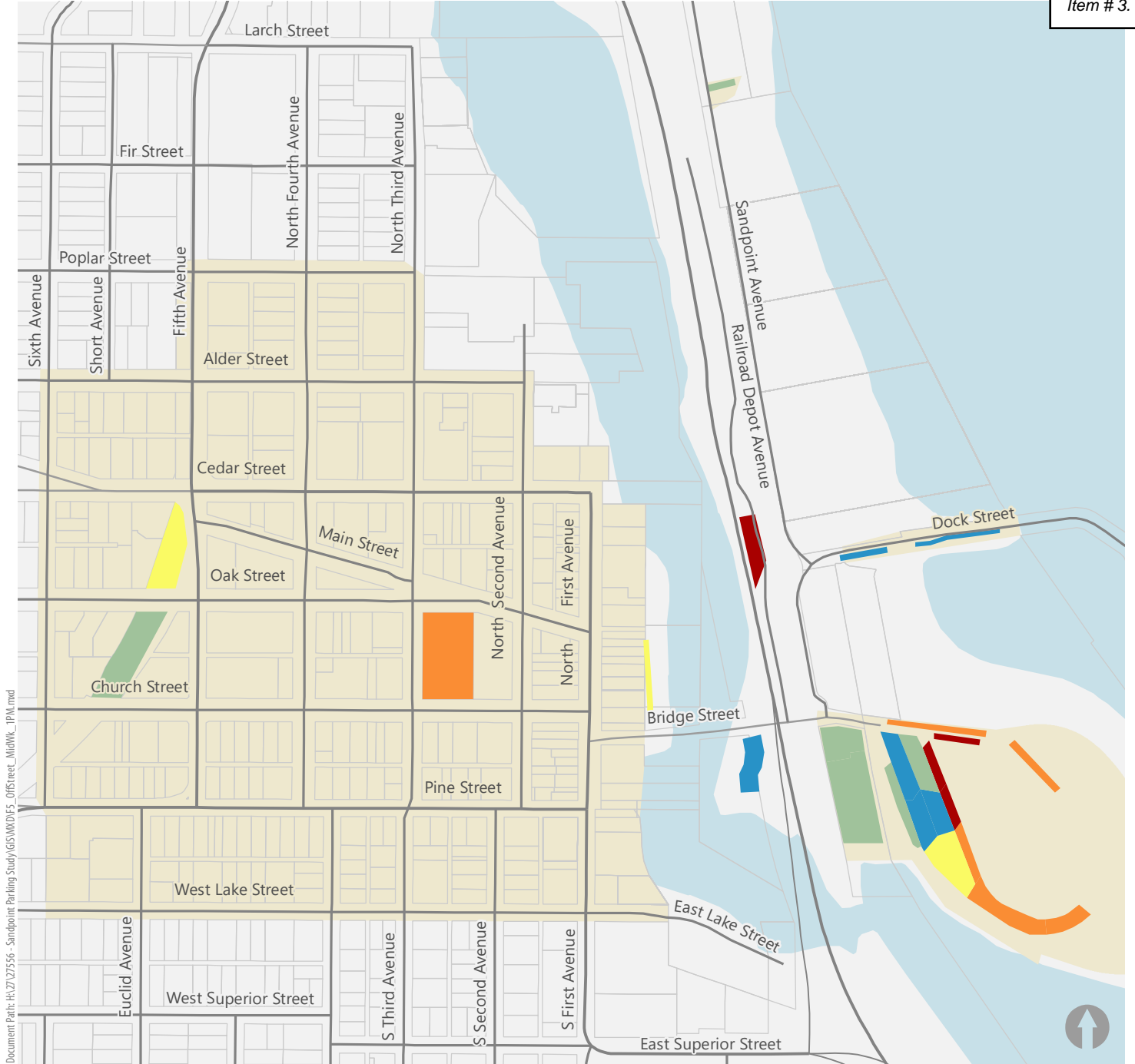
Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above also include the City Lot.

Table 8 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. The peak hours and occupancy rates differ by lot. There appears to be the greatest demand in the City Lot during the midweek and on the weekend with peak occupancy rates above the *effective capacity*. Also shown in Table 8, peak occupancy rates are at or below the *effective capacity* in all other lots and in the overall off-street parking supply.

**Table 8: Off-Street Parking Occupancy – Downtown Sandpoint**

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
North ITD Lot	34	11:00 AM	85%	5	12:00 PM <sup>1</sup>	50%	17
South ITD Lot	76	1:00 PM	59%	31	12:00 PM	53%	36
City Lot	121	1:00 PM	98%	3	11:00 AM	97%	4
<b>Total</b>	231	1:00 PM	83%	40	11:00 AM	74%	61

1. Multiple peak hours with the same occupancy rate and stalls available.



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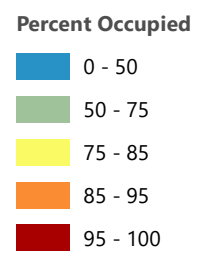
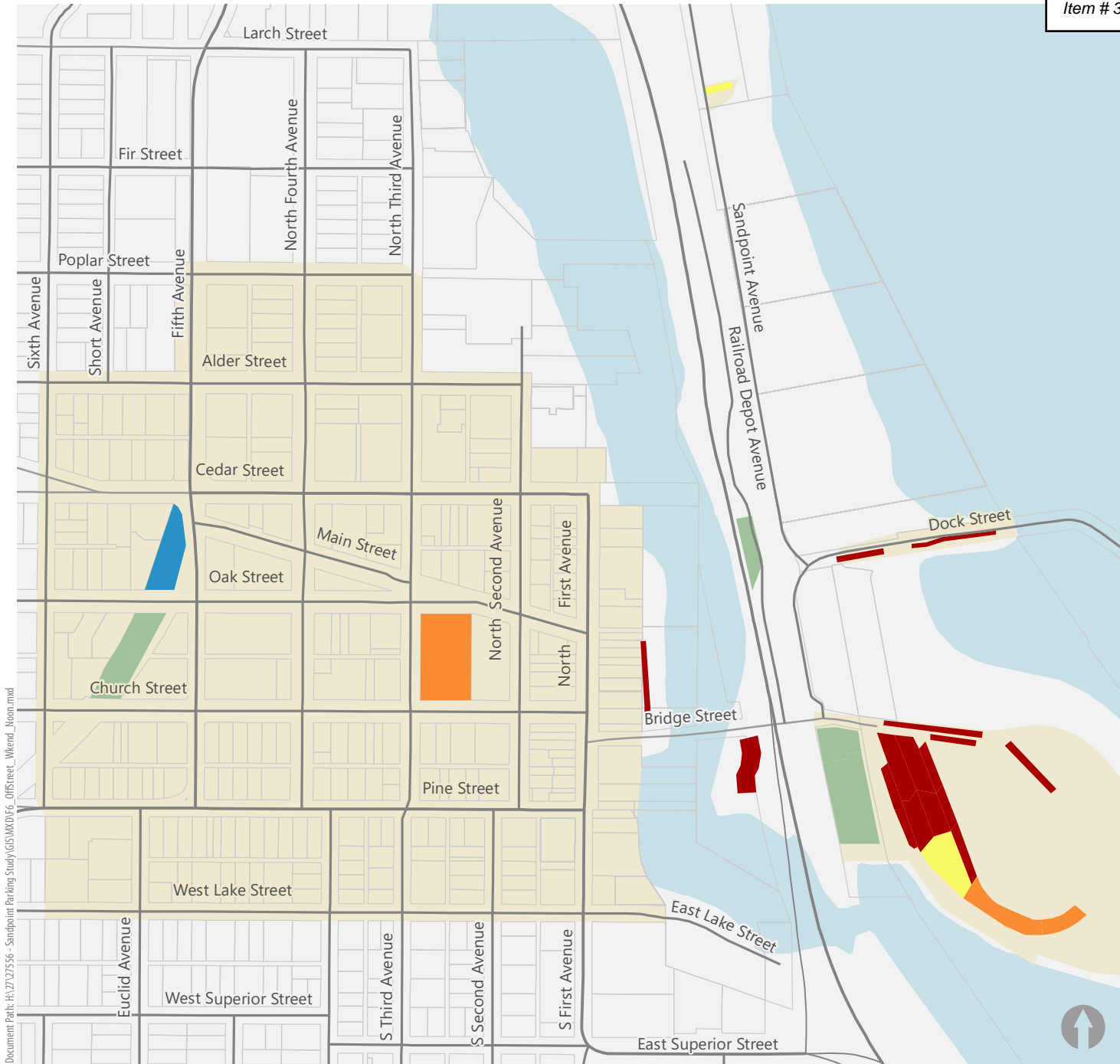


Figure 5

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



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Percent Occupied

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



Figure 6

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

## Duration of Stay

Table 9 summarizes the off-street duration of stay data for downtown Sandpoint. The average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is well below the designated time limits of the lots/the duration of the study. The lack of violation rates reflects the nature of the parking data, which was collected over a 13-hour period, and therefore did not identify any vehicles parked in excess of 24-hours.

**Table 9: Off-Street Parking Duration of Stay – Downtown Sandpoint**

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
North ITD Lot	34	3.74	0%	3.56	0%
South ITD Lot	76	4.53	0%	3.88	0%
City Lot	121	4.74	0%	3.24	0%
<b>Total</b>	231	4.41	0%	3.38	0%

## Turnover

Tables 10A and 10B summarize the off-street parking turnover for downtown Sandpoint. The lot with the highest turnover is the North ITD lot with a midweek turnover rate of 3.44 and weekend turnover rate of 3.03. Turnover in all other lots is relatively low.

**Table 10A: Off-Street Parking Turnover (Midweek) – Downtown Sandpoint**

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.44	117	437	29
South ITD Lot	76	0.79	60	272	22
City Lot	121	1.78	215	1,019	85
<b>Total</b>	231	1.70	392	1,728	136

**Table 10B: Off-Street Parking Turnover (Weekend) – Downtown Sandpoint**

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.03	103	367	22
South ITD Lot	76	0.54	41	159	9
City Lot	121	2.37	287	931	48
<b>Total</b>	231	1.87	431	1,457	79

The off-street parking data indicates that a change to the off-street parking supply, such as the closure of one or more City and ITD lots, would impact the on-street and off-street parking systems, particularly during peak time periods. For example, closure of the North and South ITD lots would displace 74 vehicles

midweek and 57 vehicles on the weekend. The overall on-street system could accommodate the increase while remaining well below *effective capacity*; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City parking lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

## Waterfront Area

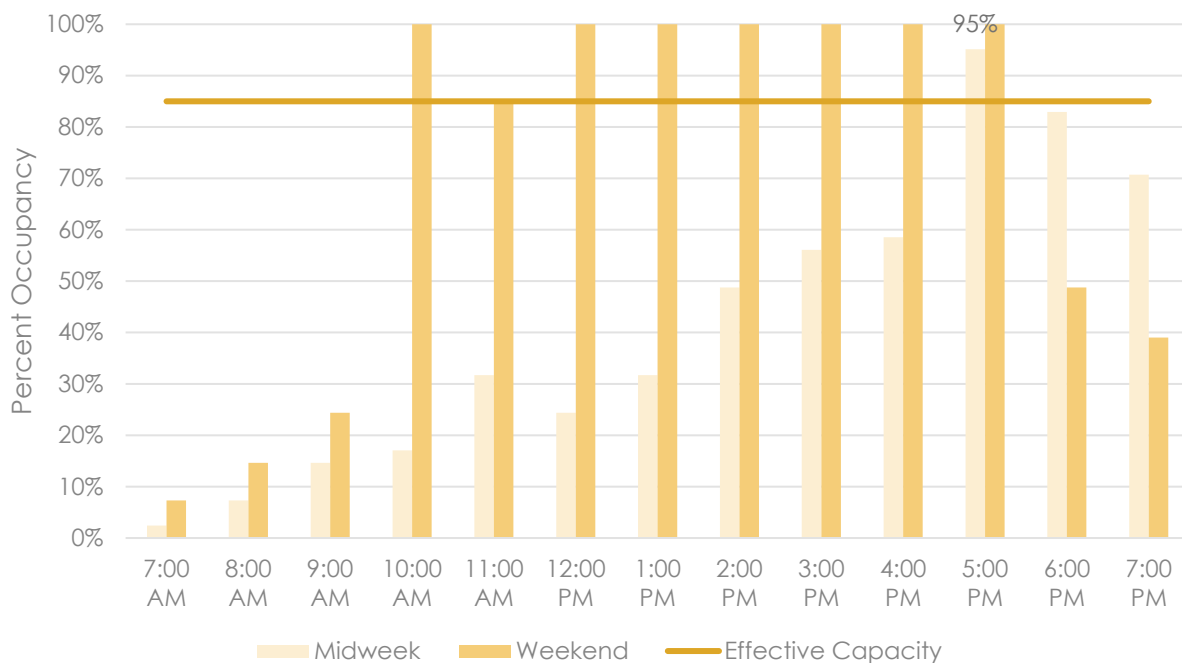
### On-Street Parking Demand

Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the on-street parking demand data by occupancy, duration of stay, and turnover. The data reflect on-street parking demand along Dock Street from Sandpoint Avenue to the turnaround.

#### Occupancy

Chart 3 displays the on-street parking occupancy data for each hour of the study. The data in Chart 3 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

**Chart 3: On-Street Parking Occupancy – Waterfront Area**



The on-street parking occupancy varies significantly based on the day. During the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% until after 5:00 PM.

Table 11 summarizes detailed information on on-street parking occupancy, including the peak hour and peak occupancy rate by street, given that data is only available for one street in the waterfront area. Peak occupancy rates are above the *effective capacity* of the parking supply.

**Table 11: On-Street Parking Occupancy – Waterfront Area**

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
Dock Street	41	5:00 PM	95%	5	10:00 PM <sup>1</sup>	100%	0
<b>Total</b>	41	5:00 PM	95%	5	10:00 PM <sup>1</sup>	100%	0

1. Multiple peak hours with the same occupancy rate and stalls available.

## Duration of Stay

Table 12 summarizes the duration of stay data for Dock Street. As shown, average duration of stay is significantly longer on the weekend than on the weekday. Also, given that all the general use stalls are 24-hour stalls, there are no violations.

**Table 12: On-Street Parking Duration of Stay – Waterfront Area**

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
Dock Street	41	2.81	0%	4.24	0%

## Turnover

Tables 13A and 13B summarize the parking turnover data for Dock Street. As shown, the turnover rate is above the designed capacity of the stalls.

**Table 13A: On-street Parking Turnover (Midweek) – Waterfront Area**

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	1.93	79	222	6

**Table 13B: On-street Parking Turnover (Weekend) – Waterfront Area**

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	2.17	89	377	41

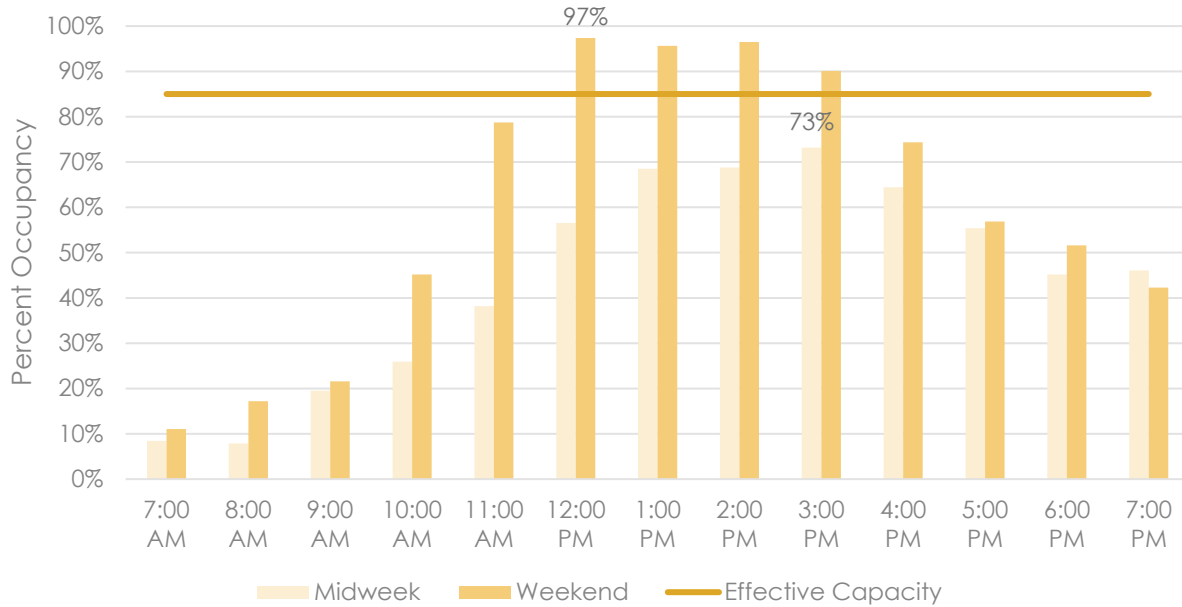
## Off-Street Parking Demand

Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the off-street parking demand data for the waterfront area by occupancy, duration of stay, and turnover.

## Occupancy

Chart 4 displays the off-street parking occupancy data for each hour of the study. The data in Chart 4 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

**Chart 4: Off-Street Parking Occupancy – Waterfront Area**



As shown in Chart 4, off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM. Also shown in Chart 1, parking occupancy is below the *effective capacity* of the parking supply during all hours of the midweek day and all but four hours of the weekend day.

Figure 5 (above) illustrates the midweek peak hour occupancy data by lot and Figure 6 (above) illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Beach Lot. Similarly, most lots are below *effective capacity* during the weekend peak (12:00 PM). Those that are at or above include the City Beach Lot.

Table 14 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. As shown, the peak hours and occupancy rates differ by lot. There appears to be the greatest demand in the Pend Oreille Bay Trail Lot midweek and in the Sand Creek Lot and the City Beach lot on the weekend with peak occupancy rates above *effective capacity*.

**Table 14: Off-Street Parking Occupancy – Waterfront Area**

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
City Beach Lot	304	3:00 PM	75%	76	12:00 PM	98%	7
Sand Creek Lot	30	2:00 PM	70%	9	12:00 PM <sup>1</sup>	100%	0
Pend Oreille Bay Trail Lot	9	11:00 AM	89%	1	2:00 PM <sup>1</sup>	89%	1
<b>Total</b>	343	3:00 PM <sup>1</sup>	73%	92	12:00 PM	97%	9

<sup>1</sup>. Multiple peak hours with the same occupancy rate and stalls available.

## Duration of Stay

Table 15 summarizes the duration of stay data. As shown, average duration of stay is similar in the City Beach Lot and Sand Creek Lot while duration of stay in the Pend Oreille Bay Trail lot is much lower.

**Table 15: Off-Street Parking Duration of Stay – Waterfront Area**

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
City Beach Lot	304	2.42	0%	2.69	0%
Sand Creek Lot	30	2.45	0%	2.51	0%
Pend Oreille Bay Trail Lot	9	1.49	0%	1.98	0%
<b>Total</b>	<b>343</b>	<b>2.36</b>	<b>0%</b>	<b>2.58</b>	<b>0%</b>

## Turnover

Tables 16A and 16B summarize the off-street parking turnover. As shown, turnover in the City Beach Lot and Sand Creek Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

**Table 16A: Off-Street Parking Turnover (Midweek) – Waterfront Area**

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.37	720	1,744	37
Sand Creek Lot	30	2.13	64	157	6
Pend Oreille Bay Trail Lot	9	6.88	55	82	1
<b>Total</b>	<b>343</b>	<b>2.45</b>	<b>839</b>	<b>1,983</b>	<b>44</b>

**Table 16B: Off-Street Parking Turnover (Weekend) – Waterfront Area**

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.88	874	2,347	95
Sand Creek Lot	30	3.13	94	236	7
Pend Oreille Bay Trail Lot	9	4.89	44	87	3
<b>Total</b>	<b>343</b>	<b>2.95</b>	<b>1,012</b>	<b>2,670</b>	<b>105</b>

# PARKING SUMMARY

## Downtown Sandpoint

- **On-Street Parking Supply** – On-street parking is allowed on both sides of most streets in downtown Sandpoint.
  - There are 1,097 on-street parking stalls, including 1,052 general use stalls (stalls available to all users) and 45 specialty use stalls.
  - The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The 20-minute stalls are also signed as loading zones.
  - The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.
  - The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds State standards; however, an assessment of stalls is recommended to determine if they are in compliance with ADA design standards and optimally located.
  - The loading stalls (not including the loading zones also signed for 20-minute parking) represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area.

*The City is planning to redevelop the property known as Farmin's Landing along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. The redevelopment will have a minimal impact to the on-street parking system.*

- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the North and South ITD Lots and the City Lot.
  - There are 240 off-street parking stalls in downtown Sandpoint, including 231 general use stalls and 9 specialty use stalls.
  - The off-street stall types reflect the need for long-term parking within close proximity to downtown Sandpoint.

*The Idaho Transportation Department (ITD) is planning to realign Fifth Avenue (Highway 2/200) to accommodate the increased traffic volume which will result in the loss of the North and South ITD lots. This change and the conversion of other public and/or private parking lots that are heavily utilized will have a significant impact on the on-street and off-street parking system.*

- **On-Street Parking Demand** – Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. This includes oversized vehicles - RVs and trucks with boat trailers.
  - **Parking Occupancy** – on-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM, which is below the *effective capacity* of the parking supply.
  - **Duration of Stay** – average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The violation rates in these stalls also exceed average rates for downtown environments.
  - **Turnover** – most stalls operate below their designed capacity for the 12-hour study period. The two-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0 (12-hour study / 2-hour time limits = 6 potential turnovers).
- **Parking Demand** – Like on-street demand, off-street parking demand is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities.

- **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM, which is below the *effective capacity* of the parking supply.
- **Duration of Stay** – average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is below the designated time limits of the lots/the duration of the study. No violations were identified in the time stays.
- **Turnover** – Turnover in the off-street parking stalls is relatively low, which is by design; however, the lot with the highest turnover is the North ITD lot.

*Redevelopment of the North and South ITD lots would displace 74 vehicles midweek and 57 vehicles on the weekend including some oversize vehicles. The overall on-street system could accommodate the increase (with the exception of oversize vehicles) while remaining well below effective capacity; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.*

## Waterfront Area

- **On-Street Parking Supply** – On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround.
  - There are 43 on-street parking stalls, including 41 general use stalls (stalls available to all users) and 2 specialty use stalls.
  - The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the City Beach Lot, Sand Creek Lot, RV passenger Lot, RV Park Lot, and Pend Oreille Bay Trail Lot.
  - There are 406 off-street parking stalls in the waterfront area, including 343 general use stalls and 63 specialty use stalls.
  - The off-street stall types reflect the recreational nature of the waterfront area and include limited parking for RV and truck/trailer parking.
- **On-Street Parking Demand** – Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – during the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% through 5:00 PM.
  - **Duration of Stay** – average duration of stay is significantly longer on the weekend than on the weekday and given that all the stalls are 24-hour stall, there are no violations.
  - **Turnover** – The stalls operate above their designed capacity for the 12-hour study period.
- **Off-Street Parking Demand** – Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM, which is above the *effective capacity* of the parking supply.
    - The Trail Lot exceeds effective capacity on the weekday and the City Beach Lot, Diamond Lot, and Trail Lot exceed effective capacity on the weekday
  - **Duration of Stay** – average duration of stay is similar in the City Beach Lot and Diamond Lot while duration of stay in the Trail lot is much lower.

- **Turnover** – Turnover in the City Beach Lot and Diamond Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

## PRELIMINARY POLICIES AND STRATEGIES

To support a vibrant downtown core, a pro-active approach is recommended for management of parking and street assets to address local needs as well as the seasonal fluctuation in tourism/visitation. Per the Sandpoint Comprehensive Plan (2009, updated in 2019), the planning vision for parking is stated as

*“Improved parking conditions are recognized as key to the community’s success. The town is committed to applying creative, cost-effective methods to address public parking needs while preserving our traditional urban environment.”*

Preliminary policies and strategies the City could implement within downtown Sandpoint are summarized below. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces as it balances the needs of local residents, businesses and visitors, particularly in the summer months, and future growth.

- Increase driver awareness of parking options
  - Develop neighborhood parking maps in coordination with local businesses
  - Provide wayfinding and signage that guides motorists to off-street parking lots, especially for RVs and trucks with trailers
  - Provide consistent branding at off-street parking lots, such as a common “P”
- Increase travel options
  - Improve safety for people walking, biking, and taking transit by implementing the multimodal transportation plan concepts and making improvements to the Pedestrian Priority Network
  - Work with SPOT to improve the frequency of service along the downtown corridor and/or consider implementing a local circulator
  - Increase transit-supportive programs, such as community/visitor awareness campaigns and special event mitigation
  - Consider micro-mobility options (e.g., e-scooters, e-bikes)
- Manage existing parking supply
  - Review existing zoning policies and standards to ensure the downtown and waterfront develops and parking is managed in support of a long-term vision
  - Allow adjacent or nearby land uses to share a common parking supply where peak demands occur at different times
  - Adjust time limits to reflect on- and off-street parking demand and the needs of adjacent land uses
  - Establish policies for reviewing and approving truck loading zones and ADA stalls for adjacent land uses
  - Consider employee parking permit/incentives programs
- Enhance enforcement policies/practices
  - Consider investment in parking management technology and tools to simplify enforcement.
  - Focus enforcement efforts during peak hours.
- Manage permit program

- Limit the total number of permits issued per residential units.
- Constrain the number of permits available to residents with access to off-street parking.
- Implement and manage paid parking program
  - First-hour free programs
  - Demand based or progressive pricing programs
  - Validations programs
- Create new parking supply
  - Convert areas signed as "No Parking" areas to parking stalls given that they currently being used as on-street parking
  - Reconfigure existing off-street parking facilities to provide incremental improvements to parking capacity such as the City Beach concept that increases parking separates boat parking from the general stalls
  - Establish remote parking areas that are well served by transit and can serve as a hub for accessing downtown. This should be accomplished through formal agreements
  - Require special event organizers to encourage and promote use of remote parking areas and coordinate with the SPOT transit service or others to provide shuttle access to larger events
  - Establish public-private partnerships to open access to existing private parking facilities or construct a new parking facility on the City Lot that serves both public and private users

## CONCLUSION

Development of a Parking Management Plan specific to Sandpoint is the recommended next step. The Parking Management Plan will provide parking management strategies to maximize the use of the existing supply. Because of the cost to construct, operate and maintain parking facilities, most cities exhaust parking management strategies first and monitor their effectiveness before increasing the parking supply. Even with robust parking management strategies, new surface parking and/or a parking garage may be merited in the next five or so years for the following reasons:

- The incremental conversion of downtown public parking lots to other uses (such as the ITD lots) and the redevelopment of private parking lots that are heavily utilized will have a significant impact on parking system during peak hours. Shifting parking to on-street stalls will strain the system and the City Lot already has peak occupancy rates above the *effective capacity*. This is largely related to employee parking leaving few spaces for local residents and visitors.
- Both on-street and off-street parking peak occupancy rates are above the *effective capacity* in the Waterfront area.
- Future development, increased tourism, and population growth has not been factored into the parking demand and could further stress the overall system.

As the need for additional parking is explored, key considerations should include an assessment of the following: site selection to ensure the facility will be well-utilized; the types of parking needed (passenger vehicles versus oversize recreational vehicles); right sizing the parking to balance peak demand with off-season demand and to future proof the facility; the costs to acquire land, construct, operate, and maintain the facility; impacts of the facility to the existing traffic flows and the need for off-site improvements; and the parking fee structure given the different types of users and seasonal nature of the demand.

# Appendix A

## Detailed Parking Supply Data

## DETAILED PARKING SUPPLY DATA

The following tables provide a summary of the parking supply by street. Of note:

- 20-minute parking stalls also serve as loading zones but are counted as part of the general use stalls and not included in the loading zone count.
- ADA stalls counts are based on markings and do not include an evaluation of their compliance with ADA design standards

**Table A1: On-Street Parking Supply**

Location	General Use Stalls					Specialty Stalls			Total
	20-Min	2-Hour	3-Hour or Permit	4-Hour or Permit	No-Limit	ADA	Loading	Other	
First Ave	8	61				5			74
Second Ave		61	36			3			100
Third Ave		14	52	30	11	2			109
Fourth Ave		11	80	8	21	3			123
6th Ave					73				73
Alder St				48	24	1			73
Cedar St		54		10		5	2	7	78
Church St		19	58	4	9	7			97
Dock St Parking					41	2			43
Euclid Ave					20				20
Farmin's Landing					30				30
Lake St			5	14	91	1			111
Main St			47			3	1		51
Oak St		35	42	24		5			106
Pine St			8	15					23
Poplar St				29					29
<b>Total Stalls</b>	<b>8</b>	<b>255</b>	<b>328</b>	<b>182</b>	<b>320</b>	<b>37</b>	<b>3</b>	<b>7</b>	<b>1140</b>
	<b>Total General Use Stalls - 1,093</b>					<b>Total Specialty Stalls - 47</b>			

**Table A2: Off-Street Parking Supply**

Location	General Use Stalls			Specialty Stalls				Total
	24-hour	No-Limit	Permit Only	ADA	EV Charging	Police Only	RV	
City Beach Park Lot		290		8				298
City Lot	121			5		1		127
Diamond Parking	30			2				32
Employee Parking			25		2			27
North ITD Lot	34							34
RV Park							26	26
South ITD Lot	76			3				79
Trail Parking Lot		9						9
<b>Total Stalls</b>	<b>261</b>	<b>313</b>	<b>25</b>	<b>18</b>	<b>2</b>	<b>1</b>	<b>26</b>	<b>632</b>
<b>Total Stalls</b>	<b>Total General Use Stalls - 599</b>			<b>Total Specialty Stalls - 47</b>				<b>632</b>

# APPENDIX B:

## Parking Pass Fee Schedule

## Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
<b>City Taxpayer Pass</b>	<b>\$15</b>	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
<b>Bonner County resident pass</b>	<b>\$30</b>	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
<b>Downtown Business (monthly)</b>	<b>\$40</b>	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
<b>Downtown Resident (monthly)</b>	<b>\$80</b>	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
<b>Marina Slip Occupant Pass (annual)</b>	<b>\$150</b>	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
<b>Boat Launch fee (Idaho State resident*)</b>	<b>\$10/launch</b>	Idaho state residents	City Beach and Memorial Field boat launches
<b>Boat Launch fee (Out-of-state resident and commercial users**)</b>	<b>\$15/launch</b>	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
<b>Boat launch season pass (Idaho State resident)</b>	<b>\$50</b>	Idaho state residents	City Beach and Memorial Field boat launches
<b>Boat launch season pass (Out-of-state resident)</b>	<b>\$100</b>	Out-of-state residents	City Beach and Memorial Field boat launches

\*Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.

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

# APPENDIX C:

## Revenue Estimates

# City of Sandpoint Downtown Parking Management Plan

## Paid Parking Policy Revenue Estimates

### Paid Hourly Parking Revenue Estimate – Summary of Assumptions

#### Overview

This model estimates the potential annual revenue from paid hourly parking in the City of Sandpoint, using conservative assumptions reflecting expected behavior changes following the implementation of metered parking and increased enforcement. The total projected revenue from paid hourly parking is **\$556,748.68**.

#### Planning-Level Revenue Estimate: Important Context

This document presents a planning-level estimate of gross annual revenue generated from Sandpoint's proposed paid parking program, including both hourly parking fees and the sale of parking passes. The figures herein are not guaranteed revenue outcomes but rather projections based on a combination of historical data, conservative behavioral assumptions, and intended enforcement practices. These estimates are intended to inform policy development, implementation planning, and long-term financial modeling. Actual revenues may vary depending on user behavior, compliance rates, enforcement capacity, seasonal factors, and technology deployment.

#### Parking Supply

- Off-Street Parking Spaces (Total): 505
  - 300 spaces in Waterfront lots
  - 205 spaces in Downtown lots
- Metered Curbside Stalls: 200 (located in highest-demand downtown blocks)

#### Rates & Enforcement

Item	Value
Curbside Hourly Rate	\$1.00

<b>Off-Street Hourly Rate</b>	\$2.00
<b>Enforcement Hours/Day</b>	8 hours (9:00 AM – 5:00 PM)
<b>Enforcement Days/Year</b>	365 days (7 days/week)

### User Compliance & Passholder Adjustments

Category	Adjustment Applied
Curbside Compliance Rate	75%
Off-Street Compliance Rate	100% (via LPR tech)
Passholder Share (Off-Street Users)	40%
Hourly-Paying Share (Off-Street)	60%

### Seasonal Definitions

- **Peak Season:** June 1 – September 1 (92 days)
- **Off-Peak Season:** September 2 – May 31 (273 days)

### Occupancy Assumptions

Area	Peak Season	Off-Peak Season	Year-Round (if applicable)
<b>Waterfront Off-Street</b>	85%	10%	—
<b>Downtown Off-Street</b>	—	—	80%
<b>Metered Curbside</b>	—	—	85%

### Average Vehicle Stay Durations (Conservative Estimates)

These assume reduced duration of stay due to pricing and increased enforcement:

Area	Avg. Stay Duration	Turnover (Vehicles/Stall/Day)
<b>Metered Curbside</b>	1.75 hours	4.57

<b>Waterfront Off-Street</b>	2.25 hours	3.56
<b>Downtown Off-Street</b>	2.75 hours	2.91

### Annual Revenue Estimates (By Type)

Parking Type	Annual Revenue
<b>Metered Curbside Parking</b>	\$212,742.86
<b>Waterfront Off-Street (Peak Season)</b>	\$100,096.00
<b>Waterfront Off-Street (Off-Peak Season)</b>	\$34,944.00
<b>Downtown Off-Street (Year-Round)</b>	\$208,965.82
<b>Total Projected Annual Hourly Parking Revenue</b>	<b>\$556,748.68</b>

### Parking Pass Revenue Estimate – Summary of Assumptions

#### Overview

This model estimates annual revenue generated from the sale of various types of parking passes offered by the City of Sandpoint. Based on current pricing and estimated sales volumes, the total projected **annual revenue from parking passes is \$193,800.**

#### Parking Pass Types, Fees & Eligibility

Pass Type	Fee	Eligibility	Parking Privileges
<b>City Taxpayer Pass</b>	\$15/year	Residents of the City of Sandpoint	3 hours free at all lots (6 hours at City Beach)
<b>Bonner County Pass</b>	\$30/year	Bonner County residents (non-City)	2 hours free at all lots (3 hours at City Beach)
<b>Downtown Business Pass</b>	\$40/month	Businesses in Commercial A zoning district	Unlimited parking in lots and extended stays in 3/4-hour curbside zones

<b>Downtown Resident Pass</b>	\$80/month	Residents in Commercial A zoning district	Same privileges as Downtown Business Pass
<i>(Boat launch and marina passes excluded from this estimate)</i>			

### Estimated Pass Sales

Pass Type	Units Sold	Frequency
<b>City Taxpayer Pass</b>	1,000	Annually
<b>Bonner County Pass</b>	1,000	Annually
<b>Downtown Business Pass</b>	Average of 150/month	Monthly
<b>Downtown Resident Pass</b>	Average of 80/month	Monthly

### Annual Revenue Estimates (By Pass Type)

Pass Type	Estimated Annual Revenue
<b>City Taxpayer Pass</b>	\$15,000
<b>Bonner County Pass</b>	\$30,000
<b>Downtown Business Pass</b>	\$72,000
<b>Downtown Resident Pass</b>	\$76,800
<b>Total Annual Parking Pass Revenue</b>	<b>\$193,800</b>

## Total Projected Revenue – Paid Parking Program

### Overview

This section summarizes the combined annual revenue projections from Sandpoint's paid parking program, incorporating both **hourly parking fees** and **parking pass sales**. These projections are based on conservative assumptions about occupancy, compliance, and vehicle stay duration, and reflect the most recent fee structure and usage estimates.

## Combined Revenue Summary

Revenue Source	Estimated Annual Revenue
<b>Paid Hourly Parking</b>	\$556,748.68
<b>Parking Pass Sales</b>	\$193,800.00
<b>Total Projected Annual Parking Revenue</b>	<b>\$750,548.68</b>

### Notes

- **Hourly revenue** is based on metered curbside and off-street parking with assumed reductions in stay duration post-pricing implementation, and adjustments for compliance and passholder use.
- **Pass revenue** reflects current fees and projected annual/monthly sales by category, excluding boat launch and marina-related passes.

### Risks, Assumptions, and Sensitivity Analysis

This revenue model relies on a number of assumptions that, while grounded in local data and conservative behavioral estimates, may not fully predict the real-world complexity of implementing a paid parking program. The projections assume consistently high occupancy levels in metered areas—85% for curbside and 80% for downtown off-street lots—along with relatively short vehicle stays that increase turnover and maximize space utility. Enforcement is assumed to occur daily, year-round, from 9 AM to 5 PM, with curbside compliance at 75% and full compliance in off-street lots due to planned license plate reader (LPR) enforcement. The model also assumes that 40% of off-street users will be passholders who do not pay hourly fees, and that approximately 1,000 City and 1,000 Bonner County residents will purchase annual passes, with steady monthly sales of downtown business and residential passes.

However, there are several areas where these projections could overestimate actual revenues.

- Parking demand may not hold steady after pricing is introduced; some users may avoid metered areas entirely, shift to free parking on surrounding streets, or reduce their visits to downtown.
- Pass sales may fall short of targets, especially in the first year, due to public resistance or confusion about the new system.

- Delays in rolling out the technology or hiring enforcement staff could lower compliance and reduce early revenue.
- Behavioral change is difficult to predict, and some assumptions—such as how long people will park or how strictly they will follow the rules—may prove optimistic.

To address this uncertainty, we modeled a range of sensitivity scenarios.

- If actual occupancy levels reach only 75% of projected rates, gross revenue could fall to around **\$610,000**.
- At 60% occupancy, the total could dip below **\$510,000**.
- A higher-than-anticipated share of passholder usage—say, 50% instead of 40%—could lower revenues to approximately **\$530,000**.
- Similarly, if curbside compliance drops from 75% to 60%, the projected total falls to about **\$515,000**.

These scenarios illustrate the inherent uncertainty of forecasting user behavior and revenue outcomes in the first year of a new policy.

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## Net Revenue Outlook

To provide a realistic fiscal outlook, this section applies a general operating cost estimate to account for:

- Equipment and software acquisition and maintenance
- Meter and license plate reader (LPR) system installation
- Staffing and enforcement labor
- Collections, appeals, and customer service

Category	Amount
<b>Gross Revenue</b>	\$750,549
<b>Operating Costs</b>	~\$150,110
<b>Net Revenue</b>	<b>\$600,439</b>

This net estimate is planning-level and should be refined as cost quotes, staffing plans, and enforcement mechanisms are finalized.

# APPENDIX D:

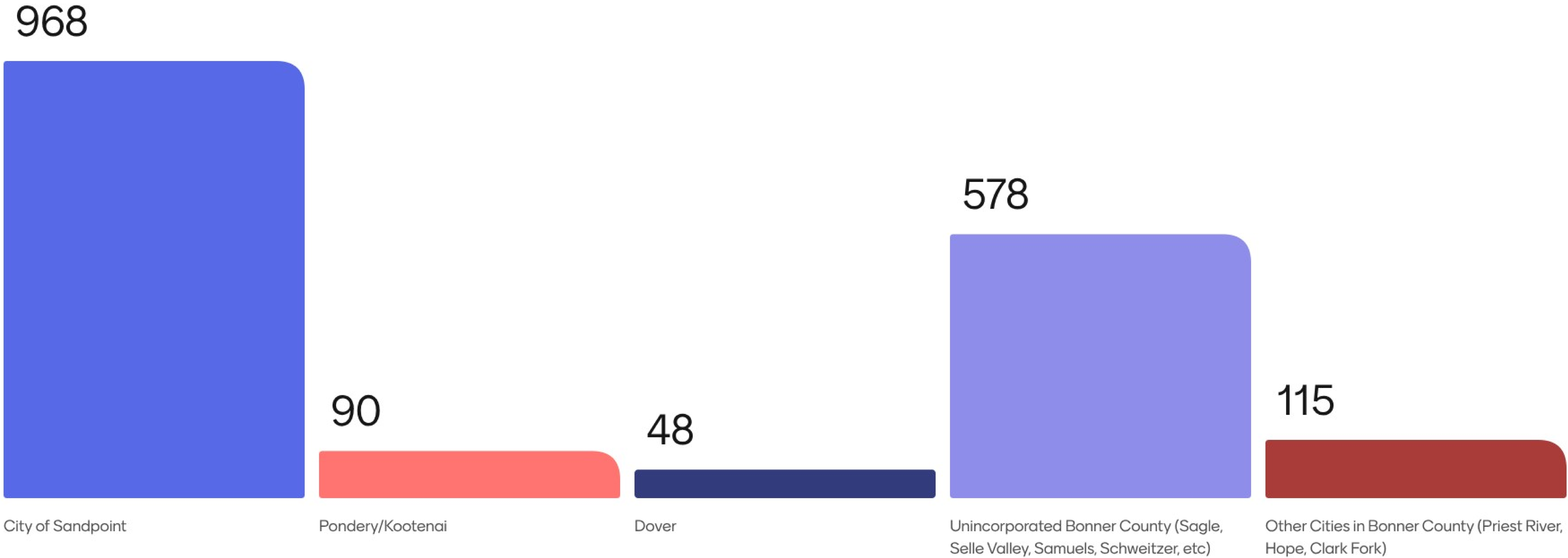
## Parking Satisfaction Survey Responses and Analysis



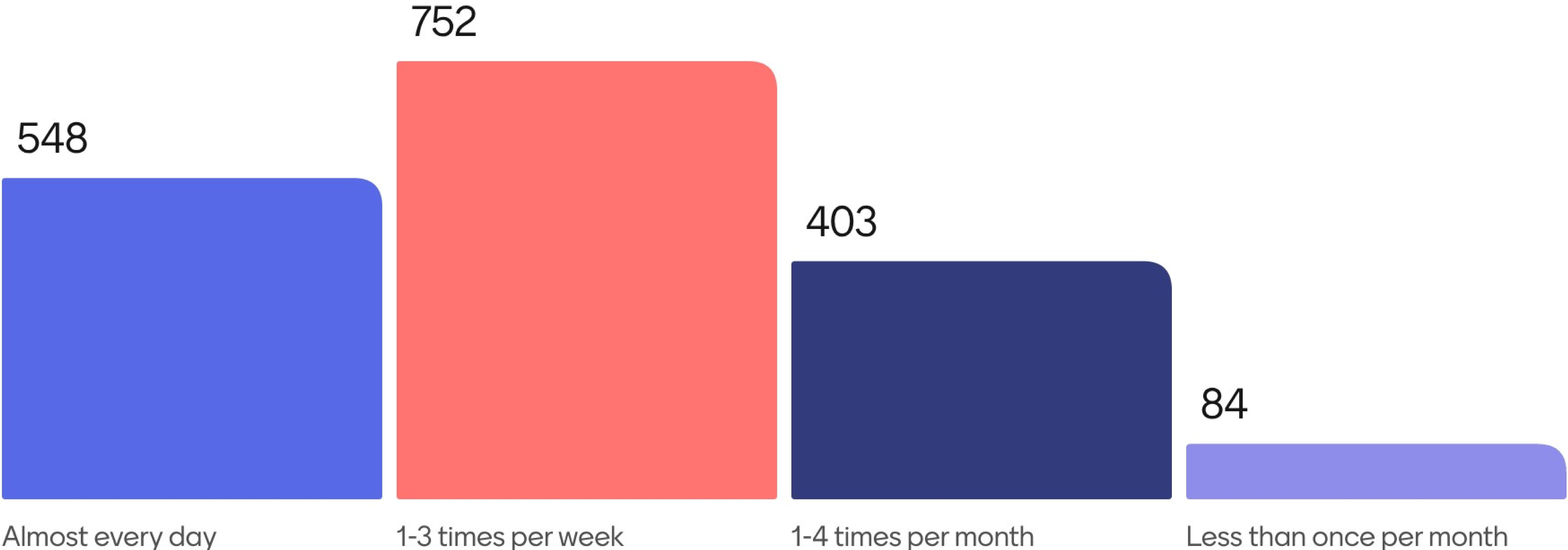
# Introduction to Survey

The City of Sandpoint is developing a parking management plan to improve access and availability at the City's downtown and City Beach public parking facilities. Your responses to this survey will help inform the policy to assure it best serves the needs of City residents and others who depend on reliable access to well-maintained public parking facilities for their work and leisure.

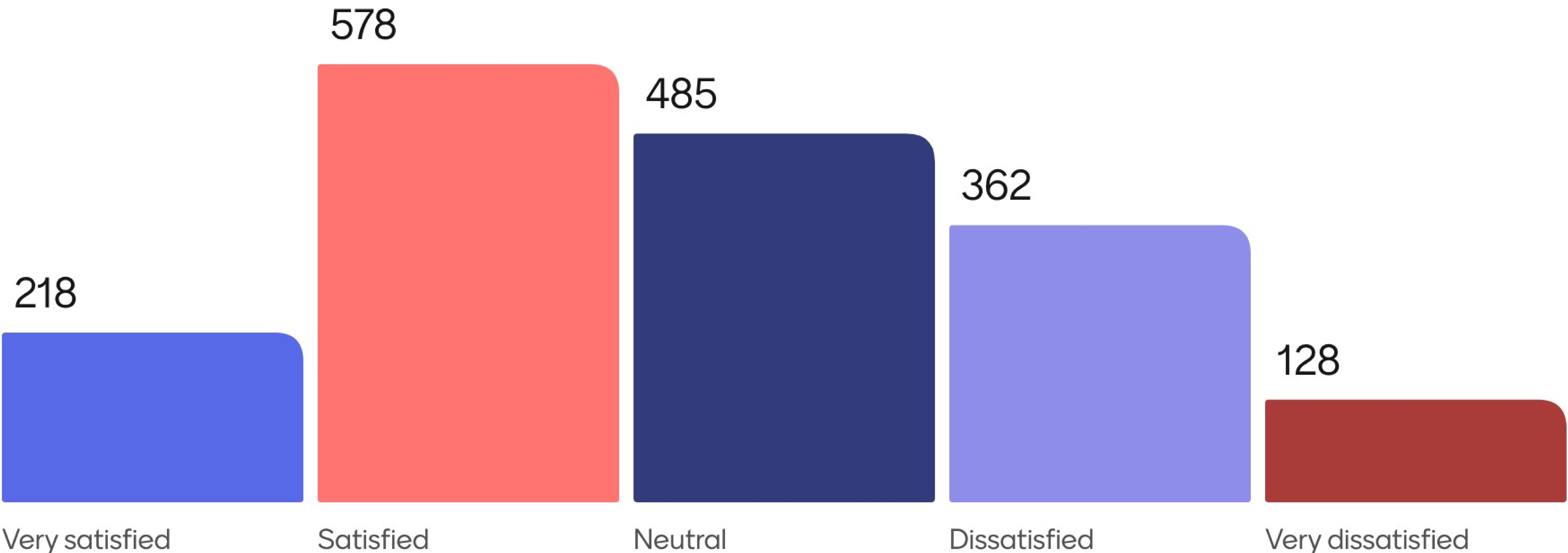
# Where do you live?



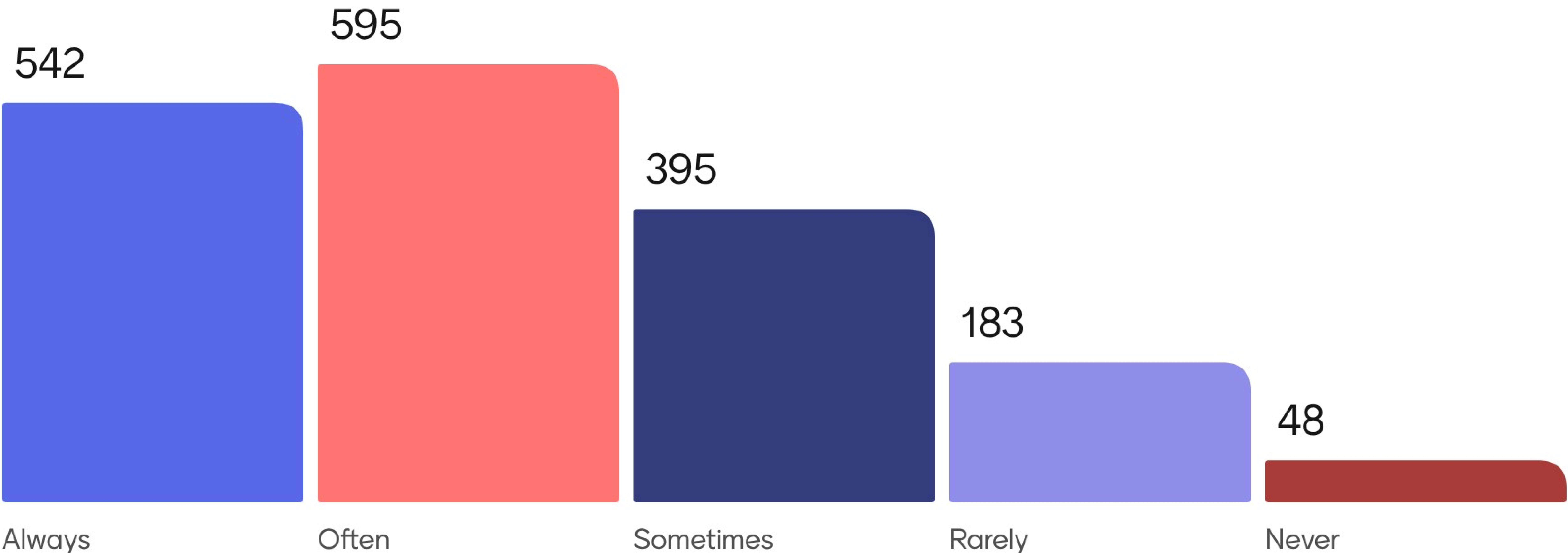
# How often do you drive into and require parking in downtown Sandpoint?



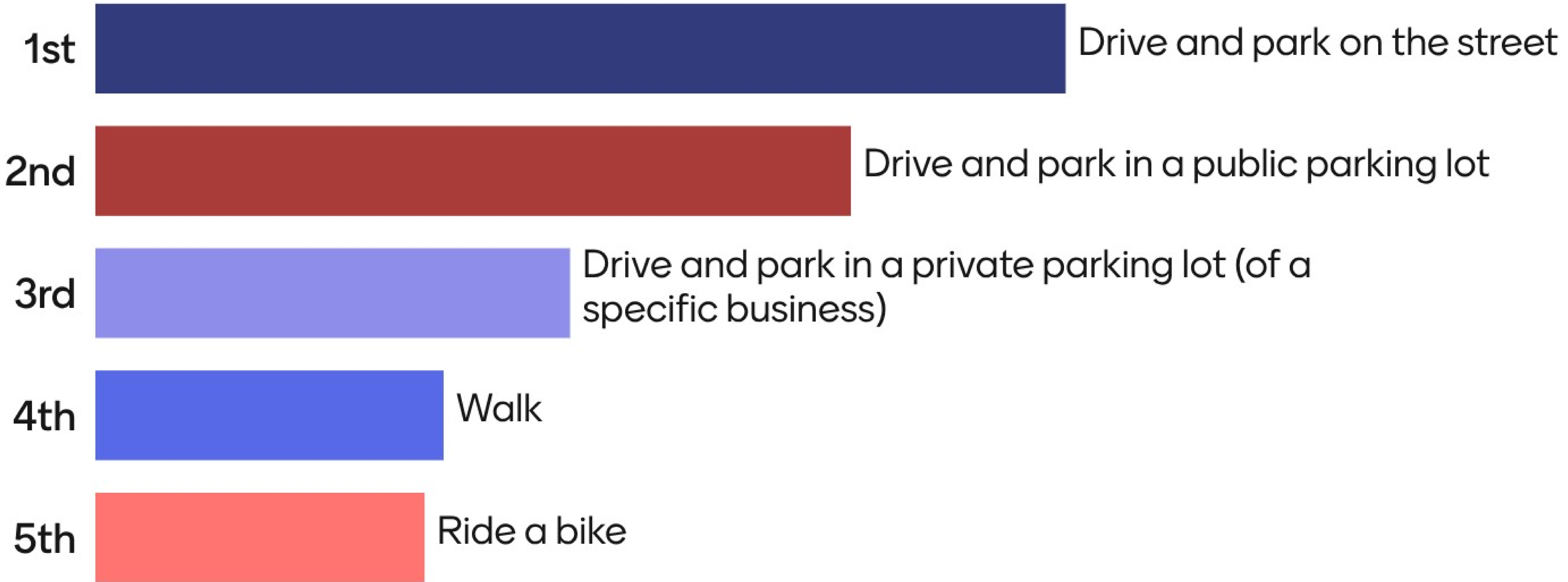
How satisfied are you with the availability of public parking (street and off-street) in downtown Sandpoint?



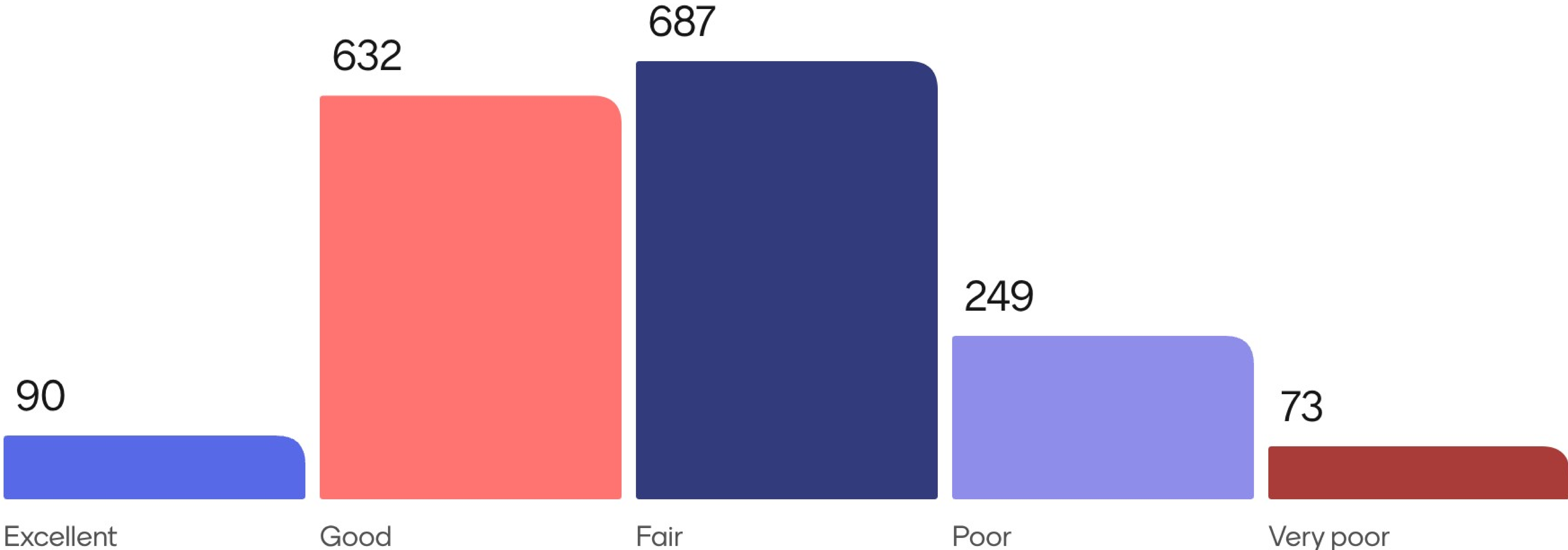
How often do you face challenges finding parking downtown and at City Beach on summer weekends or other peak times?



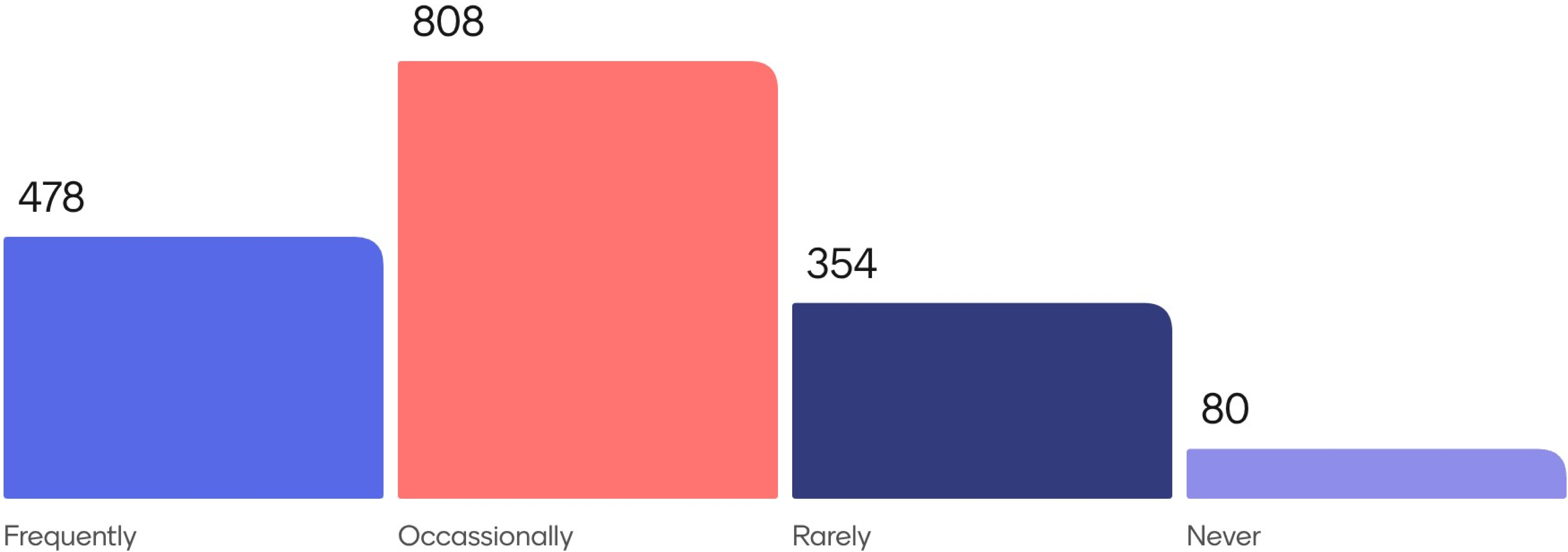
When going downtown for work or leisure, you are most likely to... (rank in order of frequency, with 1st being what you do most often)



How would you rate the physical condition (e.g. maintenance, cleanliness, accessibility) of Sandpoint's public off-street parking facilities?



Have you encountered issues such as potholes, inadequate lighting, or poorly marked spaces in Sandpoint's public parking lots?

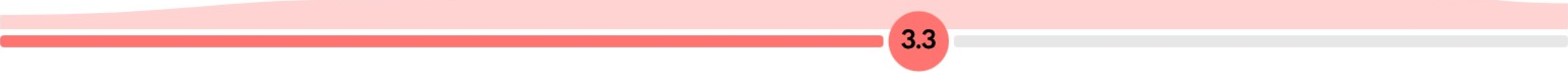


# How would you rate the condition of Sandpoint's two biggest public parking lots?

City Lot at Third and Church (across from Joel's)



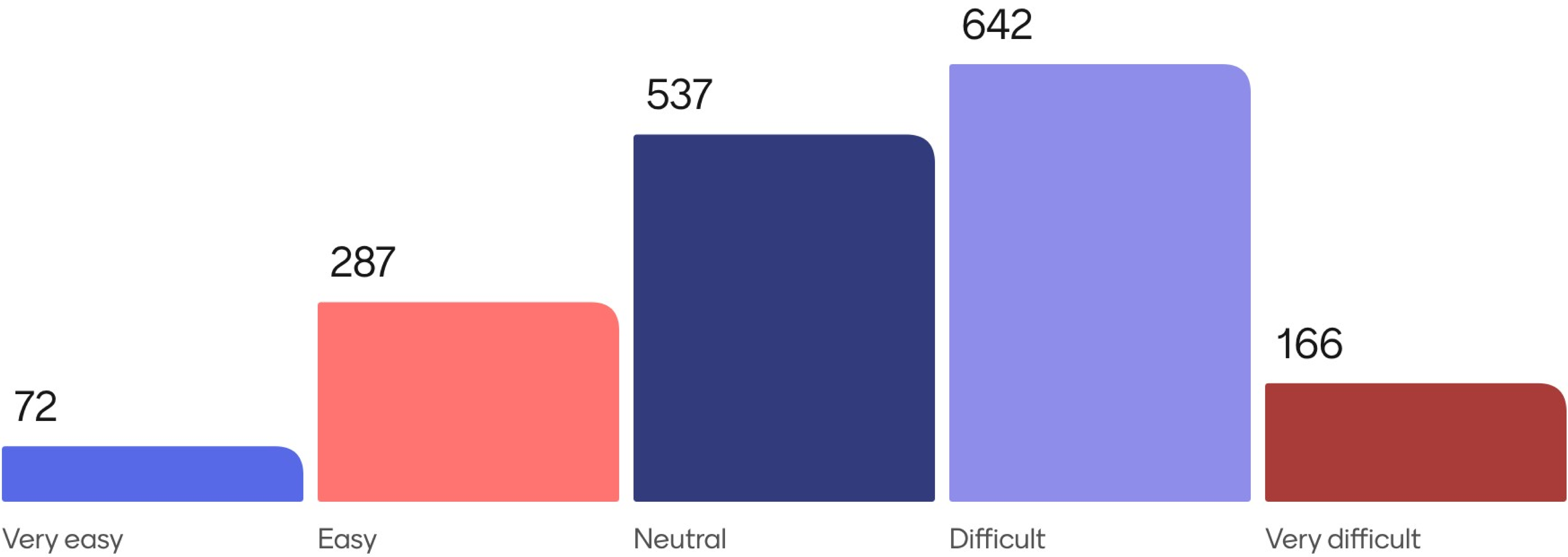
City Beach parking lot



Extremely poor condition

Excellent condition

How easy is it to find parking near key destinations such as restaurants, shops, or recreational areas like City Beach and the Pend Oreille Bay Trail?



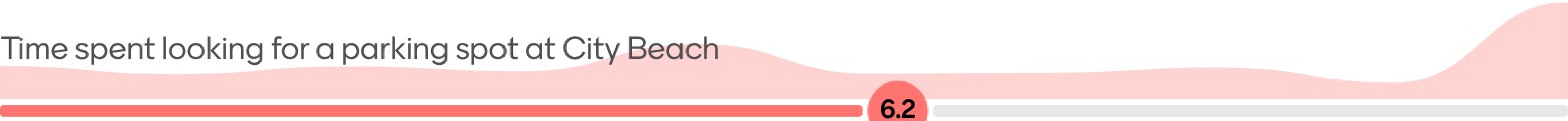
During peak times (summer weekends or events), how long are you likely to spend searching for a parking spot when driving into Sandpoint?

Time spent looking for a parking spot downtown



5.7

Time spent looking for a parking spot at City Beach

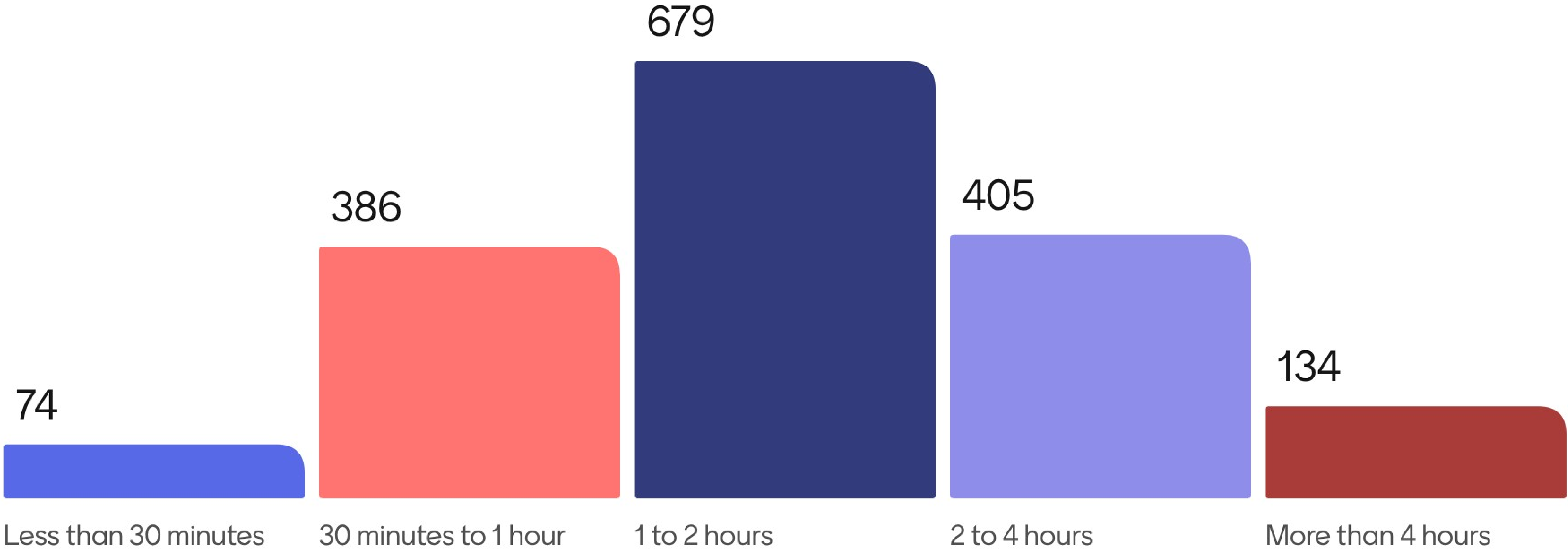


6.2

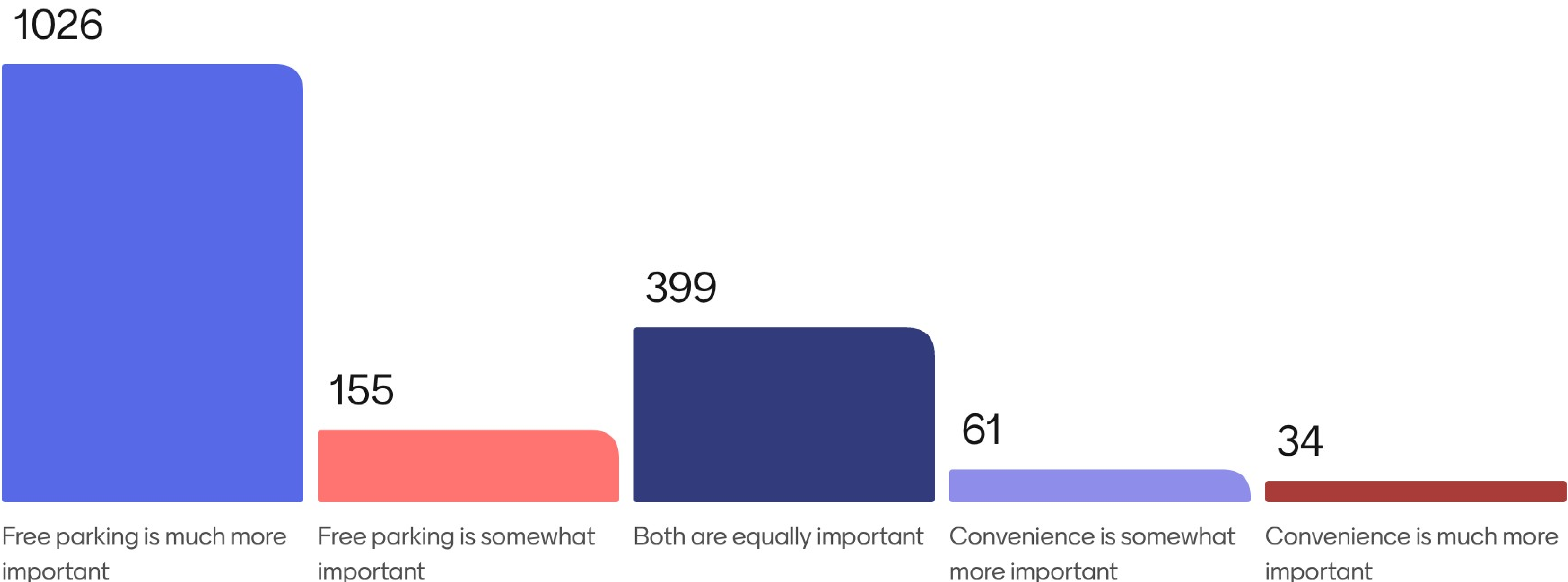
1 minute or less

Ten minutes or more

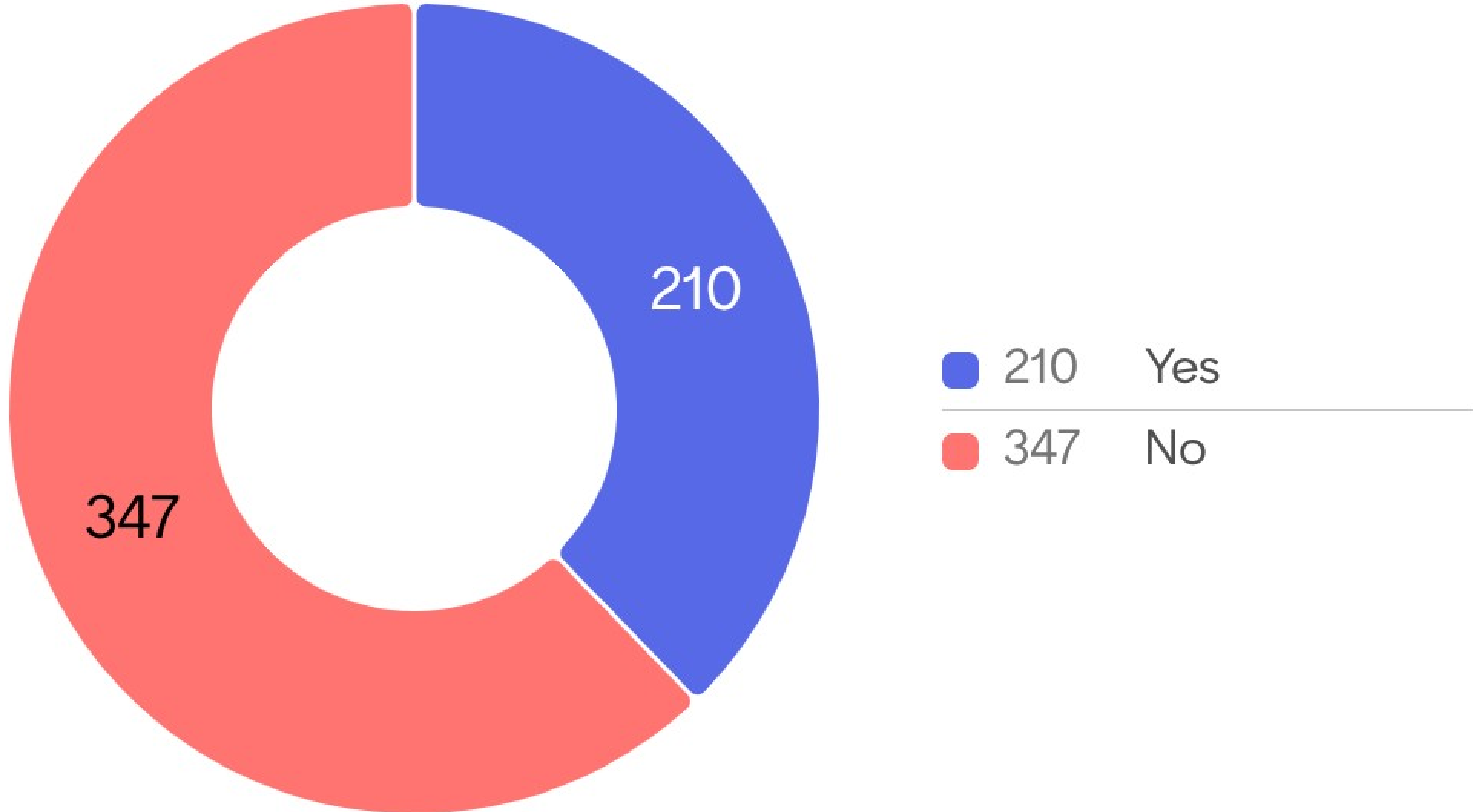
When you drive into downtown Sandpoint, how long do you typically park in a curbside space or in an off-street City parking lot?



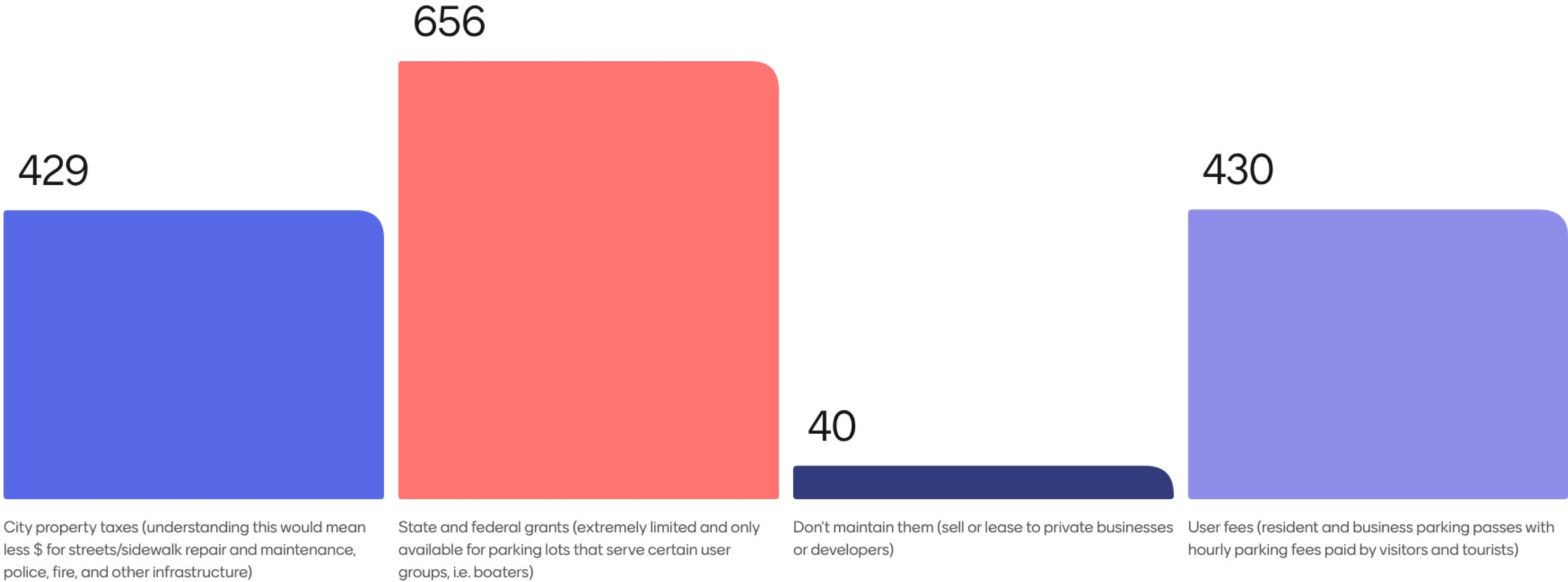
How important is free parking to you compared to the convenience of finding a space when you need it?



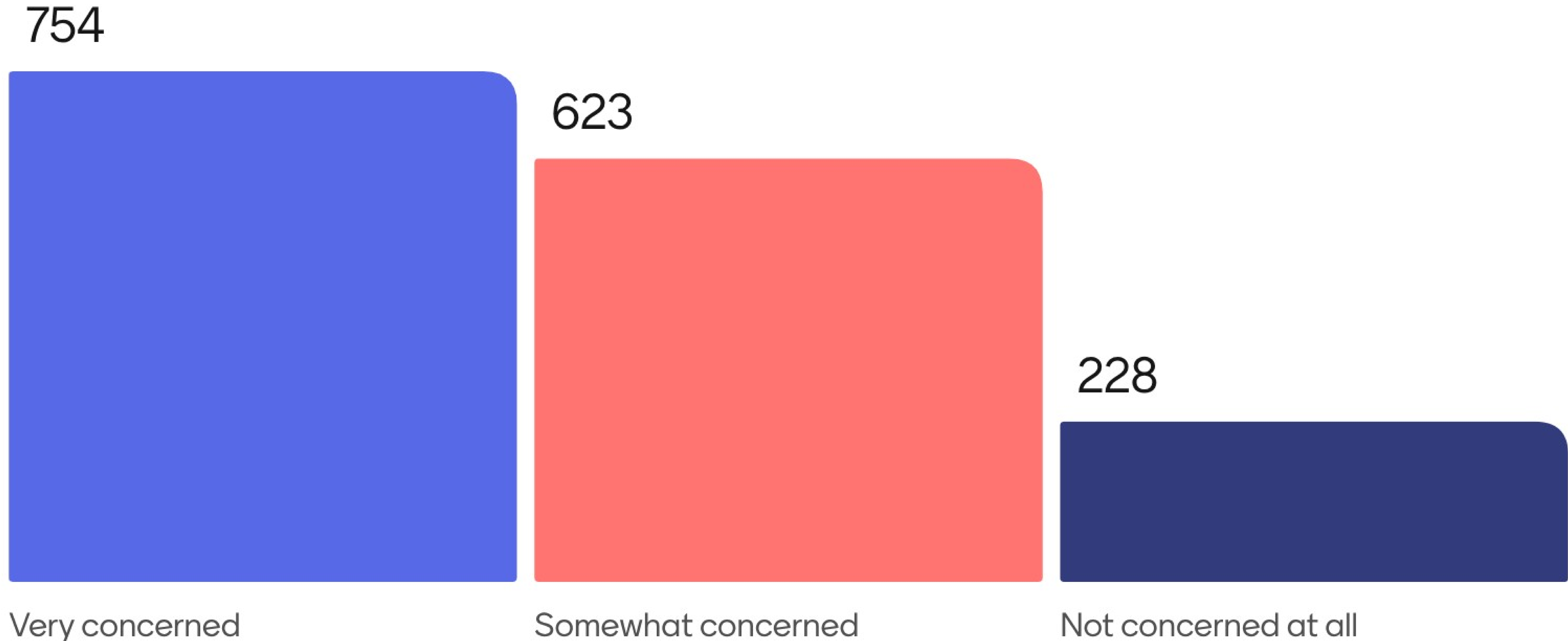
Would you be willing to purchase one of the passes (City taxpayer or non-City taxpayer) described on the previous slide?



What do you feel is the most appropriate way for the City to fund maintenance and improvements to downtown Sandpoint's public parking facilities?



How concerned are you about future challenges related to parking in Sandpoint as the City and surrounding area grows?



# Sandpoint Public Parking Satisfaction Survey

## Response analysis

### Introduction

Throughout the month of March the City collected responses to a survey aimed at gauging community satisfaction with the City's public parking facilities. Over 1,800 responses were collected, of which 53% came from City of Sandpoint residents and 47% from non-City residents (as self-reported by respondents).

The full results of the survey can be viewed [here](#).

Around 4,000 narrative responses to three questions were collected. To help analyze, synthesize, and summarize those responses, a .csv file of all responses was exported and uploaded to ChatGPT pro, a large language model (LLM) Artificial Intelligence tool that excels in analysis of large quantities of data such as that collected through this survey.

In the sections below are the unedited results from when ChatGPT was provided several prompts to extract some meaning from the vast amounts of data collected through the survey, particularly the 4,000+ narrative comments.

### Prompt 1: How do the primary modes of getting to Downtown Sandpoint differ between Sandpoint residents and non-Residents?

#### City of Sandpoint Residents

Top 3 primary modes:

- **Drive and park on the street:** 483 → **56.5%**
- **Drive and park in a public lot:** 176 → **20.6%**
- **Walk:** 101 → **11.8%**
- Also notable: **Ride a bike:** 95 → **11.1%**

◆ *Takeaway:* City residents are **more likely to walk or bike** downtown than any other group, reflecting proximity and accessibility.

---

#### Unincorporated Bonner County (e.g., Sagle, Selle Valley)

Top 3 primary modes:

- **Drive and park on the street:** 339 → **59.6%**
- **Public parking lot:** 162 → **28.5%**
- **Private business parking:** 56 → **9.8%**
- Very few walk (8) or bike (4) → **0.7% - 1.4%**

◆ *Takeaway:* Non-City residents overwhelmingly rely on **driving**, especially to **on-street and public lots**.

Prompt 2: How did the preferred means of paying for parking lot maintenance and improvements differ between Sandpoint residents and non-Sandpoint residents?

**Key Insights by Residence Group:**

✓ **City of Sandpoint Residents**

- **Most supported:**
  - **User fees:** 295 → **35.7%**
  - **State/federal grants:** 292 → **35.4%**
- **Less favored:**
  - **City property taxes:** 216 → **26.2%**
  - **Privatization:** 23 → **2.8%**

◆ *Takeaway:* City residents lean slightly more toward **user-pays systems**, but there's also strong support for using grants. City property taxes are less favored.

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🌲 **Non-Sandpoint Residents (Total = 729)**

- **State/federal grants:** 363 → **49.8%**
- **City property taxes:** 212 → **29.1%**
- **User fees:** 137 → **18.8%**

- **Privatization:** 17 → **2.3%**

◆ *Takeaway:* This group places **greater reliance on grants and city taxes**—even though they don’t pay those taxes—suggesting limited support for **user fees**.

### Prompt 3: How did City residents and non-City residents differ in their willingness to buy a parking pass?

#### City Residents

- **Yes:** 169 → **41%**
- **No:** 247 → **59%**

---

#### Non-City Residents

- **Yes:** 41 → **30%**
- **No:** 97 → **70%**

---

#### Key Takeaways:

- **City residents are more willing** to purchase a parking pass than non-residents.
- However, even among City residents, a **majority (59%) say no** — suggesting skepticism or a preference for free/time-limited parking remains strong.

### Prompt 4: What themes emerged through responses to the question, “What questions do you have about parking in Sandpoint?”

#### Concern About Policy Decisions & Transparency

Many respondents questioned the City’s decision-making around parking requirements and development.

*“Why are developers being granted waivers to the amount of parking spaces they are required to provide?”*

*“Why is this coming up at the same time as the City Beach hotel development?”*

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### Questions About Paid Parking Implementation

People want clarity on how paid parking will work — particularly **who pays, where,** and **how it affects locals.**

*“Why change parking in our small town at all?”*

*“Why not give all Bonner County residents a sticker for free parking?”*

---

### Equity for Local vs. Tourist Use

There’s a strong interest in ensuring that **locals (especially county residents)** aren’t disadvantaged.

*“If you offer free parking to locals only, please extend that to all county residents.”*

*“Tourists should pay a little for City Beach parking.”*

---

### Infrastructure Ideas

Some respondents asked about **creative solutions** — including structured parking or expanded lots.

*“Why can’t Sandpoint get a grant to build a multi-level parking garage downtown?”*

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### Seasonal and Use-Based Access

Respondents noted **seasonal congestion**, especially during the summer or when using **boat launches.**

*“Availability during summer months when our city is overrun with tourists.”*

*“Biggest concern is time limits on boat trailer parking at the launch.”*

Prompt 5: What themes emerged in response to the question, “What would you like the City to know as it works to improve the experiences of City residents and visitors using City parking facilities?”

### Prioritize Locals Over Tourists

Many respondents want the City to **focus on the needs of residents**, not cater to tourists or development interests.

*“Stop catering to tourists and focus on locals that have been here forever.”*

*“Follow the wants of the public and not the big money.”*

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### **Strong Opposition to Paid Parking**

There’s widespread resistance to paying for parking — some would even prefer infrastructure stay unimproved.

*“I would rather have potholes than have to pay to park.”*

*“No one feels good about paying for parking.”*

---

### **Prefer User Fees Over Property Taxes**

Many expressed that **users (especially tourists)** should fund parking — not local taxpayers.

*“It would not be fair for property owners to pay... let the people who use the parking pay for it.”*

*“Make people pay for convenience, but do it with pay to park, not more tax.”*

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### **Encourage Alternatives to Driving**

Several responses supported **biking, walking, and remote/free lots** over expanding central parking.

*“Incentivize not driving. Sandpoint is a small area and can easily be walked or biked.”*

*“Have free parking on the periphery.”*

---

### **Support Downtown Business Vitality**

People are worried that paid parking could push shoppers away from downtown and harm local businesses.

*“We need to encourage people to shop downtown, not push them further away.”*

*“Paid parking is another excuse to shop online or in Ponderay.”*

---

### **Appreciation for Public Engagement**

Several thanked the City for including the public in the planning process.

*“Thank you for asking our opinion on something that will impact us all!”*

Prompt 6: What themes emerged in responses to the question, “What improvements, if any, would you like to see in Sandpoint's public parking facilities?”

### **Basic Maintenance & Upkeep**

Many people called for **resurfacing lots**, fixing **potholes**, improving **lighting**, and **clear striping**.

*“You should have kept up the city lot over the years by continuing funding in smaller amounts.”*

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### **More Shade, Trees, and Stormwater Features**

Respondents emphasized **shade and greenery**, citing climate, aesthetics, and comfort.

*“Shade is of utmost importance. Parking lots have the potential to become massive heat sinks.”*

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### **Better Signage & Wayfinding**

Several respondents requested **clearer signs**, both for lot locations and time limits.

*“Signage.”*

*“More visible time limits, clearly posted.”*

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### **Dedicated or Expanded Use Areas**

Frequent requests included:

- **Separate parking for boat trailers vs. beachgoers**

- **Designated spaces for marina slip holders**
- **Angle parking to increase capacity**

*“Windbag Marina slip owners need designated parking.”*

*“Angle parking provides more parking spaces.”*

### **P Shuttle or Peripheral Parking Solutions**

Some called for **remote lots with shuttles**, especially for busy destinations like City Beach.

*“A parking lot with shuttle service to the beach would help congestion.”*

### **💡 Equity & Local Prioritization**

Many felt parking should **serve locals first**, not just accommodate visitors or resorts.

*“I don't believe locals should have to pay for parking improvements for high-end resorts and tourists.”*

*“Time to prioritize locals over outsiders.”*

### **🚶 Alternative Modes & Transit**

A few suggested **promoting alternatives** like biking or SPOT transit to reduce parking demand.

*“I would like to see the SPOT option promoted better.”*

**Prompt 7: What were the general differences in tone and opinion towards City’s efforts to manage downtown parking between City residents and non-City residents**

### **🏠 City of Sandpoint Residents**

**Tone:** Mixed — both critical and constructive

**Themes:**

- Frustration with **tax burden** and concerns about **fairness** if residents have to pay to park
- Some **support** for paid parking, as long as it's **reasonable and well-designed**
- Desire for **better planning**, such as **shuttle services** and longer time limits
- Specific concern about **out-of-state use** of local facilities

*"We already pay property taxes. Money should be managed better."*

*"I support the implementation of paid parking in downtown Sandpoint."*

*"We need a plan in place to minimize the need to park at City Beach."*



### Non-City Residents

**Tone:** More defensive or aggrieved

**Themes:**

- Strong desire for **local (county) residents to be exempt** from paid parking
- Concern about **being labeled outsiders**
- Preference for **sales tax or tourist fees** over direct charges
- Perception that **parking is not a serious problem**

*"Visitors can go to paid parking, locals (7B) should be free."*

*"You can start by not calling us in the unincorporated area outsiders for one..."*

*"We already pay enough in taxes... don't tax us more because of bad budgeting."*



### Summary:

- **City residents** are more willing to consider **paid parking** if implemented fairly and targeted at tourists.
- **Non-City residents** often feel **excluded or unfairly targeted** by parking proposals and express **stronger resistance** to change.

## Summary:

**Public feedback on the City's parking management efforts reveals a meaningful difference in tone between City of Sandpoint residents and those who live outside City**

**limits.** City residents expressed a mix of frustration and constructive suggestions, often focusing on fairness, tax equity, and the need for thoughtful planning. While some opposed paid parking entirely, others supported it if implemented with reasonable rates, especially for tourists and non-residents. In contrast, non-City residents were more likely to express strong opposition to any paid parking, emphasizing their contributions through local commerce and requesting exemption based on 7B residency. Several respondents from outside the City also voiced frustration at feeling excluded or labeled as “outsiders.” This divide underscores the importance of transparent communication and a parking strategy that carefully balances local access, fairness, and financial sustainability.

# APPENDIX E:

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

Land use in Sandpoint	spaces per 1,000 sq feet	Residential parking requirements	~spaces per 1,000 sq ft	
Banks	2.00	<1,200 sq ft	1.00	
Restaurants	3.30	1,200 - 1,600 sq ft	1.00	
Offices	2.00	>1,600 sq ft (3br+ requires 2 parking spaces)	1.00	
Retail	1.25			
Other commercial	2.85			
Clinics	2.00			
<b>Avg</b>	<b>2.23</b>			<b>2.23</b>

1996 average in lieu fee (per sq foot non-residential)*	\$	31.00
In lieu fee adjusted for residential parking requirements (per sq foot)**	\$	13.90
Construction price index, January 1996		137.70
Construction price index, January 2025		326.28
Construction inflation, 1996-2025		137%
<b>Average residential parking in lieu fee in 2025 \$ (construction inflation)</b>	<b>\$</b>	<b>32.95</b>
Consumer price index, January 1996		154.70
Consumer price index, January 2025		319.00
CPI inflation 1996-2025		106%
<b>Average residential parking in lieu fee in 2025 \$ (consumer inflation)</b>	<b>\$</b>	<b>28.64</b>

\*Source: Page 11 of Appendix 12, "In Lieu Fees" of Downtown Boise's 2012 Parking Strategic Plan, produced by Kimley Horn. Study looked at 30 City's parking in lieu fees for non-residential downtown development, adjusted to per square feet.

\*\*Sandpoint's residential parking requirements average 1 per 1,000 square feet of residential floor space. Non-residential averages 2.23 spaces per 1,000 sq feet. Available data on in lieu fees for non-residential land uses are adjusted for our local ratio of non-residential to residential to establish a fair representation of how residential in lieu fees can reflect average fees charged by other cities.

		<u>Parking in-lieu fees (\$25/sf)</u>	
		Unit size (sf)	Fee
<b>Total DIF housing</b>			
single family 0-3 br	\$ 5,293.00		
Water NUFF	\$ 7,875.00	500	\$ 12,500.00
Sewer NUFF	\$ 6,311.00	1000	\$ 25,000.00
Total DIF sf housing	\$ 19,479.00	1500	\$ 37,500.00
		>1500	\$ 37,500.00
multifamily	\$ 5,444.00		

Total fees per unit for downtown residential without parking (condo)

Unit size	Total fee (DIF + water + sewer + parking)	Per square foot fees	Parking in lieu share of total fees	Total fees as percentage of development (assuming \$300/sf)	<b>Parking in lieu fee as % of development cost</b>
500	\$ 31,979.00	\$ 63.96	39%	18%	7%
1000	\$ 44,479.00	\$ 44.48	56%	13%	7%
1500	\$ 56,979.00	\$ 37.99	66%	11%	7%
2000	\$ 56,979.00	\$ 28.49	66%	9%	6%
2500	\$ 56,979.00	\$ 22.79	66%	7%	5%

Total fee per unit for downtown residential without parking (apartment)

Unit size	# of units	Share of water NUFF (assuming 2" meter)	Total fee (DIF + share of water + sewer + parking)	Per square foot fees	Parking share of total fees	Per sf development cost	Total fees as percentage of development (assuming \$300/sf)	<b>Parking in lieu fee as % of development cost</b>
300	20	\$ 2,000.00	\$ 21,255.00	\$ 70.85	35%	\$ 300.00	19%	7%
450	20	\$ 2,000.00	\$ 25,005.00	\$ 55.57	45%	\$ 300.00	16%	7%
600	20	\$ 2,000.00	\$ 28,755.00	\$ 47.93	52%	\$ 300.00	14%	7%
750	20	\$ 2,000.00	\$ 32,505.00	\$ 43.34	58%	\$ 300.00	13%	7%
900	20	\$ 2,000.00	\$ 36,255.00	\$ 40.28	62%	\$ 300.00	12%	7%