



CITY COUNCIL MEETING AGENDA

February 18, 2026 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

1. Report: Cash and Investment Transactions Financial Report – December 2025 (information only)
2. Report: FY 2026 1st Quarter Financial and Capital Report (information only)
3. Report: Cash and Investment Transactions Financial Report – January 2026 (information only)

Public Comments

Consent Calendar - action item

4. Payables Report / Approval of Bills for Payment - **action item**
5. Approve First Amendment to A25-1940-1- Custodial Services with ASAP Services, Inc. - **action item**
6. Purchase Order #26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman - **action item**
7. Approving Purchase Order 26-1752 to Pierce Auto for City Hall Vehicle - **action item**

Public Hearing

8. Public Hearing – Membership Pause Fee and Membership Reactivation Fee for the James E. Russell Sports Center (2026 Fee Schedule)
9. Proposed Resolution: Amend City Fee Schedule to add James E. Russell Sports Center Membership Pause and Reactivation Fees - **action item**

Old/Unfinished Business

10. Project Update: Downtown Revitalization Phase 3 Draft Basis of Design
11. Proposed Ordinance and Summary: Sandpoint City Code 9-1-3 and Title 9, Chapter 4, Residential Zoning - **action item**
12. Proposed Resolution: May 19, 2026, Election Ballot Question - City Of Sandpoint Local Option Sales Tax - **action item**

New Business

13. Discussion: Commercial and Downtown Zoning and Historic Preservation Codes Update
14. Communication Agenda and Administrative Policy - **action item**

Executive Session

- 15.** Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, Idaho Code § 74-206 (1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student and Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated - ***action item***
- 16.** Executive Session will be held pursuant to Idaho Code §§ 74-206(1)(a)(b) and (f), as noted above.

Reconvene and Adjourn

Public Participation Options and Information

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



AGENDA REPORT City Council Meeting

TODAY'S DATE: January 30, 2026
MEETING DATE: February 18, 2026
TO: Mayor & City Council
FROM: Sarah Lynds, Finance Director
SUBJECT: Report: Cash and Investment Transactions Financial Report – December 2025
(for information only)

DESCRIPTION/BACKGROUND:

Monthly Cash and Investment Transaction Financial Report

STAFF RECOMMENDATION and ACTION:

No Council action is requested, this Financial Report is for informational purposes only.

ATTACHMENTS:

Cash and Investment Transactions Financial Report – December 2025

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

City of Sandpoint
Financial Report on Cash and Investment Transactions
December 31, 2025

FUND	BALANCE 11/30/25	DEBIT	CREDIT	BALANCE 12/31/25
General Fund Undesignated	11,537,306	1,130,284	1,408,246	11,259,344
General Fund Designated - Reserves	9,046,415	-	18,715	9,027,700
General Fund Designated - Other	1,886,261	68,185	186,117	1,768,328
Special Revenue:				
Fiber	165,556	551	-	166,107
Impact Fees	2,659,867	52,744	-	2,712,611
Recreation	475,329	24,882	30,041	470,170
Park Capital Improvement	1,130,669	562,309	55,386	1,637,592
Enterprise:				
Sanitation	554,955	77,548	126,874	505,630
Water	8,580,375	408,614	953,000	8,035,989
Water - Reserve Capital	9,917,148	778,177	2,205	10,693,120
Water - Reserve Watershed Protection	721,710	2,402	-	724,112
Water - Restricted	102,643	342	-	102,985
Wastewater	9,752,976	737,279	1,103,474	9,386,781
Wastewater - Reserve I&I Collection	1,968,023	6,550	-	1,974,573
Wastewater - Reserve Capital	10,502,686	904,201	82,428	11,324,459
Water and Wastewater Debt Service	1,026,643	3,417	-	1,030,060
Fiduciary:				
LID Guarantee	39,990	133	-	40,123
LID Combined	211,608	704	-	212,313
Payroll Benefit Clearing	658,325	422,813	415,771	665,367
GRAND TOTAL	<u>70,938,486</u>	<u>5,181,136</u>	<u>4,382,257</u>	<u>71,737,364</u>

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
December 31, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	2,680,047
Idaho State Investment Pool	
State Investment Pool Account	69,056,817
Cash on Hand	
Petty Cash	500
Total	71,737,364

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

Sarah Lynds

 Sarah Lynds, Finance Director
 City of Sandpoint, Idaho



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 30, 2026
MEETING DATE: February 18, 2026
TO: Mayor & City Council
FROM: Sarah Lynds, Finance Director
SUBJECT: Report: FY 2026 1st Quarter Financial and Capital Report (for information only)

DESCRIPTION/BACKGROUND:

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

The quarterly report is required to show specific information.

- 1.) A full statement for each fund reflecting year to date
- 2.) The balances of the debits and credits belonging to each category:
 - a. Salaries
 - b. Maintenance and Operations
 - c. Capital Outlay
- 3.) A percentage comparison to the original appropriation.

REPORT REVIEW:

To highlight a few areas of the quarterly report - the fiscal year is 25% complete as of December 31, 2025. The construction season is not underway with the exception of a few isolated projects and so the funds/budgets associated with these expenditures are showing low budget to actuals. This is expected and normal at this time of the year.

EXPENSES:

The General Fund is 12.25% expended as a whole, but a closer look at separate categories reflects 17.54% in personnel services, 16.73% in maintenance & operations and .06 % in capital outlay.

Garbage, Water and Wastewater funds are at 25%/6.46%/7.09% budget to actual for total expenditures. Water and Wastewater salaries and benefits are 14.84% and 17.59% budget to actual. Water and Wastewater capital outlay expenditures are at .04% and 1.12% with the majority of expenditures expected to come in the 4th quarter of the fiscal year. All of these percentages are in line with prior year trends of budget to actual expenditures. Financial trending budget to actual graphs can be found on the City's Financial Transparency page.

REVENUES:

The construction season normally begins towards the end of the 3rd quarter of the fiscal year with the majority of the projects occurring in the 4th quarter. Capital outlay budget to actual expended percentages reflect a low completion status at the end of the 1st quarter. Several of the FY 2026 capital projects are being funded with beginning cash fund balances, this is reflective in the revenue account called 'Other Financing Sources' in the applicable funds.

Revenues for the General Fund are 6.87% budget to actual. Revenues include \$2,617,809 of beginning cash and \$1,000,000 grant revenue placeholder, after removing this from the calculation the General Fund revenue budget to actual is 8.24%. The Cities' largest single source of General Fund revenue, property taxes, is at 3.18% received. Property taxes are received monthly paid with the largest remittance in January (2nd Quarter) and the second largest in July (4th quarter).

State and Local Government Shared Revenues (0% and 1.79%) are received quarterly (January, April, July and the final quarter in October).

Water and Wastewater fund revenue overall is 10.89%/15.77% budget to actual. Water includes \$5,277,732 of beginning cash, after removing this from the calculation the budget to actual is 20.5%. Wastewater includes \$4,555,000 of beginning cash, after removing this from the calculation the budget to actual revenues is 26.7%.

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

CAPITAL:

The FY 2026 Capital Improvement Plan has budgeted \$20,600,000 for 19 projects. At the end of the 1st quarter these projects had expenditures of \$74,816 which is .36% of the CIP budget.

STAFF RECOMMENDATION and ACTION:

No Council action is requested, this Financial Report is for informational purposes only.

ATTACHMENTS:

FY 2026 1st Quarter Financial Report

FY 2026 1st Quarter Capital Financial Report

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

<https://city-sandpoint-id-cleardoc.cleargov.com/19237>

City of Sandpoint
 Quarterly Financial Report
 Budget for Fiscal Year Ending **September 30, 2026**
 Financial Report by Fund - Budget to Actual

FUND	Original Budget	December 2025 YTD	Percent of Year 25% - Budget to Actual
01 General Fund Revenues	21,817,387	1,499,243	6.87%
General Fund Expenditures	21,817,387	2,671,757	12.25%
Salaries & Benefits	8,792,609	1,542,309	17.54%
Operations	6,700,778	1,121,193	16.73%
Capital Outlay	6,324,000	3,634	0.06%
Transfers	-	4,622	
04 Fiber Optic Network Fund Revenues	96,000	1,119	1.17%
Fiber Fund Expenditures	96,000	-	0.00%
Operations	96,000	-	0.00%
05 Capital Projects Fund Revenues	1,650,000	633,407	38.39%
Capital Projects Fund Expenditures	1,650,000	-	0.00%
Operations	400,000	-	0.00%
Capital Outlay	1,250,000	-	0.00%
Transfers	-	-	
06 Recreation Fund Revenues	481,096	63,225	13.14%
Recreation Fund Expenditures	481,096	81,822	17.01%
Salaries & Benefits	333,700	51,051	15.30%
Operations	107,850	20,880	19.36%
Transfers	39,546	9,891	25.01%
08 Parks Improvement Fund Revenues	1,837,787	37,222	2.03%
Parks Fund Expenditures	1,837,787	115,275	6.27%
Salaries & Benefits	-	812	
Operations	102,787	24,766	24.09%
Capital Outlay	1,735,000	89,697	5.17%
25 Sanitation Collection Fund Revenues	849,320	174,869	20.59%
Sanitation Fund Expenditures	849,320	212,303	25.00%
Operations	655,000	163,711	24.99%
Transfers	194,320	48,592	25.01%
30 Water Fund Revenues	11,232,468	1,223,007	10.89%
Water Fund Expenditures	11,232,468	725,171	6.46%
Salaries & Benefits	1,844,204	273,684	14.84%
Operations	1,770,665	169,984	9.60%
Capital Outlay	5,675,000	2,537	0.04%
Transfers	1,942,599	278,966	14.36%
31 Wastewater Fund Revenues	11,130,000	1,754,787	15.77%
Wastewater Fund Expenditures	11,130,000	789,235	7.09%
Salaries & Benefits	1,121,395	197,214	17.59%
Operations	2,933,122	204,602	6.98%
Capital Outlay	5,785,000	64,508	1.12%
Transfers	1,290,483	322,911	25.02%
33 Debt Service Fund Revenues	826,750	6,942	0.84%
Debt Service Fund Expenditures	826,750	-	0.00%
61 LID Guarantee Revenues	-	270	
LID Guarantee Fund Expenditures	-	-	
65 LID Funds Revenues	6,857	1,431	20.87%

LID Funds Expenditures	6,857	-	0.00%
Total City Revenues	49,927,665	5,395,524	10.81%
Total City Expenditures	49,927,665	4,595,564	9.20%

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

Budget for Fiscal Year Ending **September 30, 2026**
Summary Financial Report by Fund Type - Budget to Actual

	Original Budget	December 2025 YTD	Percent of Year 25% - Budget to Actual
General Fund			
Revenues	21,817,387	1,499,243	6.87%
Total General Fund Expenditures	21,817,387	2,671,757	12.25%
Salaries & Benefits	8,792,609	1,542,309	17.54%
Operations	6,700,778	1,121,193	16.73%
Capital Outlay	6,324,000	3,634	0.06%
Transfers	-	4,622	
Special Revenue Funds			
Revenues	4,064,883	734,974	18.08%
Total Special Revenue Expenditures	4,064,883	197,098	4.85%
Salaries & Benefits	333,700	51,863	15.54%
Operations	706,637	45,646	6.46%
Capital Outlay	2,985,000	89,697	3.00%
Transfers	39,546	9,891	25.01%
Enterprise Funds			
Revenues	24,038,538	3,159,605	13.14%
Total Enterprise Fund Expenditures	24,038,538	1,726,709	7.18%
Salaries & Benefits	2,965,599	470,898	15.88%
Operations	6,185,537	538,297	8.70%
Capital Outlay	11,460,000	67,045	0.59%
Transfers	3,427,402	650,469	18.98%
LID Debt Service Funds			
Revenues	6,857	1,701	24.81%
Total LID Debt Service Fund Expenditures	6,857	-	0.00%
Total City Revenues	49,927,665	5,395,524	10.81%
Total City Expenditures	49,927,665	4,595,564	9.20%

City of Sandpoint
Quarterly Capital Improvement Financial Report
 Budget for Fiscal Year Ending **September 30, 2025**
 Capital Improvement Financial Report by Project - Budget to Actual

Capital Project	Original Budget	December 2025 YTD	Percent of Year 25% - Budget to Actual
Streets & Sidewalk Projects			
Downtown Revitalization Phase III	2,000,000	101	0.01%
Ontario Street/Highway 2 (US-2)	500,000	-	0.00%
Road Reconstruction & Seal Coating Projects	400,000	-	0.00%
Sidewalk and Bike Path Projects	1,155,000	2,388	0.21%
Street Equipment - End Loader, Grader and 6YD Dump Truck	1,050,000	-	0.00%
Total Streets Capital & Projects	5,105,000	2,489	0.05%
Engineering Projects			
Cedar Street Reconstruction	2,500,000	1,708	0.07%
Great Northern Road Corridor Improvements	1,850,000	3,604	0.19%
Total Engineering Projects	4,350,000	5,312	0.12%
Water Projects			
Little Sandcreek Watershed Management Plan, Timber Management Plan & Urban Forest Master Plan Projects	250,000	-	0.00%
Lower Diversion Upgrades	1,265,000	-	0.00%
Water Main Line Replacement	2,570,000	-	0.00%
Total Water Projects	4,085,000	-	0.00%
Wastewater Projects			
I &I Reduction - Lateral and Manhole Rehab/ Replacement	280,000	-	0.00%
Wastewater Lift Station Improvements	400,000	-	0.00%
Wastewater Main Line Replacement	620,000	2,723	0.44%
Wastewater Treatment Facility Phased Reconstruction	3,000,000	64,293	2.14%
Total Wastewater Projects	4,300,000	67,015	1.56%
Parks and Recreation Projects			
City Beach RV Park Improvements	1,000,000	-	0.00%
City Beach Parking Lot Improvements	210,000	-	0.00%
Parks Land Purchase	1,300,000	-	0.00%
Parks Master Plan Identified Projects - Grant Match	150,000	-	0.00%
Total Park and Recreation Projects	2,660,000	-	0.00%
General Government Projects			
City Hall Fire Alarm	100,000	-	0.00%
Total Capital Improvement Plan Expenditures	20,600,000	74,816	0.36%

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



AGENDA REPORT City Council Meeting

TODAY'S DATE: February 12, 2026
MEETING DATE: February 18, 2026
TO: Mayor & City Council
FROM: Sarah Lynds, Finance Director
SUBJECT: Report: Cash and Investment Transactions Financial Report – January 2026
(for information only)

DESCRIPTION/BACKGROUND:

Monthly Cash and Investment Transaction Financial Report

STAFF RECOMMENDATION and ACTION:

No Council action is requested, this Financial Report is for informational purposes only.

ATTACHMENTS:

Cash and Investment Transactions Financial Report – January 2026

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

City of Sandpoint
Financial Report on Cash and Investment Transactions
January 31, 2026

FUND	BALANCE 12/31/25	DEBIT	CREDIT	BALANCE 1/31/26
General Fund Undesignated	11,259,344	9,624,434	6,784,582	14,099,196
General Fund Designated - Reserves	9,027,700	-	-	9,027,700
General Fund Designated - Other	1,768,328	190,656	34,018	1,924,966
Special Revenue:				
Fiber	166,107	523	-	166,631
Impact Fees	2,712,611	19,238	6,000	2,725,848
Recreation	470,170	160,717	39,561	591,325
Park Capital Improvement	1,637,592	56,200	40,892	1,652,899
Enterprise:				
Sanitation	505,630	91,522	69,808	527,344
Water	8,035,989	360,331	321,048	8,075,271
Water - Reserve Capital	10,693,120	76,030	-	10,769,151
Water - Reserve Watershed Protection	724,112	2,281	-	726,394
Water - Restricted	102,985	324	-	103,309
Wastewater	9,386,781	596,131	375,792	9,607,120
Wastewater - Reserve I&I Collection	1,974,573	6,221	-	1,980,794
Wastewater - Reserve Capital	11,324,459	91,877	-	11,416,336
Water and Wastewater Debt Service	1,030,060	3,245	-	1,033,305
Fiduciary:				
LID Guarantee	40,123	126	-	40,250
LID Combined	212,313	669	-	212,982
Payroll Benefit Clearing	665,367	599,502	695,125	569,744
GRAND TOTAL	<u>71,737,364</u>	<u>11,880,028</u>	<u>8,366,827</u>	<u>75,250,565</u>

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
January 31, 2026

Description	City's Balance
Wells Fargo Bank	
Checking Account	1,479,362
Idaho State Investment Pool	
State Investment Pool Account	73,770,702
Cash on Hand	
Petty Cash	500
Total	75,250,565

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

Sarah Lynds

 Sarah Lynds, Finance Director
 City of Sandpoint, Idaho



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 02/05/2026 THROUGH 02/18/2026

Item # 4.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: 95 EXPRESS LLC				
1160	MONTHLY CAR WASH MEMBERSHIP FOR POLICE AND FIRE FEB'26			\$562.50
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	540.00	
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	22.50	
			Total For: 95 EXPRESS LLC	\$562.50
Vendor: ACCURATE TESTING LABS LLC				
152213	WTP SANDCREEK: SUSPENDED SOLIDS TEST (2026010541)			\$45.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	45.00	
152378	WTP: COLIFORM TESTING (2026020072)			\$200.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	200.00	
			Total For: ACCURATE TESTING LABS LLC	\$245.00
Vendor: ALI PIERCE				
1269	2024 YTH BASKETBAL CANCELLED - NO LONGER OFFER PROGRAM			\$47.70
	UNCLASSIFIED	CUSTOMER CREDITS	47.70	
			Total For: ALI PIERCE	\$47.70
Vendor: ALISON KELLOGG				
1271	REFUND 2024 LITTLE DRIBBLERS			\$41.70
	UNCLASSIFIED	CUSTOMER CREDITS	41.70	
			Total For: ALISON KELLOGG	\$41.70
Vendor: ALPINE MOTORS COMPANY INC				
164757	P1532: FORD EXPLORER OIL/AIR FILTER CHANGE			\$91.15
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	91.15	
164767	SPD: 2021 BRONCO OIL CHANGE (P1530 INMAN)			\$44.78
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	44.78	
164802	SPD: OIL CHANGE 2019 FORD F150 - SPD 8 - CHAMBERLAIN			\$63.67
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	63.67	
			Total For: ALPINE MOTORS COMPANY INC	\$199.60
Vendor: AMBER LINDSEY				
1274	REFUND - 2024 YTH BB CANCELLED			\$
	UNCLASSIFIED	CUSTOMER CREDITS	73.40	15

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Total For: AMBER LINDSEY					\$73.40
Vendor: AMY BROCKMAN					
1275	REFUND - 2024 FLAG FOOTBALL UNCLASSIFIED	CUSTOMER CREDITS	39.75		\$39.75
Total For: AMY BROCKMAN					\$39.75
Vendor: AMY YOST					
3409_1280	2024 CNCLLD ADLT TNNS - REFUND RMNNG CRDT UNCLASSIFIED	CUSTOMER CREDITS	24.00		\$24.00
Total For: AMY YOST					\$24.00
Vendor: ANATEK LABS INC					
2531616	WWTP: COLIFORM TESTING (SM 9223B) WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	40.00		\$40.00
Total For: ANATEK LABS INC					\$40.00
Vendor: ANGELA MICHAEL					
1282	REFUND - 2024 FLAG FOOTBALL CANCELLED UNCLASSIFIED	CUSTOMER CREDITS	39.75		\$39.75
Total For: ANGELA MICHAEL					\$39.75
Vendor: ASAP SERVICES INC					
2256325	MONTHLY CUSTODIAL SERV CITY HALL & COMMUNITY HALL JAN'26 GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00		\$4,630.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00		
Total For: ASAP SERVICES INC					\$4,630.00
Vendor: ASHLEY DELUCCHI					
1287_1288	REFUND 2024 BASKETBALL AND FLAG FOOTBALL UNCLASSIFIED	CUSTOMER CREDITS	107.90		\$107.90
Total For: ASHLEY DELUCCHI					\$107.90
Vendor: AT&T MOBILITY II, LLC					
287354932666X	FY26 MONTHLY VEHICLE GPS TRACKING JAN'26 WATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	75.10		\$688.54
	WASTEWATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	60.08		
	WASTEWATER COLLECTIONS	SOFTWARE/SAAS - IMAGERY/TRACKING	58.34		
	WATER DISTRIBUTION	SOFTWARE/SAAS - IMAGERY/TRACKING	105.14		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - IMAGERY/TRACKING	389.88		
287339153398X	PARKS: WIRELESS PHONE/DATA CHGS 12/24/25 - 01/23/26				\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	110.19		
	COMMUNITY DEVELOPMENT ADMINISTRATION	TELEPHONE - WIRELESS	23.77		
	RECREATION	TELEPHONE - WIRELESS	23.77		
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	33.77		
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE JAN'26				\$610.95
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	360.91		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	71.44		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	142.88		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	35.72		
287339152904X	CITY HALL: WIRELESS PHONE/DATA CHGS - 12/24/25-01/23/26				\$67.84
	FINANCE DEPARTMENT	TELEPHONE - WIRELESS	32.52		
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	35.32		
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE JAN'26				\$166.03
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	129.30		
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	36.73		
DYB012026	CITY IOT CHIP SRVCS - 01.05.26-02.04.26				\$272.81
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	137.30		
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	52.79		
	CENTRAL SERVICES DEPARTMENT	TELEPHONE - WIRELESS	41.29		
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	41.43		
DXZ012026	PD IOT CHIP SRVCS - 01.05.26-02.04.26				\$619.07
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	333.52		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	73.60		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	36.80		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	36.80		
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	51.28		
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	36.80		
	BUILDING DIVISION	TELEPHONE - WIRELESS	36.80		
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	13.47		
287339151180X	WIRELESS PHONE/DATA CHGS - PUBLIC WORKS JAN'26				\$898.26
	WATER TREATMENT	TELEPHONE - WIRELESS	104.27		
	STREET MAINTENANCE DIVISION	TELEPHONE - WIRELESS	73.46		
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	524.97		
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	59.49		
	PUBLIC WORKS ADMINISTRATION	OFFICE SUPPLIES/EQUIPMENT	136.07		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Total For: AT&T MOBILITY II, LLC					\$3,515.00
Vendor: AUTO HAUS INC					
13515	ST: OIL FILTER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	9.55		\$9.55
13446	SHOP: PLUGS AND AIR FITTINGS STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	19.33		\$57.99
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	19.33		
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	19.33		
13500	ST: OIL & FUEL FILTERS FOR BUCKET TRUCK STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	31.48		\$31.48
13479	ST: 4X4 LED LIGHT FOR PLOW TRUCK STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	39.96		\$39.96
Total For: AUTO HAUS INC					\$138.98
Vendor: B&E ELECTRIC INC					
CS4407	SCADA WATER AND WASTEWATER UPGRADES & SOFTWARE				\$29,702.76
	WASTEWATER CAPITAL PROJECTS	TECH SERVICES - SOFTWARE/SYSTEM SUPPORT	18,900.28		
	WATER TREATMENT	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,853.48		
	WATER TREATMENT	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,474.50		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,474.50		
Total For: B&E ELECTRIC INC					\$29,702.76
Vendor: BADGER METER INC					
80225735	WD: BEACON WTR METER READER - JAN'26 (FY26) WATER DISTRIBUTION	SOFTWARE/SAAS - WATER METER READING	583.66		\$583.66
Total For: BADGER METER INC					\$583.66
Vendor: BATTERIES PLUS BULBS #443					
P88619774	WTP: 12V 9AH LEAD BATTERY WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	34.95		\$34.95
Total For: BATTERIES PLUS BULBS #443					\$34.95
Vendor: BILLING DOCUMENT SPECIALISTS					
104483	UTILITY BILLING JANUARY'26 REG & LATE NOTICES				\$1,229.44
	UTILITY BILLING	TECH SERVICES - UTILITY BILLING	314.80		
	UTILITY BILLING	POSTAGE	914.64		
Total For: BILLING DOCUMENT SPECIALISTS					\$1,229.44
Vendor: BNSF RAILWAY COMPANY					
90286829	GREAT NORTHERN RECON - BALDY MT. RD TO WOODLAND DR - PARTIAL 2				\$4

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	391.38	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	97.84	
90295903	GREAT NORTHERN RECON - BALDY MT. RD TO WOODLAND DR - PARTIAL 4			\$1,418.23
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,134.58	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	283.65	
90293309	GREAT NORTHERN RECON - BALDY MT. RD TO WOODLAND DR - PARTIAL 3			\$864.39
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	691.51	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	172.88	
Total For: BNSF RAILWAY COMPANY				\$2,771.84

Vendor: BONNER COUNTY DAILY BEE

0000042905	BCB#7439 NOPH - PZ 11.18.25 PLANNING DIVISION	ADVERTISING	115.12	\$115.12
0000043082	BCB#7454 NOPH PZ 12.2.25 PLANNING DIVISION	ADVERTISING	174.58	\$174.58
0000044540	BCB#7565 NOPH - PZ 1.21.26 SHORT TERM RENTALS PLANNING DIVISION	ADVERTISING	157.70	\$157.70
0000044542	BCB#7566 NOPH 1.21.26 CC LOT COVERAGE AMENDMENTS PLANNING DIVISION	ADVERTISING	155.59	\$155.59
0000042624	BCB#7426 NOPH PLANNING ZONING CHOSEN MOTORS 10.23.25 PLANNING DIVISION	ADVERTISING	151.37	\$151.37
0000042619	BCB#7424 NOTICE OF ZONING PUBLIC HEARING O'CONNELL ESTATES PLANNING DIVISION	ADVERTISING	153.48	\$153.48
0000037771-070	BCB#7063 NOPH - AREA OF IMPACT PROPOSED CHANGES PLANNING DIVISION	ADVERTISING	56.28	\$56.28
0000045105	BCB#7604 NOPH C-PACE 2.4.26 MEETING PLANNING DIVISION	ADVERTISING	93.52	\$93.52
0000044992	SPD: BCB #7598 - AD FOR ABANDONED VEHICLE #25-015054 POLICE DEPARTMENT	ADVERTISING	60.40	\$60.40
Total For: BONNER COUNTY DAILY BEE				\$1,118.04

Vendor: BONNER COUNTY PROSECUTING ATTY

BCPA086	FY26 - PROSECUTING ATTORNEY SERVICES JAN'26 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,366.66	\$7,366.66
Total For: BONNER COUNTY PROSECUTING ATTY				\$7,366.66

Vendor: BONNER COUNTY SOLID WASTE

0062885	WTP: TRASH PICK UP OF 1 YARD OF PLASTIC WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	20.00	\$20.00
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
Total For: BONNER COUNTY SOLID WASTE				\$20.00
Vendor: BROWN'S NORTHSIDE				
S172766	ST: BACKHOE HD FUEL FILTER, HD OIL FILTER & FUEL/WATER SEP FILTER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	74.30	\$74.30
S172907	SC: HD FUEL FILTER EXCHANGE BALBF909 & BALBF1293-SPS WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	22.54	\$22.54
S172863	SC: HD SPIN ON FUEL FILTER & HEAVY DUTY DIESEL FUEL FILTER WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	40.94	\$40.94
S173049	ST: FUEL FILTERS (2) & V BELTS (5) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	220.76	\$220.76
S173171	ST: HIGH PRESSURE HOSE ATTACHMENT STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	5.73	\$5.73
S173162	ST: 1/4" WIRE HOSE (38), CRIMP FITTINGS (2) & 3/4" HOSE GUARD (24) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	47.71	\$47.71
S173079	ST: TRANS BELT RETRN (2) & SERPENTINE BELT PURCHASE (2) - BUCKET TRK STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(8.19)	\$(8.19)
Total For: BROWN'S NORTHSIDE				\$403.79
Vendor: BS&A SOFTWARE				
165221	QTRLY PERMIT APP SUBMISSION 10/7/2025-01/05/2026 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ERP-ENTERPRISE RESOURCE	324.00	\$324.00
Total For: BS&A SOFTWARE				\$324.00
Vendor: CC VENDOR - WELLS FARGO				
840-59900231-2-	USPS: PURCHASE DOCS & CHECK FOR 2021 CHEV SILVERADO SPD PURCHASE POLICE DEPARTMENT	POSTAGE	11.95	\$11.95
28000	SPOKANE AIRPORT PARKING 1/29/26 T0095 GRIMM MAYOR'S OFFICE	TRAINING AND TRAVEL	10.00	\$10.00
2702-4471	REMARKABLE: FEB 2026 CONNECT SUBSCRIPTION FOR TABLET INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	3.17	\$3.17
EMP26-0324-082	LASERFICHE: EMPOWER 2026 REG & HOTEL -MATT MORRIS - T0096 INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	1,970.00	\$1,970.00
98231	FIRE: TRIPPLE STACK NOZZLE TIPS (3) FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	689.85	\$689.85
50118616	SURVEY MONKEY: STRATEGIC PLANNING SURVEY 01/29/26 - 02/27/26 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	99.00	\$99.00
UBER 01.29.26	UBER: T0095: AIRPORT TO ID STATE CAPITAL 01/29/26 - GRIMM MAYOR'S OFFICE	TRAINING AND TRAVEL	17.22	\$17.22
UBER 01.29 T00	UBER: T0095: ID CAPITAL TO AIRPORT 01/29/26 - GRIMM			\$

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	MAYOR'S OFFICE	TRAINING AND TRAVEL	13.97		
1876796	SPECMO: REPAIR 07-14 BASE AFS CLK FOR GMC (1GD322CG2DF182861) STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	187.00		\$187.00
1ZW86Y3T42258	UPS: MAILING EVIDENCE #25-024665 POLICE DEPARTMENT	POSTAGE	23.77		\$23.77
111-8248831-35	AMZN: HD RIPS AW ROTATING TURBO NOZZLE (2) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	764.26		\$764.26
2026-106851	COURTRESERVE SUBSCRIPTION 1/27/26 - 2/27/26 JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - RECTRAC/REC1/TEAMSIDELIN	199.00		\$199.00
EFUS-382265	WWC: ECOFLOW TECH: DELTA PRO & EXTRA BATTERY FOR TV VAN WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	3,920.94		\$3,920.94
04044	FIRE: IDAHO CHIEFS ASSOCIATION ANNUAL MEMBERSHIP DUES 2026 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	110.00		\$110.00
37275148	ID.GOV: IG EMS RECERTIFICATION - C NICHOLAS FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	26.63		\$26.63
102150437REFU	INTL CODE COUNCIL INC TAX REFUND -JPARKER BUILDING DIVISION	EDUCATION/TRAINING SUPPLIES	(2.64)		\$(2.64)
111-6438343-39	AMZN: DRY ERASE MARKERS & ACRYLIC SIGN HOLDER - CITY HALL LOBBY CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	45.29		\$45.29
031888/3512573	HOME DEPOT: WTP: PIPE BUSHING COUPLINGS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	71.07		\$71.07
111-4101326-04	AMZN: FUEL GAS CODE BOOK - JESSICA PARKER BUILDING DIVISION	BOOKS AND PERIODICALS	102.33		\$102.33
078350	STAPLES: WD: BLACK & WHITE WATER/CHEMICAL RESISTANT TAPE (2) WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	83.98		\$83.98
111-0570927-57	AMZN: CYBERPOWER BATTERY FOR CITY SHOP INFORMATION TECHNOLOGY DIVISION	IT SUPPLIES/EQUIPMENT	175.00		\$175.00
2C2E3E7C-22E6	IIMC: ANNUAL MEMBERSHIP RENEWAL - HAYLEY KEYS (ID 51856) CITY CLERK'S OFFICE	LICENSES/DUES & SUBSCR (JOB RELATED)	210.00		\$210.00
111-1006551-69	AMZN: SCREEN PROTECTORS FOR SHOP - RETURN 1 OF 2 STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	(3.32)		\$(9.96)
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	(3.32)		
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	(3.32)		
004045/8040560	HOME DEPOT: SUPPLIES FOR JER CABINETS JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	109.87		\$109.87
1111006551-694	AMZN: SCREEN PROTECTORS FOR SHOP - RETURN 2 OF 2 STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	(5.56)		\$(16.60)

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	(5.56)	
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	(5.57)	
113-9697909-80	AMZN: PRINTER INK FOR SHOP (4 PACK)			\$131.99
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	44.00	
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	44.00	
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	43.99	
QCPDJM - T009	ALASKA AIRLINES: T0095: FLIGHT TO BOISE AIC '26 - GRIMM			\$496.79
	MAYOR'S OFFICE	TRAINING AND TRAVEL	496.79	
10:30AM 01/15/2	5TH AVENUE CAR WASH - RANGER (PARKS)			\$9.00
	PARK MAINTENANCE & CAPITAL	SERVICES - AUTOMOTIVE - R&M	9.00	
8:05 AM 01/15/2	5TH AVENUE CAR WASH - RAM 1500 (PARKS)			\$9.00
	PARK MAINTENANCE & CAPITAL	SERVICES - AUTOMOTIVE - R&M	9.00	
015669	STAPLES: PARKS: HP PRINTER FOR BEACH SHOP			\$219.99
	PARK MAINTENANCE & CAPITAL	OFFICE SUPPLIES/EQUIPMENT	219.99	
15666-RETURN	STAPLES 00105726 - INK FOR UPSTAIRS PRINTER			\$(578.96)
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	(578.96)	
024655	STAPLES: SPD: UPSTAIRS PRINTER INK 4 COLORS (LATER RETURNED)			\$578.96
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	578.96	
20989	STAPLES: UPSTAIRS PRINTER INK (4 COLORS)			\$580.96
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	580.96	
#1815-3295	CODE 3: CRO EAST MODULE A TRAINING - DAND'E ENNIS			\$565.00
	POLICE DEPARTMENT	TRAINING AND TRAVEL	565.00	
102151263	ICC: BUILDING PLANS EXAMINER -CODE CYCLE 2021 - JPARKER			\$320.00
	BUILDING DIVISION	EDUCATION/TRAINING SUPPLIES	320.00	
Total For: CC VENDOR - WELLS FARGO				\$11,147.74
Vendor: CHECKR INC				
2259626	BACKGROUND SVCS - 1 PW, 1 JER @ 2 PARKS			\$202.21
	JAMES E. RUSSELL SPORTS CENTER FACILITY	BACKGROUND CHECK SERVICES	29.99	
	PARK MAINTENANCE & CAPITAL	BACKGROUND CHECK SERVICES	113.73	
	PUBLIC WORKS ADMINISTRATION	BACKGROUND CHECK SERVICES	58.49	
Total For: CHECKR INC				\$202.21
Vendor: CLEARWATER SPRINGS				
921001	WWTP: 4/1 GAL STEAMED DIST 01/06/2026 TICKET 921001			\$35.00
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	35.00	
Total For: CLEARWATER SPRINGS				\$35.00
Vendor: COEUR D'ALENE TRACTOR CO				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
CDA-1090995	ALL PARKS: LAWN MOWER PARTS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	266.09		\$266.09
Total For: COEUR D'ALENE TRACTOR CO					\$266.09
Vendor: COLEMAN OIL					
INV-351881	ST: CVX ULTRA HEAVY DUTY GREASE (17.5 LBS) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	74.08		\$74.08
INV-350749	WWTP: HYDRAULIC OIL CHEVRON AI ISO 46 (20 GAL) WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	253.40		\$253.40
CP-0354927	FIRE: JANUARY 2026 FUEL CHARGES (FY26) FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL	190.77 446.06 72.17 48.28		\$757.28
INV-341952	WD: CVX RANDO HD ISO 68 (VAC TRUCK) & RETURN OF CVX ISO 46 & CVX PRODS WASTEWATER TREATMENT STREET MAINTENANCE DIVISION	CHEMICAL SUPPLIES VEHICLE & MACH SUPPLIES/PARTS	(38.54) (89.92)		\$(128.46)
CP-0335323	NOV 2025 FUEL PARKS & PW STREET MAINTENANCE DIVISION BUILDING DIVISION PUBLIC WORKS ADMINISTRATION WATER DISTRIBUTION WASTEWATER COLLECTIONS CENTRAL SERVICES DEPARTMENT WATER TREATMENT WASTEWATER TREATMENT PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL	2,633.38 39.25 33.92 1,106.66 127.15 99.56 501.53 411.90 525.95 175.32 175.32 707.87		\$6,537.81
CP-0345568	PARKS & PW: DEC'25 FUEL CHARGES (FY26) STREET MAINTENANCE DIVISION BUILDING DIVISION PUBLIC WORKS ADMINISTRATION WATER DISTRIBUTION WASTEWATER COLLECTIONS WATER TREATMENT	FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL	1,472.59 76.16 35.70 865.57 203.31 405.69		\$4,101.81

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	509.34		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	272.53		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	90.84		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	90.84		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	79.24		
INV-345981	ST: CVX DELO TORQFORCE LUBRICANT SAE30 (25 GAL)				\$432.50
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	432.50		
CP-0354888	PARKS & PW: JAN'26 FUEL CHARGES (FY26)				\$5,231.17
	STREET MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	3,071.77		
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	910.19		
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	252.39		
	CENTRAL SERVICES DEPARTMENT	FUEL - GASOLINE/DIESEL	63.07		
	WATER TREATMENT	FUEL - GASOLINE/DIESEL	461.49		
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	224.14		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	148.87		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	49.62		
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	49.63		
CP-0354919	POLICE: FUEL CHARGES JAN 2026				\$2,890.62
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	163.38		
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	201.18		
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	2,526.06		
Total For: COLEMAN OIL					\$20,150.21
Vendor: COLUMBIA ELECTRIC SUPPLY					
1120-1023983	HISTORIAN DATALINK ROCKWELL SCADA 01/22/26-01/12/27				\$1,064.70
	WATER TREATMENT	SOFTWARE/SAAS - SCADA	1,064.70		
Total For: COLUMBIA ELECTRIC SUPPLY					\$1,064.70
Vendor: COMPUNET INC					
317255	ANNUAL CROWDSTRIKE - FALCON ENDPOINT PROTECTION ENTERPRISE 2026				\$9,272.22
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	4,105.50		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	2,818.50		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	603.72		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	1,099.50		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	313.50		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - ANTI-VIRUS	331.50		
Total For: COMPUNET INC					\$9,272.22

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Amount	Item # 4.
Vendor: CONSOLIDATED SUPPLY CO.					
S012771028.001	WTP: PVC WELDPipe (20), PVC PIPE FITTING (21) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	827.33		\$827.33
S012773636.001	WTP: CORZAN PIPING & FITTINGS EMERGENCY REPAIRS 1 OF 2 WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	5,306.79		\$5,306.79
S012778544.001	WTP: PVC PIPE PLUG (2) , BUSHING (2) & ADAPTERS (10) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	70.17		\$70.17
S012770636.001	WTP: DEBURRING TOOL, TUBE CUTTER, MARKERS & SAWZALL BLADES WATER TREATMENT	TOOLS	154.67		\$154.67
S012770707.001	WTP: 3" PIPE REAMER TOOL WATER TREATMENT	TOOLS	85.54		\$85.54
Total For: CONSOLIDATED SUPPLY CO.					\$6,444.50
Vendor: CO-OP GAS & SUPPLY CO.					
71406-2	WC: BOLTS GRADE 5 WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	4.91		\$4.91
70123	WC: SNAP LINK SS 5/8" (2) WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	31.98		\$31.98
Total For: CO-OP GAS & SUPPLY CO.					\$36.89
Vendor: CORAL SALES CO					
INV-82737	ST: BREAK SAFE 5/8" COUPLING & SP BOLT SET (4) - BRIDGE ST STOP SIGN STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	544.75		\$544.75
Total For: CORAL SALES CO					\$544.75
Vendor: CULLIGAN LLC					
013126	WWTP: MNTHLY H2O & COOLER RNTL - WATER DELIVERED & RENTAL JAN'26 WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	26.85		\$26.85
Total For: CULLIGAN LLC					\$26.85
Vendor: ELIZABETH NEUDER					
10677	REFUND - OVR PYMNT OF SHLTR UNCLASSIFIED	CUSTOMER CREDITS	11.35		\$11.35
Total For: ELIZABETH NEUDER					\$11.35
Vendor: EMSCONNECT					
14517	EMS & FIRE TRAINING SUBSCRIPTIONS (10) JAN'26 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00		\$75.00
Total For: EMSCONNECT					\$75.00
Vendor: FASTENAL COMPANY					
IDCOE230208	ST: HEXNUTS 1/2"-13 FHN Z (50)				\$14.70

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	14.70		
Total For: FASTENAL COMPANY			\$14.70		
Vendor: FATBEAM LLC					
66056	INTERNET SRVCS - CITY HALL FEB'26 INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	406.85		\$406.85
66235	FIBER MNTHLY INTERNET SRVC AT JER - FEB'26 JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00		\$395.00
Total For: FATBEAM LLC			\$801.85		
Vendor: FERGUSON ENTERPRISES LLC					
4063513	WTP FILTER 4 INFLUENT VALVE ACTUATOR REPLACEMENT WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	10,312.45		\$10,312.45
Total For: FERGUSON ENTERPRISES LLC			\$10,312.45		
Vendor: FIRST COMMUNICATIONS LLC					
128791515	LONG DISTANCE PHONE CHGS - FEB'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	53.01		\$53.01
Total For: FIRST COMMUNICATIONS LLC			\$53.01		
Vendor: GALLS LLC					
033889294	SPD: EXTENDED PISTOL TACO - BELT MOUNT - PATROL POLICE DEPARTMENT	UNIFORM & CLOTHING	38.47		\$38.47
Total For: GALLS LLC			\$38.47		
Vendor: GINNO CONSTRUCTION CO					
2310-TAXES	TRAVERS PARK: PLAYGROUND - TAX ON CITY SUPPLIED EQUIPMENT PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	6,400.63		\$6,400.63
Total For: GINNO CONSTRUCTION CO			\$6,400.63		
Vendor: GRIPTION TIRES INC					
75706	PARKS MEMORIAL: TURF TRAC R/S TIRES (2) & SHIPPING PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	466.90		\$466.90
Total For: GRIPTION TIRES INC			\$466.90		
Vendor: GUARDIAN ALLIANCE TECHNOLOGIES INC					
32710	BACKGROUND CHECKS FOR NEW HIRES - JAN'26 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	50.00		\$50.00
Total For: GUARDIAN ALLIANCE TECHNOLOGIES INC			\$50.00		
Vendor: HACH COMPANY					
14855631	WWTP: HACH PREVENTATIVE MAINT SERV FEB'26-FEB'27 WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	4,915.00		\$4,915.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
14841486	WTP: REAGENT SET CHLORINE FREE CL1 (1) WATER TREATMENT	CHEMICAL SUPPLIES	87.62		\$87.62
14846768	WTP: ELECTRODE CLEANING SOLUTION 250ML & PH STORAGE SOLN 500 ML WATER TREATMENT	CHEMICAL SUPPLIES	115.56		\$115.56
14859513	WTP: BUFFER SOLVENT YELLOW (4 LITER) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	89.72		\$89.72
Total For: HACH COMPANY					\$5,207.90

Vendor: HMH ENGINEERING

M24005-18	CEDAR STREET RECONSTRUCTION SERVICES THRU 12/14/25 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	584.47		\$1,391.60
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	147.51		
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	347.90		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	311.72		
Total For: HMH ENGINEERING					\$1,391.60

Vendor: IDAHO BUREAU OF EMS & PREPAREDNESS

00008833	LICENSE RENEWAL ALS - PARA/AEMT - SOLAN WOLF FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	25.00		\$25.00
Total For: IDAHO BUREAU OF EMS & PREPAREDNESS					\$25.00

Vendor: IDAHO RURAL WATER ASSOCIATION

E8096	WWTP: IRWA: LAND APPLICATION ONLINE TRAINING - ZACHARY NEU WASTEWATER TREATMENT	TRAINING AND TRAVEL	125.00		\$125.00
Q2026-031	WWTP: IRWA TRAINING CLASS II & TEXTBOOK - N. SPARKS WASTEWATER TREATMENT	TRAINING AND TRAVEL	1,250.00		\$1,350.00
	WASTEWATER TREATMENT	BOOKS AND PERIODICALS	100.00		
Total For: IDAHO RURAL WATER ASSOCIATION					\$1,475.00

Vendor: INDEPENDENT HIGHWAY DISTRICT

109792	ST: WINTER DE-ICER BRINE - 01/06/2026 PICK UP 1300 GAL STREET MAINTENANCE DIVISION	SNOW SUPPLIES/EQUIPMENT	546.00		\$546.00
109794	ST: WINTER DE-ICER BRINE - 01/12/2026 PICK UP 1300 GAL STREET MAINTENANCE DIVISION	SNOW SUPPLIES/EQUIPMENT	546.00		\$546.00
Total For: INDEPENDENT HIGHWAY DISTRICT					\$1,092.00

Vendor: INTERNATIONAL CODE COUNCIL

Q15.000035902	ICC ANNUAL DUES FY26 GOV'T MEMBER 491050 BUILDING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	170.00		\$170.00
Total For: INTERNATIONAL CODE COUNCIL					\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Vendor: KELLER ASSOCIATES INC					
0254612	DESIGN & CON - SEWER LIFT STATIONS 11/30/25-12/31/25 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,604.00		\$2,604.00
			Total For: KELLER ASSOCIATES INC		\$2,604.00
Vendor: KG & T SEPTIC INC					
51128	WWTP: JETTER TRAILER TO JETT OUT BASIN WASTEWATER TREATMENT	SERVICES - GROUNDS - R&M	750.00		\$750.00
			Total For: KG & T SEPTIC INC		\$750.00
Vendor: KYLE DRUBE					
1270	REFUND FOR 2024 YTH BASKETBALL UNCLASSIFIED	CUSTOMER CREDITS	5.50		\$5.50
			Total For: KYLE DRUBE		\$5.50
Vendor: LAKE CITY LAW GROUP PLLC					
44288	LEGAL SERVICES - SYRINGA LITIGATION - JAN'26 WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LIT/OTHER	247.50		\$247.50
44287	LEGAL SERVICES - GENERAL COUNSEL JAN;26 LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	16,507.50		\$16,507.50
44289	LEGAL SERVICES: MARK ROSSMILLER V. SP CV09-25-2023 JAN'26 LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	6,404.94		\$6,404.94
			Total For: LAKE CITY LAW GROUP PLLC		\$23,159.94
Vendor: LAKE PEND OREILLE SCHOOL					
719	REC: YOUTH GYM AT MID SCHOOL (10.5 HR) THRU 3/22/26 3 PM - 4:30 PM RECREATION	RENTAL OF LAND AND BUILDING	105.00		\$105.00
720	REC: YOUTH GYM AT MID SCHOOL (10.5 HR) THRU 3/22/26 4:30 PM - 6 PM RECREATION	RENTAL OF LAND AND BUILDING	210.00		\$210.00
			Total For: LAKE PEND OREILLE SCHOOL		\$315.00
Vendor: LES SCHWAB TIRE CENTER					
10800951469	WTP: TIRES, WHEEL BALANCE & TPMS WORK (2022 RAM 1500) WATER TREATMENT	SERVICES - AUTOMOTIVE - R&M	1,218.68		\$1,218.68
10800953739	WWTP: TIRE SENSOR - 2021 GMC CANYON (1GTG6CEN2M1281331) WASTEWATER TREATMENT	SERVICES - AUTOMOTIVE - R&M	70.98		\$70.98
10800950384	PW: TIRES, TIRE FLAT REPAIR & WHEEL BALANCE (2003 CHEVY TRACKER) PUBLIC WORKS ADMINISTRATION	SERVICES - AUTOMOTIVE - R&M	425.52		\$425.52
10800952549	ST: FLAT REPAIR & TUBE REPLACEMENT FOR BACKHOE (CAT 420E) STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	102.98		\$102.98
			Total For: LES SCHWAB TIRE CENTER		\$1,828

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Vendor: NAPA AUTO PARTS					
266818	ST: CONTROL ARM & BALL JOINT - 2011 RANGER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	82.44		\$82.44
267216	ST: E-COAT BEARING (1) RETURN-FORD RANGER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(148.39)		\$(148.39)
266874	ST: WHEEL BEARING HUB ASSEMBLY - 2011 FORD RANGER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	163.71		\$163.71
266402	WWC: CRANE TRUCK FUEL FILTER RETURN & HD 50/50 ANTIFREEZE (1 GAL) WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	(2.45)		\$(2.45)
264044	PW: WIPER BLADES FOR '03 CHEVY TRACKER (2CNBJ634536919832) PUBLIC WORKS ADMINISTRATION	VEHICLE & MACH SUPPLIES/PARTS	30.98		\$30.98
266719	ST: E-COAT BEARING (1) & MERCON V TRANSMISSION FLUID (5) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	174.69		\$174.69
265035	WD: POLISH, POWERBALL W/EXT & MICROFIBER TOWELS VAC TRUCK WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	59.67		\$59.67
263734	WWTP: STORAGE KNIFE SET, TRAILER BALL/PIN CLIP & REDUCER SLEEVE WASTEWATER TREATMENT	TOOLS	92.90		\$92.90
265736	SC: FUEL FILTER (1) FOR BOOM TRUCK WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	13.01		\$13.01
Total For: NAPA AUTO PARTS					\$466.56
Vendor: NORTH 40 OUTFITTERS					
051058/B	SHOP: HEAT GUN STREET MAINTENANCE DIVISION	TOOLS	9.99		\$29.99
	WASTEWATER COLLECTIONS	TOOLS	10.00		
	WATER DISTRIBUTION	TOOLS	10.00		
051094/B	WTP: ICE MELT SPREADER & MILKHOUSE HEATER WATER TREATMENT	TOOLS	203.98		\$203.98
051163/B	WTP: 2" ADAPTER (2) 1" NIPPLE, 2" COUPLER (2) & BUSHING REDUCER WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	58.44		\$58.44
051120/B	WTP: VINYL TUBING 1"X1 1/4" (45) & NITRILE GLOVES WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	112.54		\$112.54
051111/B	PARKS: GLOVES (2) AND INSUL BIBS (2) FOR NEW HIRES - ALL PAKRS PARK MAINTENANCE & CAPITAL	UNIFORM & CLOTHING	181.92		\$181.92
051139/B	WD: AA BATTERIES 24PK WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	29.99		\$29.99
051137/B	ST: EXTENSION CORD - COLD WEATHER 14GA 100 FEET FOR SNOW BLOWER STREET MAINTENANCE DIVISION	TOOLS	69.99		\$69.99

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
051131/B	REC: 140 PSI AIR PUMP - INFLATE REC BSKTBLLS (OPEN GYM) RECREATION	OPERATIONAL SUPPLIES/EQUIPMENT	27.99		\$27.99
051108/B	WTP: BULBS (2) , VINYL TUBING (13) & PIPE FITTINGS & CLAMPS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	137.28		\$137.28
051130/B	WTP: 50 FT 12GA EXT CORD & CORD WRA 150' WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	53.74		\$53.74
051168/B	WTP: HOSE (6) HOSE BARBS (2), CLAMPS (4), BUSHINGS (2) & NIPPLES (2) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	96.63		\$96.63
Total For: NORTH 40 OUTFITTERS					\$1,002.49
Vendor: OXARC INC					
0032500311	WTP: PPE FACE SHIELD, GOGGLES & VISORS WATER TREATMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	110.38		\$110.38
0062226907	WWTP: CYLINDER RENTALS CHLORINE (9) SMALL (3) WASTEWATER TREATMENT	CHEMICAL SUPPLIES	162.55		\$162.55
0062225120	WWTP: CI AND S02 CYLINDER RENTALS AT WWTP WASTEWATER TREATMENT	CHEMICAL SUPPLIES	166.67		\$166.67
0032501326	WWTP: CHLORINE CYL (5) & SULFUR DIOXIDE CYL (2) WASTEWATER TREATMENT	CHEMICAL SUPPLIES	7,348.62		\$7,348.62
Total For: OXARC INC					\$7,788.22
Vendor: PASSPORT LABS INC					
INV-1058503	PARKING TICKET SOFTWARE SVCS - JAN 2026 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,927.98		\$1,927.98
Total For: PASSPORT LABS INC					\$1,927.98
Vendor: PASSWORD ANSWER SERVICE INC					
000039-206-791	ANSWERING SERVICES AGREEMENT - FEB'26 (FY26) PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	184.75		\$184.75
Total For: PASSWORD ANSWER SERVICE INC					\$184.75
Vendor: PSTRAX					
8856	FIRE: 2026 INV MANAGEMENT TRACKING FOR 4 VEHICLES & SET UP FEE INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	900.00		\$1,180.00
	INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	280.00		
Total For: PSTRAX					\$1,180.00
Vendor: REHN & ASSOCIATES					
INV-00211441	COBRA NOTICE LETTERS: CONVERSE TODD, HULL AUSTIN, DICK JUSTIN CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	84.00		\$84.00
Total For: REHN & ASSOCIATES					\$

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Vendor: RODDA PAINT CO - PREVIOUSLY MILLER PAINT					
61006755	PARKS: 1 GAL PAINT FOR DTS - RETURNED PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(42.54)		\$(42.54)
61006745	PARKS: 2 GAL PAINT FOR DTS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	85.08		\$85.08
61006781	PARKS: WHITE PAINT - GATEWAY BYWAY BATHROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	39.90		\$39.90
61006726	PARKS: PAINT & PAINTING SUPPLIES FOR JEFF JONES (DTS) PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	77.81		\$77.81
61006721	PARKS: MEMORIAL:PAINT & RUST PRAY GRANDSTANDS & LOCKER ROOM PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	131.11		\$131.11
Total For: RODDA PAINT CO - PREVIOUSLY MILLER PAINT					\$291.36
Vendor: RYAN HERCO PRODUCTS CORP					
B530223	WTP: CLEAR PVC PIPES (50) PVC BUSH FITTING (10) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,211.61		\$2,211.61
Total For: RYAN HERCO PRODUCTS CORP					\$2,211.61
Vendor: SANDPOINT SUPER DRUG					
35858/1	SC: PURELL HAND SANITIZER (3) WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	12.87		\$12.87
36171/1	ST: PACKING TAPE CLR (2) & TIDE PODS 16CT (1) STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	22.11		\$22.11
36055/1	SHOP: 20X20X4 MERV 8 AIR FILTER WATER DISTRIBUTION	FACILITY SUPPLIES	21.58		\$64.75
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	21.58		
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	21.59		
Total For: SANDPOINT SUPER DRUG					\$99.73
Vendor: SANDPOINT URBAN RENEWAL AGENCY					
02102026 PP TA	JANUARY '26 TAX RECEIPTS COLLECTED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	43,224.93		\$80,151.30
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	36,926.37		
Total For: SANDPOINT URBAN RENEWAL AGENCY					\$80,151.30
Vendor: SCOTT'S AUTO APPEARANCE					
F84D326C	SPD: REPAIRS 2017 FORD INTERCEPTOR UTILITY (VIN '4407) DEDUCTIBLE POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	1,500.00		\$1,500.00
Total For: SCOTT'S AUTO APPEARANCE					\$1,500.00
Vendor: SIMCO DEVELOPMENT GROUP					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
PAY APP - 12	LIFT STATION REPL. CITY BEACH AND EXXON FINISHED THRU 10/31/25 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	6,427.17		
Total For: SIMCO DEVELOPMENT GROUP					\$6,427.17

Vendor: SMS AUTOMOTIVE & MARINE INC

4263	SPD5: ELECTRICAL WORK - 2016 CHEVROLET TAHOE POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	307.13		\$307.13
Total For: SMS AUTOMOTIVE & MARINE INC					\$307.13

Vendor: SOLID WASTE SYSTEMS INC

SP502-S23462S	LARUE D45 LOADER MOUNTED TWO-STAGE SNOW BLOWER				\$205,156.80
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	220,500.00		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	(16,500.00)		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	(7,500.00)		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	885.60		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	1,771.20		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	5,000.00		
	STREET MAINTENANCE DIVISION	CAPITAL EQUIPMENT & MACHINERY	1,000.00		
Total For: SOLID WASTE SYSTEMS INC					\$205,156.80

Vendor: SOUTH FORK HARDWARE (PARKS)

422197	PARKS: PAINTING TAPE (2) & WIRE BRUSH (1) - DTS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	25.07		\$25.07
422491	PARKS: BYWAY BATHROOMS: 3M PAINTERS TAPE (2) PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	19.58		\$19.58
422813	CITY HALL: RAID ANT BAIT & ANT KILLER 1 OZ GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	14.98		\$14.98
422211	PARKS: MEMORIAL: AAA BAT (1) 12OZ SPRY RSTLM (2) PARK MAINTENANCE & CAPITAL	CABLE TIES (2) OPERATIONAL SUPPLIES/EQUIPMENT	55.55		\$55.55
422497	PARKS: MEMORIAL: DRYWALL SUPPLIES & 12 OZ KRYLON PAINT (3) PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	46.74		\$46.74
422562	PARKS: MEMORIAL: SANDING DISK, WALL CHGR & FILTER FOR SHOP VAC PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	46.27		\$46.27
422614	REC: AIR INFLATE NEEDLE & TIRE GAUGE - ADULT OPEN GYM RECREATION	OPERATIONAL SUPPLIES/EQUIPMENT	17.18		\$17.18
Total For: SOUTH FORK HARDWARE (PARKS)					\$225.37

Vendor: SOUTH FORK HARDWARE (PUB WKS)

422595	WWTP: PIPE FITTING (1) & 2 PACK MYCRO 250 HEADLAMPS (1) WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	32.78		\$ 32
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
421552	WTP: SANDTUBES (6) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	53.94	\$53.94
Total For: SOUTH FORK HARDWARE (PUB WKS)				\$86.72
Vendor: STANTEC CONSULTING SERVICES INC				
2517457	WWTP: ENGR SERVICES THRU JAN 2ND 2026 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	10,991.83	\$10,991.83
Total For: STANTEC CONSULTING SERVICES INC				\$10,991.83
Vendor: THOMPSON QUALITY FENCE INC				
003690	TRAVERS : REPAIRS OF DAMANGED CURTAIN DRAIN DEC'25 PARK MAINTENANCE & CAPITAL	CONSTRUCTION SERVICES - NON CAPITAL	1,447.11	\$1,447.11
Total For: THOMPSON QUALITY FENCE INC				\$1,447.11
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC				
5922531-202601	SPD: TRANSUNION - BACKGROUND CHECK SERVICES JAN'26 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00	\$135.00
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC				\$135.00
Vendor: USA BLUE BOOK				
INV00948627	WWTP: LARGE FILTERS (2) NITRILE GLOVES (2) WIPES (3) WASTEWATER TREATMENT	LABORATORY SUPPLIES	449.03	\$449.03
INV00949132	WTP: AUTOMATIC SHUTOFF VALVE 14 INCH (5) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,949.56	\$1,949.56
INV00944602	WTP: DRIVE PUMP 1/2 HP FOR HCL HYPOCHLORITE WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,847.31	\$2,847.31
Total For: USA BLUE BOOK				\$5,245.90
Vendor: WESTERN STATES EQUIPMENT CO				
IN003463629	ST: GRADER - VALVE GP-SOL (2) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	452.94	\$452.94
IN003337943	WTP: ATS 3000 AMP CAT ATS TRANSFER SWITCH & SPECIALIST SUPPLIES WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	48,847.00	\$48,847.00
Total For: WESTERN STATES EQUIPMENT CO				\$49,299.94
Vendor: ZIPLY FIBER				
4008 01.22.26	4008 - PHONE CHGS - CITY HALL 01.22.26-02.21.26 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	275.06	\$275.06
Total For: ZIPLY FIBER				\$275.06

Grand Total: \$535,176.07

Councilor Signature: _____ Date: _____

Councilor Name: DEB RUEHLE



AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 6, 2026

MEETING DATE: February 18, 2026

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve First Amendment to A25-1940-1- Custodial Services with ASAP Services, Inc.

DESCRIPTION/BACKGROUND:

The City entered into an agreement with ASAP Services, Inc. on March 01, 2025 for the cleaning services at City Hall, including Police and City Council Chambers, and Community Hall. The services were competitively solicited through a Request for Proposal (RFP) in January 2025 and we received one proposal from ASAP Services, Inc, who has also been the City's custodial contractor since March 2022. The dollar amount of the original agreement is \$74,965 and includes regular custodial services twice per week, as well as requested services, such as carpet cleaning, emergency clean-ups, and annual detail cleaning that occurs in December. The original term was a one-year agreement with two one (1) year options to renew with pricing to be negotiated at each one-year renewal. The first full year of service is completed, and we are entering into the first one (1) year option to renew. The revised not to exceed agreement price is \$110,000 and includes the initial \$74,965 agreement price. Services performed in Spring under this First Amendment will also include semi-annual detail cleaning and window washing. It will also include the annual detail cleaning and services through February 2027. ASAP Services did not increase pricing for this First Amendment. City is paying prices as outlined in the Fee Schedule of the original Agreement.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the First Amendment to A25-1940-1 – Custodial Services with ASAP Services, Inc. with a new agreement price not to exceed \$110,000.

ACTION:

City Council to approve the First Amendment to A25-1940-1 – Custodial Services with ASAP Services, Inc. with a new agreement price not to exceed \$110,000.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS:

- Proposed Resolution
- A25-1940-1 – ASAP Inc Custodial Services Agreement
- A25-1940-1 ASAP Services, Inc. Custodial Services Agreement – First Amendment

No: 26-
Date: February 18, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: FIRST AMENDMENT TO A25-1940-1- CUSTODIAL SERVICES WITH ASAP SERVICES, INC.

WHEREAS: In 2025 through a Request for Proposal (RFP), the City entered into an agreement with ASAP Services, Inc. for the cleaning services at City Hall, including Police and City Council Chambers, and Community Hall;

WHEREAS: The dollar amount of the original agreement is \$74,965 which includes regular custodial services twice per week, as well as requested services, such as carpet cleaning, emergency clean-ups, and annual detail cleaning that occurs in December;

WHEREAS: The original term was a one-year agreement with two one (1) year options to renew with pricing to be negotiated at each one-year renewal, and with the first year of service completed, we are entering into the first one (1) year option to renew;

WHEREAS: The revised agreement not to exceed agreement price is \$110,000 which includes the initial \$74,965 agreement price and also includes semi-annual and annual detail cleaning and window washing, as well as all other regular custodial services through February 2027; and

WHEREAS: ASAP Services did not increase pricing, the City is paying prices as outlined in the Fee Schedule of the original Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT: First Amendment to the City’s Agreement with ASAP Services, Inc. (City Agreement #A25-1940-1), increasing the contract not to exceed amount to \$110,000, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to execute this agreement.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



SANDPOINT
City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

CONTRACT A25-1940-1 FIRST AMENDMENT

Date: February 18, 2026

Agreement Title: A25-1940-1 - Contract for Custodial Services
Agreement Execution Date: March 01, 2025
Contractor: ASAP Services, Inc.
Contractor Address: PO Box 1194, Sandpoint, Idaho 83864

This First Amendment to Contract A25-1940-1 shall become part of the original Contract effective March 01, 2026.

Summary: Amend the Price and Term of the Contract.

A. Section 6, PRICE AND PAYMENT shall be amended as follows:

6.1 The CITY shall pay the CONTRACTOR a not to exceed amount of **\$110,000 (One Hundred Ten Thousand Dollars)** for the completion of work described within this Contract and further described in Exhibit A, Scope of Work and Exhibit B, Fee Schedule.

B. Section 7, TERM shall be amended as follows:

The term of this Contract is extended through February 28, 2027 and the final one-year option to renew shall commence March 01, 2027 with City Council approval. Pricing shall be negotiated between both parties at the time of extension and shall be agreed upon, in writing, through an executed Amendment to this Contract. This Contract shall not be extended after the second, one year option to renew.

C. Exhibit B – FEE SCHEDULE shall be amended as follows:

Contract Price not to exceed amount will be amended to \$110,000.00. City makes no guarantee the entire contract price will be expended during the term of this contract.

The City of Sandpoint and Contractor hereby agree to amend or modify the above referenced Contract as set forth herein.

City of Sandpoint

ASAP Services, Inc.

Jeremy Grimm
Mayor

Date

Angelique McOwen

02/06/26

Angelique McOwen

Date

President

CONTRACT FOR CUSTODIAL SERVICES BETWEEN THE CITY OF SANDPOINT AND ASAP SERVICES, INC

This Contract is made and entered into this 01st day of March 2025, by and between the City of Sandpoint, a public body corporate and politic (hereinafter the "CITY"), and ASAP Services, Inc., a State of Idaho Corporation, (hereinafter called the "CONTRACTOR"). The CITY and the CONTRACTOR are sometimes referred to herein as a "party" or "parties."

RECITALS

WHEREAS, the CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform custodial services, as provided for in this Contract; and

WHEREAS, the CITY and the CONTRACTOR have determined it is in their mutual interest to enter into this Contract, subject to the terms and conditions provided herein.

NOW THEREFORE, the CITY and the CONTRACTOR, in consideration of the payments, covenants and conditions hereinafter set forth, hereby agree as follows:

1. WORK

1.1 The CONTRACTOR shall provide professional custodial services at 1123 Lake Street, 204 S. First Avenue, Sandpoint and complete all work in a manner satisfactory to the CITY. Approval of the work performed by the CONTRACTOR shall be made by the City's authorized representative/designee, who shall oversee this Contract on behalf of CITY. All work required under this Agreement shall be performed by the CONTRACTOR, or under the CONTRACTOR'S direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by Federal, State, and/or Local law to perform such services. The CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and for compliance with all reasonable performance standards established by the CITY.

1.2 The CONTRACTOR shall not accept any change to the scope, or change in provisions of this Contract, unless issued in writing, as an amendment or change order by the CITY.

1.3 The CONTRACTOR agrees to possess a City of Sandpoint Business License as required by Title 3 of the City Code, prior to commencement of any services under the term of this Contract and maintain such

license throughout the term of the Contract. The CONTRACTOR further agrees to keep and maintain any and all required local, state, and/or federal licenses and/or certifications to perform work and provide services as described within this Contract. If requested, the CONTRACTOR shall provide written proof of such licenses and/or certifications to the CITY for all times when performing services under this Contract.

2. SUPERVISION OF PERSONNEL AND SUBCONTRACTORS

2.1 The CONTRACTOR warrants that nothing contained in this Contract shall be construed as creating an employment relationship between the CONTRACTOR, or any of its employees, agents or assigns and the CITY, it being understood by the parties that each employee, agent or assign of the CONTRACTOR providing services hereunder shall at all times relevant to this Contract be and remain an employee, agent or assign of the CONTRACTOR, which shall be exclusively responsible for providing all compensation, benefits, payment of and reporting of all employment or income taxes, if any, insurance, discipline, supervision, and direction for each such individual during the full term of this Contract.

2.2 The CONTRACTOR shall not employ subcontractors.

3. INDEMNIFICATION

The CONTRACTOR shall indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by the CONTRACTOR'S wrongful acts or omissions in the performance of its duties under this Contract. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the CITY, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

4. INSURANCE:

At all times material hereto, the CONTRACTOR shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Contract, naming the CITY as an additional insured on each such policy or policies of insurance. The CONTRACTOR shall provide the CITY with proof

of such insurance for the entire term of this Contract. All employees of the CONTRACTOR are deemed its employees only, and CONTRACTOR shall be responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the CITY for the entire term of this Contract.

5. SERVICE APPROVAL AND DOCUMENTATION

5.1 All services performed by the CONTRACTOR shall be reviewed and approved by the City's authorized representative/designee to determine acceptable completion.

5.2 The CONTRACTOR shall retain and require each subcontractor to retain (if applicable), all data and other records, either electronic or paper format, relating to the services performed under this Contract for a period of three (3) years after completion.

5.3 All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Agreement shall be of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6. PRICE AND PAYMENT

6.1 The CITY shall pay the CONTRACTOR a Not-to-Exceed amount of **\$74,965 (Seventy-Four Thousand Nine-Hundred Sixty-Five Dollars)** for the completion of work described within this Contract and further described in Exhibit A, Scope of Work.

6.2 The CONTRACTOR shall submit itemized invoices listing all service dates and locations for work provided under the terms of this Contract, which shall be paid no sooner than thirty (30) after receipt of correct invoice by the CITY. The CONTRACTOR shall provide any documentation requested by the CITY for work completed and billed in each invoice, as outlined in Section 5.2 herein.

7. TERM

The term of this Agreement shall be for a one-year term with two (2) one-year options to extend. Pricing shall be negotiated between both parties at the time of extension and shall be agreed upon, in writing, through executed Amendment(s) to this Agreement. This Agreement shall not extend beyond a total of three years from original effective date.

8. TERMINATION

8.1 The CITY or CONTRACTOR may terminate this Agreement for its sole convenience with 30 days' written notice. Upon termination, the CONTRACTOR shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials, which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2 Should the CITY determine that the CONTRACTOR has failed to supply an adequate work force to complete work of satisfactory quality or has failed in any other respect to perform the work or any of its obligations under this Contract, then the CITY shall give written notice to CONTRACTOR, specifying all such defaults, to be remedied within 10 days from the date of such notice. If, after 10 days, the CONTRACTOR has failed to implement appropriate corrective measures, the CITY may elect to terminate this Contract.

8.2.1 In the event the CITY terminates this Contract as provided for in this Section 8.2, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date as negotiated between the parties, less any additional costs incurred by the CITY to procure the services of another contractor to complete the services to be rendered under this Contract or by completing the services by CITY staff.

8.2.2 In the event the CITY terminates this Contract as provided for in Section 8.2, it may seek any other remedies available to it in law or equity arising out of the CONTRACTOR'S failure to fully perform all of its obligations hereunder.

9. COMPLIANCE WITH LAW/VENUE

The CONTRACTOR shall comply with all federal, state, and local laws governing performance of its obligations under this Contract. The jurisdiction/venue for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.

10. NON-DISCRIMINATION

10.1 The CITY, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4), and associated regulations, as well as Sandpoint City Code, hereby notifies the CONTRACTOR and any subcontractor that it shall not discriminate against any applicant or employee on the grounds of race, color, national origin, or sex, sexual orientation, or gender identity/expression.

10.2 The CONTRACTOR shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity/expression, age or national origin.

11. SUPERSEDING AGREEMENT AND SEVERABILITY

This Contract supersedes and replaces any pre-existing written or verbal agreements between these parties. If any provision of this Agreement is held to be unenforceable, such provision shall be excluded without affecting the remaining terms and provisions contained herein.

12. ATTORNEY FEES

Reasonable attorney fees and costs shall be awarded to the prevailing party in any action to enforce or interpret this Contract, or to declare a termination or forfeiture thereof.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers or representatives thereunto duly authorized.

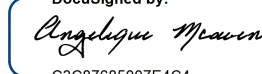
CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

ASAP SERVICES, INC.
PO Box 1194
Sandpoint, Idaho 83864

DocuSigned by:

1029BEA1346341E

Jeremy Grimm
Mayor
Date 2/14/2025

DocuSigned by:

C3C87685007E4C4

Angelique McOwen
CEO
Date 2/17/2025

**EXHIBIT A
SCOPE OF WORK**

Work to be performed under this Contract:

1. STANDARDS OF PERFORMANCE

These standards are an outline of general expectations of cleanliness but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations.

Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties.

Service Level (Acceptable Quality): The level of services shall consistently be maintained. During the Contract period, the Contract Administrator or authorized City representative will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.

Custodial Tasks: The chart indicates custodial service and the frequency expected of that service.

Cleaning frequencies are as follows:

1. **Per Cleaning:** Cleaning services are to be performed two times per week – Tuesdays and Fridays
2. **Once Weekly:** Cleaning services are to be performed once per week on the second cleaning of the week.

CITY HALL – ADMINISTRATION AREA COUNCIL CHAMBERS LOBBY (FOYER), AND COUNCIL CHAMBERS:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, countertops	XX	
Remove trash	XX	

Clean mirror	XX	
Refill paper towel dispenser (as needed)	XX	
Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Offices/Common Areas		
Dust top of cleared desk and table surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment – excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize “community” key pad of copiers/printers	XX	
Clean, sanitize public computers (excluding monitors), including countertop	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and wet mop resilient floors	XX	
Sweep entrance	XX	
Clean glass front entry and vestibule (lobby) doors	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean Window Surfaces – ie; windowsills		XX

Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

COMMUNITY HALL:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, counters	XX	
Remove trash	XX	
Refill paper towel dispenser(s) (as needed)	XX	
Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Dust cleared desk surfaces		X
Offices/Common Areas		
Dust top of tables and cleared desk surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment – excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize keypad of “community” copiers/printers	XX	

Clean, sanitize public computers (excluding monitors), including countertop – if applicable	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and mop resilient and wood floors (use proper techniques on wood floors)	XX	
Sweep entrance	XX	
Clean front doors – inside and out	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean window surfaces		XX
Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

POLICE DEPARTMENT:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, countertops	XX	
Remove trash	XX	
Clean mirror	XX	
Refill paper towel dispenser (as needed)	XX	

Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Offices/Common Areas		
Dust top of cleared desks and table surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment –excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize “community” key pad of copiers/printers	XX	
Clean, sanitize public computers (excluding monitors), including countertop	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and wet mop resilient floors	XX	
Sweep entrance	XX	
Clean glass front entry and vestibule (lobby) doors	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean Window Surfaces – ie; windowsills		XX
Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

Commercial Semi- Annual Scope of Service is as follows:

City Hall/Police Department/Community Hall
Ceiling Cobwebs-Sweep and Vac Removal
Tops of Bookshelves- Dust wipe
Window Sills - Dust wipe
Door jams
Computer backs and Holder Stands - Dust wipe
Desk areas behind monitors- Dust wash and dry
Under desk lower back areas – Cobwebs, Cords, Towers, the area not serviced in a basic nightly commercial clean
Bathroom- Stall doors and walls
Tiled walls and light baseboards, clean doors and kick plates, detail mop floors
Detailed scrub to the rubber stairs at City Hall

Annual Window Cleaning Scope of Service is as follows:

Spring Schedule: City Hall and Police Department
Cleaning windows out sills. (Tracks and screens are billed at a separate rate.)
Spring Schedule: Fire Station
Cleaning windows out sills. (Tracks and screens are billed at a separate rate.)

Annual Detail Cleaning Scope of Service is as follows:

City Hall/Police Department/Community Hall
Detail Cleaning of cabinets and drawers' outer face and if the area is open on top of the cabinets.
Detail Cleaning and sanitizing of countertops and sinks, fixtures switch plates, outlets, and attached building fixtures
Detail Cleaning and sanitizing of restroom stalls, toilets, urinals, vents, outer light fixtures, and baseboards.
Mirrors cleaned and polished
All drinking fountain detail cleaned & sanitized under shaft and vent areas.
Complete sanitizing of doors, kick plates trim, switch plates, and outlet covers of facility
Appliances tops and face fronts wiped, cleaned
Detail vacuum of all carpets (Behind office equipment and movable furniture)
Detail sanitize baseboards sweep/mop all hard surfaces & resilient flooring
Cleaning of high and low outer vents, fans, and outer light frames or exposed light bulbs
Exclusions: Painted Walls, furniture not attached to the interior of the building, personal items.

A. CHARACTER OF SUPERVISORS AND WORKERS

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of commercial grade and in such mechanical condition as to produce a satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the Contract Administrator, does not perform their work in a proper manner or is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders by the Contract Administrator are followed by the Contractor. The Contractor shall hold the City harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified working Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor.

B. CHARACTER OF SUPERVISORS AND WORKERS

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of commercial grade and in such mechanical condition as to produce a satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the Contract Administrator, does not perform their work in a proper manner or is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders by the Contract Administrator are followed by the Contractor. The Contractor shall hold the City harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified working Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor.

C. DEFINITIONS

CITY OF SANDPOINT, OWNERS OR FACILITIES: Services and their authorized representations shall be understood to mean one and the same.

CONTRACT ADMINISTRATOR: Shall be the City of Sandpoint duly authorized representative/s.

APPROVED: Means approved by the City or the Contract Administrator.

APPROVED EQUAL OR EQUIVALENT: As hereinafter used, shall mean a material or methods equal to or better than the required materials or methods.

CHANGES: Should any changes in the Scope of Work and/or specifications be required, the Contractor shall refer same to City in writing for approval before work which deviates from the original requirements. In the event of disagreement on the necessity of such changes, the City's decision shall be final.

CONTRACT CHANGE ORDERS: A Contract Amendment shall be executed and filed with the City for all changes and/or additional work or materials in excess of the requirements covered in specifications. The Contract Amendment, when approved by Contractor and City, shall become binding to both parties thereto.

The Contract Amendment, when approved by Contractor and City, shall become binding to both parties thereto.

D. CITY OF SANDPOINT HOLIDAY SCHEDULE

Holiday	Date Observed
New Year's Day	January 1 st
Human Rights Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4th Thursday in November

Day after Thanksgiving	4th Friday in November
Christmas Day	December 25 th

E. INSPECTIONS AND REPORTING REQUIREMENTS

1. Monthly reports shall be prepared, signed, and dated by the Contractor’s Supervisor for the facility and contain the following information as a minimum:
 - i. Checklist of all tasks performed for each facility and the signature of the employee who performed them.
 - ii. Discrepancies from the routine work scheduled and an explanation of the circumstances involved. If the City is unsatisfied with the Contractor explanation, the Contractor may be liable up to \$200 per incident in which items are not performed under the terms of this contract.
 - iii. Any damage or defect of City property where the Contractor has responsibility should be documented on reports with sufficient description and identified location for follow up by the Contract Administrator.
 - iv. Signature of the Contractor’s Supervisor attesting that they have reviewed and agreed with the employee work summary, any and all problems and/or complaints or minor nature. Failure to provide the report on a monthly basis with the requested information to the Contractor Administrator will result in the City of Sandpoint withholding payment from the monthly contractor amount for the days of work in question. In addition, all custodial task frequencies shall be clearly listed on the monthly report. If any additional services were requested, a separate invoice will be submitted to City for payment for any extra work outside regular services provided by Contractor. The City will verify the information presented on any and all invoices with the monthly report. If a task is not listed on the monthly report, the Contractor will not be paid for the service. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to terminate the contract. All monthly reports shall be delivered to the Contract Administrator responsible for payment of the invoiced work. Monthly reports and forms are the responsibility of the Contractor.

F. SPECIFIC REQUIREMENTS – PROFESSIONAL CUSTODIAL SERVICES

1. The Contractor will furnish all labor, equipment, cleaning supplies, supervision, transportation, and payment for custodial services. Additional services to perform interior and exterior window washing and additional carpet cleaning services may be requested. Glass should be cleaned per manufacturer’s recommendations using

- products and methods consistent with those recommendations and that of the industry. Contractor shall use environmentally friendly products, whenever possible, pre-approved by the City.
2. City shall provide paper products, toilet paper, paper towels, garbage can liners, toilet seat covers, compostable liners, Green Seal or equivalent cleaning products: restroom cleaner, neutral floor cleaner, glass cleaner, and degreaser.
 3. City will maintain inventory for supplies needed. If supplies are running low, please notify the Contract Administrator via email or voicemail.
 4. The Contractor shall maintain the janitor closets in a neat and orderly fashion.
 5. All work shall be performed under the supervision of a qualified supervisor.
 6. The Contractor will ensure that his/her employees comply with all City of Sandpoint and Idaho State Industrial licensing, regulations, and practices as required or applicable.
 7. The Contractor's personnel will conduct themselves on site in a workmanlike manner at all times.
 8. The Contract Administrator or designated representative will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator or designated representative will notify the Contractor. Notification may be verbal or written. The City may choose to require the Contractor to rectify the deficiency within 24 hours. The Contractor is encouraged to schedule inspection times/dates with the City's Contract Administrator and/or designee.
 9. The Contractor shall establish a work schedule as set forth in the contract, maintenance agreement, or requisition. In no case shall work be performed before or after the schedule times without approval by the Contract Administrator or designee. In addition, the Contractor will provide a periodical cleaning report showing the completion of work for that time period.
 10. The Contractor will provide a list of employees to the City and individuals will undergo a background check before the commencement of their duties. The City will conduct 10 complimentary background checks per year. The Contractor will be responsible to compensate the City \$50 per occurrence thereafter. Background check to include fingerprinting and criminal history. All Contractor employees, including management, to also complete security training at CJIS Online and City will provide further information on the steps for completing this training requirements to Contractor.
 11. Each employee shall be easily identifiable by wearing a shirt that clearly identifies Contractor name on either the front or back of the shirt. This shirt is to be worn and visible at all times while performing services on City premises. The Contractor shall not allow children, pets, and non-employees on the premises at any time.
 12. The Contractor or his/her employees must not remove or consume any property

- belonging to the City, City employees, or General Public. This policy includes any articles that may be deposited for disposal in trash receptacles.
13. The Contractor and his/her employee may not use City or General Public property, including telephones, facsimile, copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized City representative.
 14. Smoking, including the use of e-cigarettes, shall not be permitted in any City building or within 25 feet of any entrance or window to a City facility.
 15. The Contractor and his/her employees, if working after normal business hours, will ensure that all doors, windows, and gates (if applicable) giving access to City buildings are secured. All lights, except night lights or automatic lights, will be turned off before leaving the premises. Failure to properly secure City buildings may result in a reduction of payment.
 16. The Contractor will be issued necessary building key set(s), in either a physical key or key access cards. In no case shall the Contractor make duplicates of any City issued key(s) or key access cards. The City will deduct \$75.00 from payments to the Contractor for each building key or key access card lost, broken through neglect or misuse, or not returned to the City at the expiration of this contract.
 17. The Contractor will be issued vendor ID badges for their employees. These vendor badges are to be worn at all times while servicing City facilities. Contractor shall return badges as employees leave or at the end of the services for the City. Any badge not returned by vendor that was issued shall incur a \$25.00 charge per non-returned badge.
 18. The Contractor shall report any building damage or potential hazard immediately to the Contract Administrator by telephone at (208) 255-2657 during normal business hours of 8:00 AM to 5:00 PM Pacific Time. After normal business hours, emergencies shall be directed to one or more designated number(s) to be provided at the time of Contract execution. All life-threatening emergencies, calls shall be directed to 911.
 19. Hazardous conditions shall be immediately remedied or secured by the Contractor's qualified and trained personnel to prevent further damage and/or protection of all personnel from exposure or injury. Specifically, as regards to OSHA standards for bloodborne pathogens (BBP, [29 CFR 1910.1030](#)) and personal protective equipment (PPE, [29 CFR 1910 Subpart I](#)) require employers to protect workers from occupational exposure to infectious agents. Contractor shall also be responsible for training and protecting any and all employees of the Contractor, while engaged in the performance of any work or services by the Contractor under this agreement, as to the safeguards used and precautions taken, for the proper handling of infectious materials. Verification of training must be presented with submittal of proposals to the City.
 20. Incidents, altercations, or accidents involving facility, Contractor's employees, or City employees shall be reported to the Contract Administrator within 24 hours. All incidents, altercations, or accidents involving Contractor personnel require a written

report from the Contractor describing the incident or accident.

21. City of Sandpoint has a business license requirement. The Contractor and any Subcontractors shall be required to obtain a business license prior to commencement of any work or services provided to the City. The business license fee will be as stated in the City's Fee Schedule. Obtaining a business license shall not be reason for an increase in the awarded contract.

G. FACILITIES

1. CITY HALL (Administration, Council Chamber Lobby, and Council Chambers)

- i. Building Square Footage: 11,200 SF
- ii. Address: 1123 Lake Street, Sandpoint, ID 83864
- iii. Frequency: 2 days per week; Tuesday and Friday
- iv. Hours for cleaning: Not before 7:00 PM and must be completed by 6:00 AM (see #5 below for special conditions).
- v. Special Conditions:
 - a) Noise restriction on days there are evening meetings. Meetings currently impacting custodial service are the Planning & Zoning Commission Meetings on the 1st & 3rd Tuesday of each month.

Council Chambers Lobby and Council Chambers will not be cleaned/serviced by Contractor until after 11 PM on Tuesdays.

2. POLICE DEPARTMENT

- i. Square Footage: 6,550 SF
- ii. Address: 1123 Lake Street, Sandpoint, ID 83864
- iii. Hours for cleaning: Not before 9:00 PM and must be completed by 5:00 AM
- iv. Frequency: 2 days per week; Tuesday and Friday (Police)

3. SANDPOINT COMMUNITY HALL

- i. Square Footage: 5,400 SF
- ii. Address: 204 S. First Avenue, Sandpoint, ID 83864
- iii. Hours for cleaning: Between 12:00 AM and before 6:00 AM
- iv. Frequency: Cleaning based on event calendar with an average of 2 times per week.

**EXHIBIT B
FEE SCHEDULE**

Fee Schedule for service as outlined in Exhibit A, Scope of Work is as follows:

Regular Custodial Service

Facility	Monthly Amount	Extended Annual Amount
City Hall (Administration, Council Chambers, Council Chambers Lobby)	\$2,240.00	\$26,880.00
Sandpoint Community Hall – 2 cleanings per week	\$1,080.00	\$12,960.00
Police	\$1,310.00	\$15,720.00
TOTAL	\$4,630.00	\$55,560.00

Semi-Annual Commercial Cleaning

Facilities	Rate/SqFt	Total SqFt	Total Amount
City Hall/Police Department/Community Hall	\$0.15	22, 950	\$3,442.50

Annual Window Cleaning

Facilities	Amount
City Hall and Police Department	\$1400.00
Fire Station	\$600.00
TOTAL	\$2,000.00

Annual Commercial Detailed Cleaning

Facilities	Rate/SqFt	Total SqFt	Total Amount + 10% Discount
City Hall/Police Department/Community Hall	\$0.55	23,150	\$11,459.25

As-Needed Custodial Services

Service	Unit of Measure	Amount
Carpet Cleaning	per square foot	\$0.30
Custodial Services Standard Labor Rate	per hour	\$35.00
Custodial Services Emergency Response Labor Rate	per hour	\$100.00
Window Washing (full interior/exterior washing, including screens)	per pane	Window washing: Single story: \$14.00 per windowpane Two story: \$18.00 per windowpane inner and outer Extra-large windows: \$20.00 per windowpane inner and outer Screens: \$10.00 per screen Blinds: \$10.00 each
Emergency Response Fee, if applicable	each	\$150.00
Sandpoint Community Hall - additional cleaning beyond the 2 times per week average	per cleaning service	\$75.00
Semi- annual deep cleaning - contractor to provide details on this service within proposal	per cleaning	Semiannual \$0.15 per sq ft

Contact Price not to exceed \$74,965.00 CITY makes no guarantee entire contract price will be expended during the term of this Contract.

No: 26-
Date: February 18, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PURCHASE ORDER #26-1740 TO PIERCE AUTO FOR RAM 3500 TRADESMAN

WHEREAS: City staff recommends the purchase of a 2026 Ram 3500 Tradesman to replace the existing 2008 Ford pickup truck currently utilized by the Utilities Department for water service line maintenance and repair projects, which has exceeded federal fleet replacement guidance of seven years and 60,000 miles;

WHEREAS: Upon delivery of the new unit, the existing truck will be retired from the utility fleet;

WHEREAS: On January 12, 2026, a formal Request for Quote was sent to local dealerships, with Pierce Auto Center being the only responsive bid;

WHEREAS: To ensure fiscal due diligence, staff conducted a market comparison of similar new and used units; and

WHEREAS: This purchase is provided as part of the City Council adopted FY2026 City Budget.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves Purchase Order #26-1740 to Pierce Auto Center in the amount of \$44,306, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or his designee is hereby authorized to execute all necessary documents to effect this purchase.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 11, 2025

MEETING DATE: February 18, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Purchase Order #26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman

DESCRIPTION/BACKGROUND:

Budgeted in FY26, this purchase will replace the existing 2008 Ford water service truck used by Water Department crews to respond to service line maintenance and repair projects. The vehicle has exceeded federal fleet replacement guidance of seven years and 60,000 miles and is beyond its recommended service life. Upon delivery of the new unit, the existing truck will be retired from the utility fleet.

The replacement vehicle will improve reliability, fuel efficiency, and operator safety through updated drivetrain, braking, and modern safety systems.

On January 12, 2026, a formal Request for Quote (RFQ) was sent to local dealerships (Taylor & Sons, Mike White Ford, Dave Smith Frontier). Pierce Auto Center submitted the only responsive bid.

To ensure fiscal due diligence, staff conducted a market comparison of similar new and used units (see attachments):

- New units (chassis + utility body): \$81,000 – \$82,000
- Used units (chassis + utility body): \$56,995 – \$81,000+
- Chassis units: Listed above the fleet pricing secured through Pierce Auto Center

The proposed purchase uses a two-step approach to maximize cost efficiency:

1. Chassis: 2026 Ram 3500 Tradesman (Pierce Auto Center, \$44,306.00)
2. Utility Body Installation: 8-foot Knapheide service body with installation (Titan Truck Equipment, \$15,620.85)

The total cost will be \$59,926.85. This represents the lowest confirmed price for a unit meeting all operational requirements and is within FY26 budget.

STAFF RECOMMENDATION:

Staff recommends City Council consider approval of Purchase Order No. 26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman in the amount of \$44,306.00.

ACTION:

City Council approval of Purchase Order No. 26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman in the amount of \$44,306.00.

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes, within FY 26 budget.

ATTACHMENTS:

1. Proposed Resolution
2. PO 26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman
3. Price Comparisons – New unit with utility bed
4. Price Comparisons – Used unit with utility bed
5. Price Comparisons – New unit without utility bed



PURCHASE ORDER
CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. NO.
01/20/2026	26-1740

Item # 6.

SUPPLIER:
 VENDOR: 004356
 PIERCE AUTO CENTER
 JD PIERCE INC 30 GUN CLUB RD
 SAGLE, ID 83860
 PH: (208) 263-4212 FX: (208) 263-2067
 EMAIL: PAMHAGERMAN@PIERCEAUTOCENTER.COM

SHIP TO:
 UTILITIES
 ROD BERGET- WD-SC
 1123 LAKE ST
 SANDPOINT, ID 83864-1714

Description: 2026 - 3500 TRADESMAN CREW CAB (UTILITY TRUCK)

Details: QUOTE/BID #TB6062 .. REQUEST FOR QUOTES SENT OUT TO THREE OTHER LOCAL DEALERS AND NO RESPONSES RECEIVED .. PRICE COMPARISONS GATHERED ON NEW AND USED 3500 TRADESMAN CREW CAB TRUCKS WITH AND WITHOUT THE UTILITY BODY. PIERCE AUTO'S QUOTE FOR THE TRUCK WITHOUT THE BODY WAS LOWEST. A TITAN UTILITY BODY WILL BE PURCHASED SEPARATELY AND INSTALLED ON THIS TRUCK. THE PROJECT'S COMBINED TOTAL IS LESS THAN ALL OTHER OPTIONS OF COMPARISON. -HF

Internal Use Only: PIERCE TRUCK PRICE 44,306 + TITAN UTILITY BODY 15,620.85 = PROJECT TOTAL OF \$59,926.85
 QUOTES WERE CONFRIMED AS STILL VALID ON 1/15/26

Item No.	QTY	Unit	Description	Unit Price	Amount
CAPIT AL VEHIC LES	1.00	DOLLAR	CAPITAL VEHICLES	44,306.00	
			30-3452-7742-0000-34299022	44,306.00	

Total: \$44,306.00

- Subject to the Terms and Conditions Set By the City of Sandpoint*
- 1. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.*
 - 2. Purchases may not exceed the total amount of this order without prior approval.*
 - 3. Invoices and Packages must bear the Purchase Order Number above.*
 - 4. All Purchases are subject to a Net 30 payment term.*
- Visit www.sandpointidaho.gov for More Details*

PIERCE AUTO CENTER
30 GUN CLUB ROAD
SAGLE ID 83860
208-263-4212

RETAIL PURCHASE AGREEMENT
[MOTOR VEHICLE PURCHASE CONTRACT]

CUST#: 6433

Deal #: 6694

Purchaser's Name(s): CITY OF SANDPOINT

Date: 01/30/2026

Address: 1123 LAKE STREET SANDPOINT ID 83864

County: BONNER

Telephone (1): 208-263-3379

Telephone (2): N/A

DOB: N/A

E-Mail: AP@SANDPOINTIDAHO.GOV

D.L./State I.D.#: 82-6000258

Issuing State: ID

Exp. Date: N/A

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR 2026	MAKE Ram	MODEL 3500	COLOR WHITE	STOCK NO.
VIN/SERIAL NO.		ODOMETER READING <input type="checkbox"/> Not Accurate	SALESPERSON HOUSE DEAL	

THE VEHICLE IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> CONSIGNMENT	PRIOR USE DISCLOSURE: <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> EXECUTIVE/OFFICIAL (Pre-Driven) <input type="checkbox"/> RENTAL <input type="checkbox"/> PRIOR LEASE <input type="checkbox"/> OTHER
---	---

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	44306.00
<p>We are selling this Vehicle to you AS-IS and we expressly disclaim all warranties, express and implied, including any implied warranties of merchantability and fitness for a particular purpose, unless the box beside "Used Vehicle Limited Warranty Applies" is marked below or we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction. Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this Vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Traducción española: Vea Párrafo 13.</p> <p><input type="checkbox"/> Used Vehicle Limited Warranty Applies. We are providing the attached Limited Warranty in connection with this transaction. Any implied warranties apply for the duration of the Limited Warranty.</p>		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		DEALER DOCUMENTATION FEE*	N/A
		TOTAL SELLING PRICE	44306.00

TRADE-IN VEHICLE INFORMATION			
Year: N/A	Make: N/A	Model: N/A	Color: N/A
VIN/Serial No: N/A	Odometer Reading: <input type="checkbox"/> Not Accurate		N/A
Trade-In Allowance: N/A	Balance Owed & Lienholder: N/A		
		SUBTOTAL	44306.00
		SALES TAX	N/A
		TITLE FEE	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		TOTAL DUE	44306.00
		DEPOSIT/DOWN PAYMENT**	N/A
		N/A	N/A
		N/A	N/A
		LESS CASH DUE AT DELIVERY	N/A
		AMOUNT TO BE FINANCED (See Paragraphs 12 and 16)	44306.00

OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS

PLEASE SEE THE DELIVERY CONFIRMATION

**The Deposit/Down Payment received from you is not refundable, except as set forth in this Retail Purchase Agreement. In the case of a Deposit, we will refrain from selling the Vehicle for N/A days.

X _____


*Dealer Documentation Fee: This fee is not required by Law. It is an optional fee charged by our Dealership to cover our costs for providing administrative and documentary services in connection with this transaction.

Please see the Conditional (Spot) Delivery Agreement and Paragraph 16.

YOU AND THE DEALER HAVE AGREED THAT THE MOTOR VEHICLE WILL BE DELIVERED TO YOU PRIOR TO THE PURCHASE. IF FINANCING CANNOT BE ARRANGED ON THE TERMS AND WITHIN THE TIME PERIOD AGREED UPON IN THE MOTOR VEHICLE PURCHASE CONTRACT, THE CONTRACT IS NULL AND VOID.

I have read all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser _____

Accepted by Authorized Dealership Representative 

N/A
Purchaser _____

PIERCE AUTO CENTER
30 GUN CLUB RD
SAGLE, ID 838609345

Configuration Preview

Date Printed: 2025-11-06 12:14 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 022UN City of Sandpoint
FAN 2:
Client Code:
Bid Number: TB6062
PO Number: 12345

Sold to:
PIERCE AUTO CENTER (26836)
30 GUN CLUB RD
SAGLE, ID 838609345

Ship to:
PIERCE AUTO CENTER (26836)
30 GUN CLUB RD
SAGLE, ID 838609345

Vehicle: 2026 3500 TRADESMAN CREW CAB 4X2 (169 in WB 8 ft 0 in Box) (D23L92)

	Sales Code	Description	MSRP(USD)
Model:	D23L92	3500 TRADESMAN CREW CAB 4X2 (169 in WB 8 ft 0 in Box)	50,545
Package:	2UA	Customer Preferred Package 2UA	0
	ESL	6.4L V8 HEMI HD Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	CBU	Add Back Vinyl Seat	0
	A7B	Tradesman Level 1 Equipment Group	2,295
	CK9	Delete Carpet	0
	MDA	Front License Plate Bracket	0
	YEP	Manuf Statement of Origin	0
	NFC	50 Gallon Fuel Tank	295
	LHL	Auxiliary Switches - I/P Mounted	255
	4DH	Prepaid Holdback	0
	AGS	Commercial Features Package	0
	4ES	Delivery Allowance Credit	0
	XBC	Delete Pickup Box	-400
	MAF	Fleet Purchase Incentive	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	171	Zone 71-Los Angeles	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB6062	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			2,095

Total Price: 55,085

Order Type: Fleet PSP Month/Week:
Scheduling Priority: 1-Sold Order Build Priority: 99

44,306

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



New 2026 RAM Utility Truck - Service Truck
3500 For Sale

🚗 247 Miles Stock # T35608

\$81,830

California

Hoblit RAM Commercial Truck Center

61 days listed 17 views 0 saves

Description

Stock # T35608 🚗 247 Miles

2026 Ram 3500, Tradesman 4WD Crew Cab 60" CA 172.4" WB, Tradesman, 4D Crew Cab, On-The-Job *\$1,000* Equipment/Upfit 01/02/2026-ExpDate \$3,000 - Exp. 01/05/2026 01/05/2026 Price includes dealer added accessories. All of our new vehicles come with a complimentary year of Scheduled Maintenance. See dealer for details. If we do not have a vehicle you specifically want, let us know and if its out there, we can get it for you. All these reasons made us the #1 New Car Dealership in Yolo County., Chrome Appearance Group (DISC),Quick Order Package 25A Tradesman,Tradesman Level 1 Equipment Group,6 Speakers,AM/FM radio: SiriusXM,Apple CarPlay,GPS Antenna Input,Radio data system,Radio: Uconnect 5 w/8.4 inch Display,Air Conditioning,Rear Window Defroster,Power steering,Power windows,Rear Folding Seat,Remote keyless entry,Traction control,4-Wheel Disc Brakes,ABS brakes,Bright Front Bumper,Dual front impact airbags,Emergency communication system: RAM Connect,Front anti-roll bar,Occupant sensing airbag,Rear anti-roll bar,Electronic Stability Control,ParkView Rear Back-Up Camera,Black Tubular Side Steps,Delay-off headlights,Front fog lights,Fully automatic headlights,Panic alarm,Speed control,Black Exterior Mirrors,Black Power Heated Fold Telescope Mirrors,Chrome Grille Surround,Exterior Mirrors Courtesy Lamps,Exterior Mirrors w/Heating Element,Exterior Mirrors w/Supplemental Signals,Front License Plate Bracket,Manual DPF Regeneration,Manual Folding Exterior Mirrors,Manual Telescoping Mirrors,Matte Black Mesh Grille w/Chrome,Mirror Running Lights,Power Adjust Mirrors,Power-Adjustable Convex Aux Mirrors,4G LTE Wi-Fi Hot Spot,Apple CarPlay/Android Auto,Compass,Connectivity - US/Canada,Driver door bin,For Details,Visit DriveUconnect.com,Front reading lights,Global Telematics Box Module (TBM),Google Android Auto,Illuminated entry,Integrated Voice Command w/Bluetooth,Manufacturer's Statement of Origin,Outside temperature display,Overhead console,Passenger vanity mirror,Remote USB Port - Charge Only,Tachometer,Temperature & Compass Gauge,Tilt steering wheel,Voltmeter,2 Way Rear Headrest Seat,40/20/40 Split Bench Seat,Front Armrest w/Cupholders,HD Vinyl 40/20/40 Split Bench Seat,Manual Adjust 4-Way Driver Seat,Manual Adjust 4-Way Front Passenger Seat,Front Center Armrest w/Storage,Passenger door bin,Storage Tray,Trailer Brake Control,Trailer Light Check,Black Wheel Center Hub,Center Hub,Wheels: 18 inch x 8.0 inch Polished Aluminum,Wheels: 18 inch x 8.0 inch Steel Painted,Variably intermittent wipers,BRIGHT WHITE CLEARCOAT,QUICK ORDER PACKAGE 25A TRADESMAN -inc: Engine: 6.7L I6 Cummins Turbo Diesel Transmission: 8-Speed TorqueFlite HD Automatic

(DFM),MANUAL DPF REGENERATION,BLACK TUBULAR SIDE STEPS,ENGINE: 6.7L I6 CUMMINS TURBO DIESEL -inc: Selective Catalytic Reduction (Urea) Dual 730 Amp Maintenance Free Batteries Clean Idle Emissions Label Cummins Turbo Diesel Badge Current Generation Engine Controller Smart Diesel Exhaust Brake Supplemental Heater 3.42 Axle Ratio B-2

Item # 6.

Message from Hoblit RAM Commercial Truck Center

Before you go and spend more money elsewhere, contact our Fleet Managers, Rhys(Reese) Baganz OR Grady Glycer for all questions and appointments.

Hoblit RAM Commercial Truck Center

Detailed Specifications

- Condition:** New
- Year:** 2026
- Make:** RAM
- Model:** 3500
- Class:** CLASS 3 (GVW 10001 - 14000)
- Category:** Utility Truck - Service Truck
- Cab Type:** CREW CAB
- Location:** Woodland, CA
- Fuel Type:** Diesel
- Axles:** 4x4
- Wheelbase:** 172
- Stock Number:** T35608
- VIN:** 3C7WR9CL1TG188914
- Drivetrain:** Rear Wheel Drive W/4x4
- Engine Manufacturer:** Intercooled Turbo Diesel I-6 6.7 L/408
- Engine Model:** Intercooled Turbo Diesel I-6 6.7 L/408
- Engine Size:** 6.7L
- Transmission Speed:** 8
- Transmission Type:** Automatic
- Color:** Bright White Clearcoat
- Interior Color:** Gray
- Doors:** 4



New 2026 RAM Dually, Utility Truck - Service Truck

3500 For Sale

Stock # TG170598

\$82,733

Oregon

Cottage Grove Chrysler Dodge Jeep RAM

74 days listed 30 views 0 saves

Description

Stock # TG170598

2026 Ram, 3500 Chassis Cab TRADESMAN CREW 4X4 60' CA, TRADESMAN CREW 4X4 60' CA, , Cold Weather Group,Engine Block Heater,MOPAR Winter Front Grille Cover,Chrome Appearance Group,Wheels: 18' x 8.0' Polished Aluminum,Bright Front Bumper,Center Hub,Matte Black Mesh Grille with Chrome,Chrome Grille Surround,Quick Order Package 25A Tradesman,Tradesman Level 1 Equipment Group,Black Exterior Mirrors,Power-Adjustable Convex Aux Mirrors,Exterior Mirrors with Supplemental Signals,Exterior Mirrors Courtesy Lamps,Exterior Mirrors with Heating Element,Manual Folding Exterior Mirrors,Manual Telescoping Mirrors,Black Power Heated Fold Telescope Mirrors,Mirror Running Lights,Power Adjust Mirrors,Rear Window Defroster,Trailer Brake Control,Trailer Light Check,Dual Rear Wheels,11.50' Dual Wheels Rear Axle,Wheels: 17' x 6.0' Black Painted Steel,6000# Front Axle with Hub Extension,Black Wheel Center Hub,Tires: LT235/80R17E BSW All-Season,Nexen Brand Tires,Transmission: 8-Speed TorqueFlite HD Automatic,Power Take-Off Right/Left,Transfer Case Skid Plate Shield,Engine: 6.7L I6 Cummins Turbo Diesel,3.42 Axle Ratio,B-20 Bio Diesel Capability,Clean Idle Emissions Label,Cummins Turbo Diesel Badge,Current Generation Engine Controller,Dual 730 Amp Maintenance Free Batteries,GVWR: 12,000 lbs,Selective Catalytic Reduction,Smart Diesel Exhaust Brake,Supplemental Heater,GVWR: 14,000 lbs,Full Size Spare Tire,18' Steel Spare Wheel,Jack and Wrench,17' Steel Spare Wheel,Cloth 40/20/40 Bench Seat,2 Way Rear Headrest Seat,40/20/40 Split Bench Seat,4 Way Front Headrests,Manual Adjust 4-Way Driver Seat,Front Armrest with Cupholders,Manual Adjust 4-Way Front Passenger Seat,Rear Folding Seat,Remote USB Port - Charge Only,Storage Tray,Temperature and Compass Gauge,GPS Antenna Input,Front License Plate Bracket,Black Tubular Side Steps,50 State Emissions,Global Telematics Box Module,Google Android Auto,Apple CarPlay,Connectivity - US/Canada,4G LTE Wi-Fi Hot Spot,Radio: Uconnect 5 with 8.4' Display,Wheels: 17' x 6.0' Polished Aluminum,For Details, Visit DriveUconnect.com,ParkView Rear Back-Up Camera,Integrated Voice Command with Bluetooth,Manufacturer's Statement of Origin,Monotone Paint Application

Detailed Specifications

- Condition: New
- Year: 2026
- Make: RAM
- Model: 3500
- Class: CLASS 3 (GVW 10001 - 14000)
- Category: Dually , Utility Truck - Service Truck
- Cab Type: CREW CAB
- Location: Cottage Grove, OR
- Fuel Type: Diesel
- Axles: 4x4
- Stock Number: TG170598
- VIN: 3C7WRTCL8TG170598
- Drivetrain: Rear Wheel Drive W/4x4
- Engine Manufacturer: 6.7L I6 Cummins Turbo Diesel Engine 6.7L
- Transmission Speed: 8
- Transmission Type: Automatic
- Color: Bright White
- Interior Color: Black
- Doors: 4

[View on Dealer's Website](#)

Upfit Details

Upfit Body

- Type: SERVICE BODIES
- Upfit Make: SCELZI

Upfit With SCELZI

SERVICE BODY DRW
 BODY LENGTH 108- BODY WIDTH 94- FLOOR WIDTH
 49- COMPARTMENT HEIGHT 38-VO
 ALL LIGHTS LED
 6" DIAMOND PLATE STEP BUMPER WITH POLYUREA

Used with Utility Package



\$68,038

Get Pre-Approval **JIC CAPITAL FINANCING**

Used 2024 RAM Utility Truck - Service Truck,Plumber Service Truck,Contractor Truck CLASS 3 (GVW 10001 - 14000)

3500 Stock # P59060

2024 Ram 3500, SLT 4WD Crew Cab 60" CA 172.4" WB, SLT, 4D Crew Cab, 2024 Ram 3500 SLT Clean CARFAX. CARFAX One-Owner Why the trade discount? We are in...

[View Details](#)

Good Chevrolet Fleet S... - Renton, WA - 272 mi away



\$56,995

Get Pre-Approval **JIC CAPITAL FINANCING**

Used 2023 RAM Mechanics Truck CLASS 3 (GVW 10001 - 14000)

3500 BIG HORN Stock # 30-7W825R

2023 RAM, 3500 HD, Light Duty Trucks - Service Trucks / Utility Trucks / Mechanic Trucks, CUMMINS , Automatic, Fleet Maintained! Unleash Power and Eff...

[View Details](#)

15 year trusted partner
Enterprise Trucks - Nati... - Sacramento, CA - 717 mi away



\$81,885

Get Pre-Approval **JIC CAPITAL FINANCING**

New 2024 Ram Utility Truck - Service Truck,Dually CLASS 3 (GVW 10001 - 14000)

3500 Stock # 7D0466

2024 Ram Ram 3500, Service Truck, Transmission, 4WD, 2024 Ram 3500 Tradesman Crew Cab 60 CA 4WD, Knapheide Service Body 7D0466 ---- Bright White 2024 ...

[View Details](#)

Bud Clary Auburn CDJR - Auburn, WA - 276 mi away



\$62,194

MSRP: \$74,503

New 2024 RAM Utility Truck - Service Truck CLASS 3 (GVW 10001 - 14000)

3500 Stock # T435343

2024 Ram 3500HD, Tradesman, 4D Crew Cab, 2024 Ram 3500HD Tradesman Bright White Clearcoat 6.4L V8 RWD Aisin 6-Speed Automatic

[View Details](#)

Tonkin Hillsboro CJDR - Hillsboro, OR - 368 mi away

Price Comps with out Utility Package



\$77,875

[Get Pre-Approval](#)

New 2026 Ram Cab Chassis,Dually CLASS 3 (GVW 10001 - 14000)
3500 Stock # 7D0692

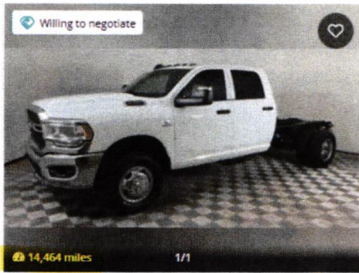
[View Details](#)

2026 Ram Ram 3500, Cab Chassis, Transmission, 4WD, 2026 Ram 3500 Tradesman Crew Cab 60 CA 4WD, Cab Chassis 7D0692 ---- Bright White 2026 Ram 3500 Trad...

5 miles

1/1

Bud Clary Auburn CDJR - Auburn, WA - 276 mi away



\$65,595

[Get Pre-Approval](#)

Used 2024 RAM Flatbed Truck,Dually,Cab Chassis CLASS 3(GVW 10001 - 14000)
3500 Stock # P59059

[View Details](#)

2024 Ram 3500, SLT 4WD Crew Cab 60" CA 172.4" WB, SLT, 4D Crew Cab, 2024 Ram 3500 SLT Clean CARFAX. CARFAX One-Owner.Why the trade discount? We are in...

14,464 miles

1/1

Good Chevrolet Fleet S... - Renton, WA - 272 mi away



\$77,875

[Get Pre-Approval](#)

New 2026 Ram Cab Chassis,Dually CLASS 3 (GVW 10001 - 14000)
3500 Stock # 7D0692

[View Details](#)

2026 Ram Ram 3500, Cab Chassis, Transmission, 4WD, 2026 Ram 3500 Tradesman Crew Cab 60 CA 4WD, Cab Chassis 7D0692 ---- Bright White 2026 Ram 3500 Trad...

5 miles

1/1

Bud Clary Auburn CDJR - Auburn, WA - 276 mi away



AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 6, 2026

MEETING DATE: February 18, 2026

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approving Purchase Order 26-1752 to Pierce Auto for City Hall Vehicle

DESCRIPTION/BACKGROUND:

On December 18, 2025, the City Hall vehicle, 2020 Chevrolet Equinox, was involved in an accident, which resulted in a total loss of the vehicle. After the City's \$1,500 deductible, the City received from ICRMP \$17,483 for the vehicle's value. This vehicle needs to be replaced, as it provides a vehicle for City administration-related business and is occasionally used by other Departments as well for transportation to meetings or conferences, and at times for operational transportation needs. The City reached out to 7 local/regional dealers and received quotes on both new and used vehicles. Pierce Auto provided the best option and value for a 2026 Jeep Compass for \$28,485.00, which includes a \$4,000 rebate.

This amount is within Mayor signature authority, however, the City has purchased multiple vehicles from Pierce Auto and the combined amount requires Council approval for all future purchases to Pierce Auto during FY26.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving PO 26-1752 to Pierce Auto for the purchase of a 2026 Jeep Compass for the City Hall Administration vehicle replacement in the amount of \$28,485.00.

ACTION:

City Council to approve PO 26-1752 to Pierce Auto for the purchase of 2026 Jeep Compass for the City Hall Administration vehicle replacement in the amount of \$28,485.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes – \$45,000 was approved in FY26 budget for a Central Services vehicle for field operations. \$10,517 is being utilized from the \$45,000 approved in budget for the replacement of the City Hall vehicle.

ATTACHMENTS:

- Proposed Resolution

- PO 26-1752 – Pierce Auto
- Pierce Auto Purchase Agreement – 2026 Jeep Compass

No: 26-
Date: February 18, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PURCHASE ORDER #26-1752 TO PIERCE AUTO FOR CITY HALL VEHICLE

WHEREAS: On December 18, 2025, the City Hall vehicle, a 2020 Chevrolet Equinox, was involved in an accident, which resulted in the total loss of the vehicle;

WHEREAS: After the City’s \$1,500 deductible, the City received from ICRMP \$17,483 for the vehicles value;

WHEREAS: This vehicle needs to be replaced, as it provides a vehicle for City administration-related business, is occasionally used by other Departments as well for transportation to meetings or conferences, and at times for operational transportation needs;

WHEREAS: The City reached out to seven local/regional dealers and received quotes on both new and used vehicles;

WHEREAS: Pierce Auto provided the best option and value for a 2026 Jeep Compass for \$28,485, which includes a \$4,000 rebate; and

WHEREAS: This amount is within Mayor signature authority, however, the City has purchased multiple vehicles from Pierce Auto and the combined amount requires Council approval for all future purchases to Pierce Auto during FY26.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves Purchase Order #26-1752 to Pierce Auto Center in the amount of \$28,485, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or his designee is hereby authorized to execute all necessary documents to effect this purchase.

Jeremy Grimm, Mayor

ATTEST:

Hayley Keys, Deputy City Clerk



PURCHASE ORDER
CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. NO.
01/30/2026	26-1752

Item # 7.

SUPPLIER:
VENDOR: 004356 PIERCE AUTO CENTER JD PIERCE INC 30 GUN CLUB RD SAGLE, ID 83860 PH: (208) 263-4212 FX: (208) 263-2067 EMAIL: PAMHAGERMAN@PIERCEAUTOCENTER.COM

SHIP TO:
SANDPOINT CITY HALL CHERYL HUGHES 1123 LAKE ST SANDPOINT, ID 83864-1714 PHONE: (208) 263-3158 EMAIL: AP@SANDPOINTIDAHO.GOV

Description: 2026 JEEP COMPASS (9070)

Details: STOCK #394E

Internal Use Only: QUOTES REQUESTED FROM SEVEN LOCAL VENDORS AND RECEIVED RESPONSES FROM FIVE. RECEIVED BOTH NEW AND USED OPTIONS.

Item No.	QTY	Unit	Description	Unit Price	Amount
2026 JEEP COMPASS (9070)	1.00	DOLLAR	2026 JEEP COMPASS (9070)	32,485.00	
			01-1600-7742-0000	32,485.00	
REBATE	1.00	DOLLAR	REBATE	(4,000.00)	
			01-1600-7742-0000	(4,000.00)	

Total:	\$28,485.00
---------------	--------------------

- Subject to the Terms and Conditions Set By the City of Sandpoint*
1. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.
 2. Purchases may not exceed the total amount of this order without prior approval.
 3. Invoices and Packages must bear the Purchase Order Number above.
 4. All Purchases are subject to a Net 30 payment term.
- Visit www.sandpointidaho.gov for More Details*

PIERCE AUTO CENTER
30 GUN CLUB ROAD
SAGLE ID 83860
208-263-4212

**RETAIL PURCHASE AGREEMENT
[MOTOR VEHICLE PURCHASE CONTRACT]**

CUST#: 6433

Purchaser's Name(s): CITY OF SANDPOINT Deal #: 6693
Address: 1123 LAKE STREET SANDPOINT ID 83864 Date: 01/30/2026
Telephone (1): 208-263-3379 Telephone (2): N/A County: BONNER
E-Mail: AP@SANDPOINTIDAHO.GOV D.L./State I.D.#: 82-6000258 Issuing State: ID Exp. Date: N/A

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR 2026	MAKE JEEP	MODEL Compass	COLOR WHITE	STOCK NO. 394E
VIN/SERIAL NO. 3C4NJDBN0TT179070		ODOMETER READING <input type="checkbox"/> Not Accurate 10		SALESPERSON RECE WOLFF
THE VEHICLE IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> CONSIGNMENT		PRIOR USE DISCLOSURE: <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> EXECUTIVE/OFFICIAL (Pre-Driven) <input type="checkbox"/> RENTAL <input type="checkbox"/> PRIOR LEASE <input type="checkbox"/> OTHER		

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	32485.00
<p>We are selling this Vehicle to you AS-IS and we expressly disclaim all warranties, express and implied, including any implied warranties of merchantability and fitness for a particular purpose, unless the box beside "Used Vehicle Limited Warranty Applies" is marked below or we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction. Any warranties by a manufacturer or supplier other than our Dealership are theirs, <u>not</u> ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this Vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. <u>Traducción española: Veá Párrafo 13.</u></p> <p><input type="checkbox"/> Used Vehicle Limited Warranty Applies. We are providing the attached Limited Warranty in connection with this transaction. Any implied warranties apply for the duration of the Limited Warranty.</p>		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		DEALER DOCUMENTATION FEE*	N/A
		TOTAL SELLING PRICE	32485.00

TRADE-IN VEHICLE INFORMATION			
Year:	Make:	Model:	Color:
N/A	N/A	N/A	N/A
VIN/Serial No:	Odometer Reading:		
N/A	<input type="checkbox"/> Not Accurate N/A		
Trade-In Allowance:	Balance Owed & Lienholder:		
N/A	N/A		

OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS		TITLE FEE	N/A
<input type="checkbox"/> PLEASE SEE THE DELIVERY CONFIRMATION		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
<p>**The Deposit/Down Payment received from you is <u>not refundable</u>, except as set forth in this Retail Purchase Agreement. In the case of a Deposit, we will refrain from selling the Vehicle for <u>N/A</u> days.</p> <p>X _____</p>		<p>*Dealer Documentation Fee: This fee is not required by Law. It is an optional fee charged by our Dealership to cover our costs for providing administrative and documentary services in connection with this transaction.</p>	
<input type="checkbox"/> Please see the Conditional (Spot) Delivery Agreement and Paragraph 16.		TOTAL DUE	32485.00
YOU AND THE DEALER HAVE AGREED THAT THE MOTOR VEHICLE WILL BE DELIVERED TO YOU PRIOR TO THE PURCHASE. IF FINANCING CANNOT BE ARRANGED ON THE TERMS AND WITHIN THE TIME PERIOD AGREED UPON IN THE MOTOR VEHICLE PURCHASE CONTRACT, THE CONTRACT IS NULL AND VOID.		DEPOSIT/DOWN PAYMENT**	N/A
		REBATES	4000.00
		N/A	N/A
		LESS CASH DUE AT DELIVERY	N/A
		AMOUNT TO BE FINANCED (See Paragraphs 12 and 16)	28485.00

I have read all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser _____ Accepted by Authorized Dealership Representative 

Purchaser N/A 87392*1*PA-FI 01/30/2026 04:05

**NOTICE OF
PUBLIC HEARING**

Notice is hereby given that Sandpoint City Council will hold a public hearing during their meeting on February 18th, 2026, scheduled to begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony as Council considers a proposal to amend the City's adopted fiscal year 2025/2026 Fee Schedule to add a membership pause fee and a membership reactivation fee. This hearing is duly noticed pursuant to Idaho Code §63-1211A, which requires a hearing at a public meeting when a city considers imposition of any new fee.

Seating in Council chambers is available on a first-come, first-served basis. The overflow areas outside chambers will

accommodate additional attendance, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to speak from the podium.

Any written testimony to be considered at this meeting must be delivered to City Hall or by email to recreation@sandpointidaho.gov before 5:00 p.m. on Thursday, February 12, 2026.

To request special accommodation to view the application files or participate in the above-noticed meeting, contact the City via the email address or phone number stated above no later than two (2) business days prior to the date of the hearing.
Legal#7631 AD#45558
February 3, 10, 2026



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 5, 2026

MEETING DATE: February 18, 2026

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing – Membership Pause Fee and Membership Reactivation Fee for the James E. Russell Sports Center (2026 Fee Schedule)

INTRODUCTION:

Staff are proposing the introduction of a membership pause fee of \$15 and a membership reactivation fee of \$100 at the James E. Russell Sports Center (JERSC), which will allow annual members who may wish to pause their membership to do so without cancelling it fully and allow such members to reactivate their membership at their discretion should they choose to do so. Rationale for the proposed fee changes is provided below.

RATIONALE FOR NEW FEES:

Currently annual members are unable to pause their membership if there is a month or multiple consecutive months during which they are unable to play at the facility. As a result, they either must pay their full monthly membership due or cancel their membership altogether. In the former scenario, the members pay for a facility they are not actively using, which may lead to many choosing to cancel instead. Members canceling the annual memberships rather than simply pausing them deprives the facility of needed revenue while creating a barrier to the members ability to return to the facility when they wish to resume play.

Industry best practice to avoid the frictions and revenue challenges described above is the use of member pause fees and reactivation fees. Unlike most private racquet sports facilities, JERSC does not charge an "initiation fee" when new members sign up. However, to create an incentive for existing members to remain members, even when a month or two period arises where they will not use the facility, the member pause and reactivation fees creates a reason for them to stay JERSC members, rather than just canceling their membership.

The pause fee allows JERSC members to maintain their membership while traveling or living seasonally out of Bonner County for up to seven months before the \$100 reactivation fee becomes the cheaper option. Any JERSC member who lets their membership expire or lapse or cancels their membership without opting for the pause fee will be required to pay the \$100 reactivation fee at which time they rejoin the facility.

ACTION:

Staff recommends approving the addition of four new fees to the fiscal year 2026 City of Sandpoint Fee Schedule:

- Membership Pause fee: \$15 per month
- Membership Reactivation fee: \$100

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

No: 26-
Date: February 18, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING THE CITY FEES SCHEDULE TO ADD THE JAMES E. RUSSELL SPORTS CENTER (JERSC) MEMBERSHIP PAUSE AND REAVTIVATION FEE

WHEREAS: Current James E. Russell Sports Center (JERSC) annual members are unable to pause their membership if there is a month or multiple consecutive months during which they are unable to play at the facility;

WHEREAS: Members must either pay their full monthly membership due or cancel their membership altogether;

WHEREAS: Members canceling the annual membership rather than simply pausing them deprives the facility of needed revenue while creating a barrier to the members' ability to return to the facility when they wish to resume play;

WHEREAS: The pause fee allows JERSC members to maintain their membership while traveling or living seasonally out of Bonner County for up to seven months before the \$100 reactivation fee becomes the cheaper option; and

WHEREAS: Any JERSC member who lets their membership expire or lapse or cancels their membership without opting for the pause fee will be required to pay the \$100 reactivation fee at which time they rejoin the facility.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves the adoption of the James E. Russell Sports Center Membership Pause and Reactivation Fee and directs amendment of the 2025-2026 City Fees Schedule to reflect this new fee.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 5, 2026

MEETING DATE: February 18, 2026

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing – Membership Pause Fee and Membership Reactivation Fee for the James E. Russell Sports Center (2026 Fee Schedule)

INTRODUCTION:

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ACTION:

Staff recommends approving the addition of four new fees to the fiscal year 2026 City of Sandpoint Fee Schedule:

- Membership Pause fee: \$15 per month
- Membership Reactivation fee: \$100

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:



AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 10, 2026

MEETING DATE: February 18, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Erik Bush PLA, Project Manager, City Forester

SUBJECT: Downtown Revitalization Phase 3 – Draft Basis of Design Concepts Review

DESCRIPTION/BACKGROUND:

On December 5, 2012, City Council adopted the Downtown Streets Plan and Design Guide, envisioning Downtown Sandpoint as the “Hub of the Inland Northwest”—a vibrant and welcoming destination for dining, entertainment, shopping, art, and recreation, fostering a strong sense of community throughout the year. The effort to revitalize Downtown Sandpoint began in the early 2000s, with significant contributions from business owners, property owners, community members, consultants, and City representatives working collaboratively to plan, design, secure funding, and implement improvements.

On May 5, 2021, City Council adopted the Multimodal Transportation Plan (MTMP), which refined the concept for completing the third/final phase of the SURA-funded Downtown Revitalization Project. This phase involves a full reconstruction of First Avenue from Church Street to at least Lake Street, as well as short-term improvements identified in the MTMP at Bridge Street and First Avenue.

On November 15, 2023, City Council adopted an additional report recommending improvements to First Avenue to support new development. These improvements include specialty paving, planting beds, street trees, street furnishings, wayfinding, and signage. A new intersection configuration at Bridge Street and First Avenue is also planned to improve pedestrian safety and improve traffic flow. South of Bridge Street, the plan incorporates expanded sidewalks to accommodate a multi-use pathway and angled parking. The Report also envisions a traffic circle at First and Superior, under a phase 4 improvement.

Phases 1 and 2, completed between 2018 and 2021, improved Cedar Street (from Fifth Avenue to First Avenue) and First Avenue (from Cedar Street to Church Street). These improvements, funded by the Sandpoint Urban Renewal Agency (SURA), provided upgraded pedestrian sidewalks, reconstructed roadway, improved stormwater management, improved lighting, tree planting, and enhanced public spaces.

The Professional Services agreement for the design of the Downtown Revitalization Phase 3 project (Resolution 25-048) was executed on December 3, 2025. This phase will align with the Downtown Streets Plan and Design Guide, the Multimodal Transportation Master Plan, and the Comprehensive Plan. The key objectives of this revitalization effort are to enhance downtown connectivity, improve multimodal infrastructure, and support economic growth.

Phase 3 will extend the improvements along First Avenue from Church Street to approximately Lake Street, including portions of Bridge Street. The project scope includes:

- Road reconstruction
- Wider sidewalks to improve pedestrian accessibility.

- Street furniture and landscaping to enhance public spaces and aesthetics.
- Parking upgrades to improve downtown functionality and access.
- Bioretention cells for stormwater treatment before discharge into Sand Creek.
- Incorporation of public art installations to enhance Sandpoint’s cultural identity.

Welch Comer has prepared conceptual road sections indicating the spatial relationships between various infrastructure and user group needs: pedestrians, bicyclists, and vehicles. The conceptual sections will be presented during the meeting and contain options of various layout and intersection considerations. The intent of the presentation of draft basis of design options is to identify and begin to determine the preferred sections and intersection alignments. These concepts will also be presented during the first Technical Advisory Group meeting, currently scheduled for March 2, 2026. Upon receipt of feedback from these groups, staff will present feedback to City Council, and request action on design preferences allowing Welch Comer to proceed with the design to 30% completion.

STAFF RECOMMENDATION: No action, update only

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? YES; within FY26 budget.

ATTACHMENTS:

1. Project Schedule

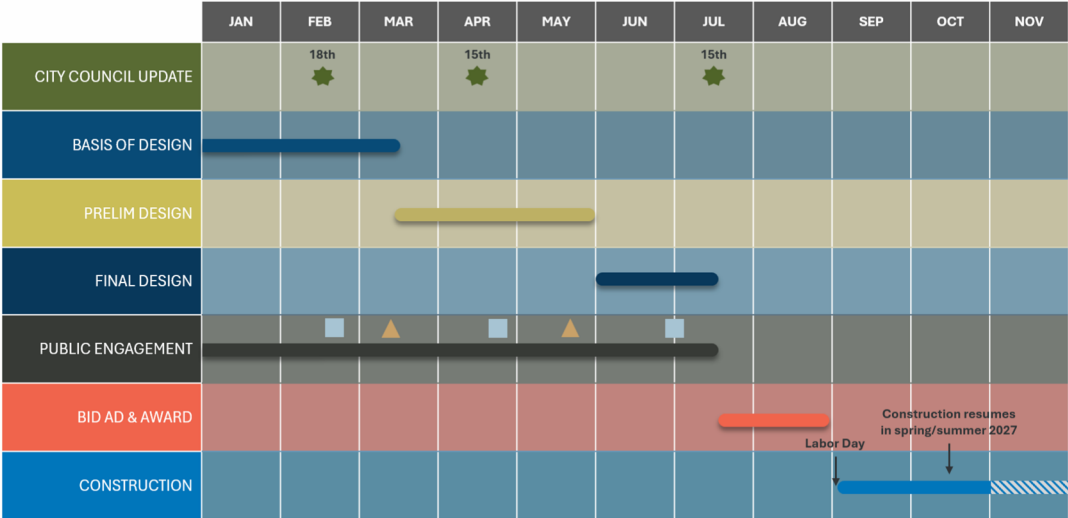
ACTION:

No Action Requested

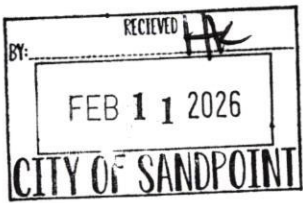
Sandpoint Downtown, Phase 3 – Project Schedule

February 2026

Item # 10.



Tag Meeting Public Meeting



SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 2/11/2026

Date of meeting 2/18/2026

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Joe Tate

Address:

Phone number and email address:

Authorized by: Deb Ruchle

name of City official

Deb Ruchle

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

*Subject: Sandpoint City Code 9-1-3 and Title 9, Chapter 4

Summary of what is being requested:

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes or No [] [X] If yes, in what way?

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: Have they been contacted? Yes or No [X]

3. Is there a need for a general public information or public involvement plan? Yes or No [] [X] If yes, please specify and suggest a method to accomplish the plan:

4. Is an enforcement plan needed? Yes or No [] [X] Additional funds needed? Yes or No [] [X]

5. Have all the affected departments been informed about this agenda item? Yes or No [] [X]

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

*City Staff, please check one box: Consent [] Old Business [] New Business [X] Other/Unknown []

3. The Financial Report on Cash and Investment Transactions for September 2025 was approved as presented.
4. The Financial Report on Cash and Investment Transactions for October 2025 was approved as presented.
5. The Financial Report on Cash and Investment Transactions for November 2025 was approved as presented.
6. Mayor's Memo re: Board Appointments (*confirmation action items below*)
7. The Mayor's reappointment of Ned Brandenberger to the Sandpoint Urban Renewal Agency Board of Commissioners for a term of three years, January 21, 2026, through December 31, 2029, was confirmed.
8. The Mayor's appointment of Kate McAlister to the Sandpoint Urban Renewal Agency Board of Commissioners for a term of three years, January 21, 2026, through December 31, 2029, was confirmed.
9. **Resolution 26-005** Personnel Policy Amendments – approved

Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

Public Hearings

10. Proposed Amendments to Sandpoint City Code Title 9, Chapters 1 and 4, Standards for Residential Lot Coverage and Multifamily Minimum Lot Size and Density

Mayor Grimm announced that the purpose of the public hearing was to take public testimony for Council consideration on proposed amendments to Sandpoint City Code, Title 9, Chapters 1 and 4, pertaining to the standards for residential lot coverage and multifamily minimum lot size and density.

Community Planning and Development Director Jason Welker and Deputy Planning and Development Director/City Planner Bill Dean provided a presentation on the proposed amendments and fielded questions from the Mayor and Councilors.

Mayor Grimm recited the rules and procedure and then opened the hearing.

City residents who testified: Tari Pardini, Christine Moon, Julie Perchynski, Weslie Kary, Branden Sing, Victor Lankaimer, and Ann Giantvalley. Testimony from non-residents: Todd Bradshaw, Pend Oreille Economic Partnership Executive Director Brent Baker, Patrick Green, Derek Mulgrew, and Rebecca Holland. Following testimony, Mayor Grimm closed the public hearing.

Mayor Grimm called for a brief recess at 7:54 p.m., with the meeting reconvening at 8:03 p.m.

Following closure of the public hearing, Council deliberated, with City staff fielding Council members' questions during deliberation.

Councilor Aispuro made a motion to approve the proposed lot size, lot coverage, and density amendments as presented, seconded by Councilor Ruehle. Following some final discussion, the motion passed by a majority vote of Council, as follows:

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Tate, Councilor Torrez

Voting Nay: Councilor Schreiber, Councilor Duquette

Mayor Grimm called for a brief recess at 8:35 p.m., with the meeting reconvening at 8:39 p.m.

11. Proposed Amendments to Sandpoint City Code Title 3, Chapter 12, Short Term Rental of Dwelling Units

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING AND REPLACING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, SECTION 3, AND TITLE 9, CHAPTER 4, SECTIONS 1 THROUGH 6; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Sandpoint Comprehensive Plan, adopted in July 2024, contains policies related to promoting infill and redevelopment within existing neighborhoods, supporting a diversity of housing types and affordability, ensuring efficient land use and sustainable growth, and encouraging compact, connected, and walkable neighborhoods.

WHEREAS, the Comprehensive Plan contains the following Goals related to housing variety, neighborhood character, efficient land use, and housing affordability:

Housing & Neighborhoods, Goal 1: Housing Variety, Objective 1A – Pursue diversity in housing types (Ch. 4, Housing, Goal 1A), and Goal 3: Existing Neighborhoods, Objective 3G – Ensure new housing types are appropriately scaled (Ch. 4, Housing, Goal 3G).

Livable Community Vision, Respect the scale and character of established neighborhoods (Ch. 2, Vision: Livable Community).

Community Character & Design, Goal 1: Character and Identity, Objective 1A – Respect town character in density and site planning (Ch. 3, Goal 1A).

Land Use, Context Area 2 (CA-2: Traditional SF Neighborhoods), Built Form Policy – Structures should respect bulk, mass, and architecture of surroundings (Ch. 6, CA-2 standards).

Quality Places, Goal 4: Efficient Use of Land & Infrastructure, Objective 4G – Allow clustered development and efficient use of utilities (Ch. 6, Goal 4G).

Overall Housing Affordability Direction, Plan Directive: Create additional units through zoning changes (Ch. 4 & Engagement Summary).

WHEREAS, the City Planning and Zoning Commission evaluated amendments to the development standards of the Residential Single-Family (RS) and Residential Multi-Family (RM) zone districts at public meetings on November 4, 2025, November 18, 2025, December 2, 2025, at which meetings the Commission evaluated and made modifications to the proposed standards related to lot coverage and building heights to address the bulk of future structures to balance need for additional flexibility in zoning standards with desires to address housing variety and neighborhood character.

ORDINANCE NO. _____

WHEREAS, the City Planning and Zoning Commission conducted two public hearings on the proposed zoning code amendments on October 21, 2025, and December 16, 2025, and voted to recommend City Council approval of the code changes.

WHEREAS, the City Council conducted a public hearing on January 21, 2026, on the proposed zoning code amendments to the Residential Single-Family (RS) and Residential Multi-Family (RM) zone districts and related changes to Sandpoint City Code Title 9, Chapter 1, related to Definitions, and voted to approve those amendments.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – REPEAL AND REPLACE SANDPOINT CITY CODE 9-1-3

Sandpoint City Code Title 9, Chapter 1, Section 3, Definitions, is hereby repealed in its entirety and replaced with the following:

9-1-3: Definitions:

Words not defined herein shall be given the meanings ordinarily applied to such words. The word "structure" shall include the word "building", and the word "lot" shall include the word "plot".

ACCESSORY BUILDING OR USE: A subordinate building or use, which is located on the same parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or to the main use.

ACCESSORY DWELLING UNIT (ADU): A habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking, and sanitation.

ACREAGE: Any tract or parcel of land which has not been subdivided or platted.

ADJOINING: Properties that touch or bound a particular parcel of land. For notification purposes, parcels that would adjoin a property absent an alley are also included.

AIRPORT: The Sandpoint Airport property, including all land covered by the Sandpoint Airport master plan.

AIRPORT ELEVATION: The highest point of an airport's usable landing area measured in feet from sea level. The elevation of the Sandpoint Airport is two thousand one hundred twenty-seven feet (2,127') above mean sea level.

ALLEY: A public passageway for vehicles shown on the official plat of the city or its additions and designated thereon as an alley.

APARTMENT: A room or suite of rooms in a multiple-family structure which is arranged, designed, used or intended to be used as a housekeeping unit for a single-family.

AUTO WRECKING OR JUNKYARD: Any place where two (2) or more motor vehicles not in running condition, or parts thereof, are stored in the open and are not being restored

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to operation; any land, building or structure used for wrecking or storing of such motor vehicles or parts thereof and including any farm vehicles or farm machinery or parts thereof, stored in the open and not being restored to operating condition; and including the commercial salvaging and scavenging of any other goods, articles or merchandise.

AUTOMOBILE: A passenger vehicle.

AUTOMOBILE REPAIR: General repair, rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

AUTOMOBILE SERVICE STATION: An establishment where automotive fuels and lubricants, accessories and services are sold at retail; however, where the sale of such is only incidental, the establishment or premises shall be classified as a public garage.

BASEMENT: A story partly or wholly underground. Where more than one-half ($\frac{1}{2}$) of its height is above the average level of the adjoining ground, a basement shall be counted as a story for purpose of height measurement.

BED AND BREAKFAST: An owner occupied dwelling where rooms are available for transient lodging and where a morning meal is provided.

BILLBOARD: Any structure or portion thereof upon which are placed signs or advertisements used as an outdoor display. This definition does not include any bulletin boards used to display official court or public office notices, or a sign advertising the sale or lease of the premises on which the sign is located.

BOARDING, LODGING OR ROOMING HOUSE: A building where lodging, with or without meals, is provided for compensation for not fewer than four (4) nor more than twelve (12) persons in addition to members of the family occupying such building.

BUILDING: Any structure utilized or intended for supporting or sheltering any occupancy.

BUILDING AREA: The buildable area of a lot is the space remaining after adherence to the minimum open space requirements of this chapter.

BUILDING FOOTPRINT: The horizontal area, measured from the outside of all exterior walls and supporting columns. It includes all attached and covered components of a structure including residences, garages, covered carports, and covered patios, decks and porches.

BUILDING HEIGHT: The vertical distances measured from the sidewalk level or its equivalent established grade opposite the middle of the front of the building to the highest point of the roof. Where buildings are set back from the street line, the height of the building may be measured from the average elevation of the finished lot grade at the front of the building.

BUILDING LINE: The perimeter of that portion of a building nearest a property line, but excluding open steps, terraces, cornices and other ornamental features projecting from the walls of the building.

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CARPORT: A structure attached or made a part of the main structure which is open to the weather on at least two (2) sides, intended for the use of sheltering not more than two (2) motor driven vehicles.

CHURCH: A nonprofit organization, that is or would be recognized by the internal revenue service as such, which uses buildings, structures, or land for the teaching or practice of religious doctrine or related social functions.

COMMISSION: For the purposes of this title, "commission" shall mean the planning and zoning commission.

COMPREHENSIVE PLAN: An official document pursuant to Idaho Code 67-6508 that includes land within the jurisdiction of the governing board which considers previous and existing conditions, trends, desirable goals and objectives, or desirable future situations for each planning component. The plan with maps, charts, and reports shall be based on the following components unless the plan specifies reasons why a particular component is unneeded: population; economic development; land use; natural resource; hazardous areas; public services, facilities and utilities; transportation; recreation; special areas or sites; housing; community design and implementation.

CONDITIONAL USE: A use listed in a particular zone which is compatible with its surrounding area and permitted if approved by the planning commission or by a hearing body.

CONDOMINIUM: A multiple-family dwelling, duplex, or single unit, in which the dwelling units are individually owned, with each owner having a recordable deed enabling the unit to be sold, mortgaged, or exchanged independently.

COURT: An open unoccupied space, other than a yard, on the same lot with a building and bounded on two (2) or more sides by such building.

CURB GRADE: The established elevation of the curb measured at the center of the front of a building. Where no curb grade has been established, the city shall establish such curb level or its equivalent for the purpose of this chapter.

DANCE HALL: A large room used mainly for dancing. (Synonyms: ballroom, dance palace.)

DAYCARE CENTER: A place or facility providing daycare for compensation for thirteen (13) or more children.

DISTRICT: A section or sections of the incorporated area of the city for which the regulations and provisions governing the use of buildings and land are uniform for each class of use permitted therein.

DWELLING, APARTMENT OR MULTIPLE-FAMILY: A building or portion thereof, designed for occupancy by three (3) or more families living independently of each other.

DWELLING, DUPLEX: A building, including modular housing, containing two (2) dwelling units with a common wall located on a single lot.

DWELLING, SINGLE-FAMILY ATTACHED: A single-family dwelling attached to another single-family dwelling, such as a townhouse, on its own lot.

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DWELLING, SINGLE-FAMILY OR ONE-FAMILY: A detached building, other than a mobile home or modular home, containing one dwelling unit and not including timeshare ownership of that dwelling unit.

DWELLING UNIT: One or more rooms designed for occupancy by one family for living purposes and having only one cooking facility, but not including motel units.

FACADE: The entire area of a building facing or side extending from the roof or parapet to the ground and from one corner of the building to another but does not include any structural or nonstructural elements which extend beyond the roof of a building.

FAMILIAL STATUS: One or more individuals (who have not attained the age of eighteen (18) years) being domiciled with:

- A. A parent or another person having legal custody of such individual or individuals; or
- B. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen (18) years.

FAMILY: A single individual or two (2) or more persons living together as one housekeeping unit using one kitchen.

FAMILY DAYCARE HOME: A home, place or facility providing daycare for six (6) or fewer children.

FRONTAGE: All property on one side of a street between two (2) intersecting streets, or natural barriers.

GARAGE, PRIVATE: An accessory building for the storage of not more than three (3) motor driven vehicles of which not more than one shall be a commercial vehicle of not more than two (2) tons' capacity.

GARAGE, PUBLIC: A building other than a private garage used for the care, repair of equipment or automobiles, or for vehicles parked or stored for remuneration, hire or sale.

GATED COMMUNITY: A residential neighborhood where accessibility is controlled by means of a gate, guard, barrier or other similar improvement within or across a privately maintained right-of-way.

GROUP DAYCARE FACILITY: A home, place, or facility providing daycare for seven (7) to twelve (12) children.

GUESTHOUSE: A structure for human habitation, containing one or more rooms with bath and toilet facilities, but not including a kitchen or facilities which would provide a complete housekeeping unit.

HARD SURFACING: A surface constructed of asphalt, concrete, polymer blocks or other like substance recognized in the industry as providing a pavement like surface which like substance is approved by the city engineer or public works director.

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HAZARD TO AIR NAVIGATION: An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace.

HEIGHT: See definition of Building Height.

HOME OCCUPATION: An occupation, profession or business activity including family daycare (six (6) or fewer children), where the primary location of business and/or the official business address is at the home which results in a product or service for gain, is clearly incidental and subordinate to the use of the premises as a dwelling unit and does not change the character thereof. Examples of permissible uses include tutoring and music lessons that occur one on one or similar types of uses.

HOSPITAL, SANATORIUM, HOSPICE: An institution open to the public, in which sick patients or injured persons are given medical or surgical care; or for the care of contagious diseases or terminally ill patients.

HOTEL: A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are six (6) or more guestrooms, and in which no provisions are made for cooking in any individual room or suite.

IMPERVIOUS SURFACE: A hard surface area that significantly prevents or impedes the infiltration of water into the soil. Impervious surfaces include, but are not limited to, buildings, roofed structures, concrete or asphalt driveways and walkways, patios, decks with impervious surfaces, compacted gravel areas intended for parking or circulation, and other hard-surfaced areas. The City Engineer shall have the discretion to determine whether a particular surface or material is considered impervious based on its design, construction, and performance.

INSTITUTION: A building occupied by a nonprofit corporation or a nonprofit establishment for public or semipublic use.

KENNEL: Any lot or premises on which four (4) or more dogs, at least four (4) months of age, are kept.

LABORATORY: A place devoted to experimental study such as testing and analyzing. Manufacturing of a product or products is not to be permitted within this definition.

LOADING SPACE: An off-street space or area on the same lot with a building or contiguous to a group of buildings for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which abuts upon a street, alley or other appropriate means of access.

LOT: A plot of land legally divided from a larger area of land occupied or suitable for occupancy by one main building or use, with accessory buildings, including the open spaces required by this title, and having its principal frontage upon a public street or highway. A lot is distinguished from a parcel in that a parcel can be one or more lots, or a portion of a lot, identifiable through either legal description or plat.

LOT, CORNER: A lot situated at the intersection of two (2) or more streets.

LOT DEPTH: The horizontal distance between the front and rear lot lines.

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LOT FRONTAGE: The front of a lot shall be that boundary of a lot along a public street; and for a corner lot the front shall be the shorter lot boundary along a street.

LOT, INTERIOR: A lot other than a corner lot.

LOT OF RECORD, SUBSTANDARD ORIGINAL: Any legally created individual nonconforming lot that does not meet the minimum lot width or area requirements of the district in which it is located. Such lot may be utilized for those uses permitted within its zoning district if all other requirements of this title are met. Residential development of substandard original lots of record is subject to section 9-4-6 of this title.

LOT, REVERSED CORNER: A corner lot the rear of which abuts upon the side of another lot whether across an alley or not.

LOT WIDTH: The horizontal distance between the side lot lines.

MOBILE HOME: A vehicle or structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, is intended for human occupancy and is being used for residential purposes.

MOBILE HOME PARK: Any plot of ground upon which two (2) or more occupied mobile homes are located.

MOBILE HOME SPACE: A plot of ground within a mobile home park designated for the accommodation of one mobile home.

MODULAR HOUSING: A dwelling unit manufactured off site, built to be used for permanent residential occupancy, to be set on a permanent foundation and conforming to the applicable building code.

MOTEL: A group of attached or detached buildings containing individual sleeping or living units where a majority of such units open individually and directly to the outside, and where a garage is attached or a parking space is conveniently located to each unit, all for the use by automobile tourists or transients, and such words include motor lodges, motor inns, and similar terms.

NONCONFORMING USE: Any building, structure or land lawfully occupied by a use or lawfully situated which does not conform to the regulations of this title.

NONPRECISION INSTRUMENT RUNWAY: A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight in nonprecision instrument approach procedure has been approved or planned.

NURSING HOME OR REST HOME: A private hospital for the care of children, the aged or infirm or a place of rest for those suffering bodily disorders, but not including facilities for the treatment of sickness or injuries or for surgical care.

PARKING AREA/FACILITY, PRIVATE: Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does

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not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles.

PARKING AREA/FACILITY, PUBLIC: An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

PARKING SPACE: An area, enclosed or unenclosed, which has adequate access to a public street or alley, sufficient in size to store one automobile.

PERSON: An individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity; includes a trustee, a receiver, an assignee, or a similar representative of any of them.

PLANNED UNIT DEVELOPMENT: An area of land pursuant to Idaho Code 67-6515 in which a variety of residential, commercial, industrial and other land uses are provided for under single ownership or control.

PORCH: A roofed entrance to a building, projecting out from the wall or walls of the main structure and commonly open in part to the weather.

PRECISION INSTRUMENT RUNWAY APPROACH ZONE: The inner edge of this approach zone coincides with the width of the primary surface and is one thousand feet (1,000') wide. The approach zone expands outward uniformly to a width of sixteen thousand feet (16,000') at a horizontal distance of fifty thousand feet (50,000') from the primary surface. Its centerline is the continuation of the centerline of the runway.

PRESCHOOL: An institution primarily engaged in child training and academic instruction prior to the mandatory first grade.

PRIMARY SURFACE: A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends two hundred feet (200') beyond each end of that runway; for military runways or when the runway has not specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The width of the primary surface is set forth in the airport overlay zone district. The elevation on the primary surface is the same as the elevation of the nearest point on the runway centerline.

RUNWAY: A defined area on an airport prepared for landing and takeoff of aircraft along its length.

SCHOOL: An institution primarily engaged in academic instruction, public, parochial or private and recognized or approved by the state.

SETBACK: The minimum required distance between a property line and any portion of a building excepting projections as allowed by this title.

SIDEWALK: That portion of a street between the lateral lines of the roadway and the adjacent property lines set apart for use by pedestrians.

SITE PLAN REVIEW: The process whereby the planning department shall review the site plans, maps and other studies to assist in determining the manner in which the applicant intends to make use of his property to assure that they meet the stated purposes and

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standards of the zoning district and provide for the necessary public facilities associated with the development.

STORY: That portion of a building included between the surface of any floor and the surface of the floor next above it or if there be no floor above it, then the space between such floor and the ceiling next above.

STREET: The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", and other similar designations.

STRUCTURAL ALTERATIONS: Any change which would prolong the life of the supporting members of a building or structure, such as bearing walls, columns, beams or girders.

STRUCTURE: That which is built or constructed.

TERRACE, OPEN: A level and rather narrow plain or platform which, for purposes of this title, is located adjacent to one or more faces of the main structure and which is constructed not more than four feet (4') in height above the average level of the adjoining ground.

TIMESHARE CONDOMINIUM: A condominium in which units are individually owned by a family or group of persons for a variable amount of time during the year, and in which part or all of the units may be available to transients for rent or on an exchange basis. For the purposes of this title, timeshare condominium or unit shall be considered a motel.

TOWNHOUSE: An attached dwelling, designed for residence by a single-family or household, that shares a party or common wall and occasionally a single roof with at least one other similar residence. Townhouses and the land they rest upon are usually individually owned with a proportional interest in the common areas of the development.

TRAILER: A vehicle without motive power used for human habitation, including a trailer coach or house trailer designed to be drawn by a motor vehicle.

TRAILER PARK, MOBILE HOME PARK, TRAILER COURT: Any premises occupied or designed to accommodate more than one mobile home or trailer.

USE: The purpose for which land or a building is intended, designed, arranged or maintained.

VACATION HOME RENTAL OCCUPANCY: The use of a dwelling unit by any person or group of persons who occupies or is entitled to occupy a dwelling unit for remuneration for a period of time less than thirty (30) days but at least two (2) days, counting portions of days as full days. "Remuneration" means compensation, money, rent or other bargained for consideration given in return for occupancy, possession or use of real property. Home exchanges where money is not transferred shall be excluded from this definition.

VISUAL RUNWAY: A runway intended solely for the operation of aircraft using visual approach procedures.

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YARD: An open space unoccupied and unobstructed from the ground upward, on the same lot with a main building, except as otherwise provided in this chapter.

YARD, FRONT: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building.

YARD, REAR: A yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

YARD, SIDE: That part of the yard lying between the main building and a side lot line, and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard.

ORDINANCE SECTION 2 – REPEAL AND REPLACE SANDPOINT CITY CODE TITLE 9, CHAPTER 4, SECTIONS 1 - 6

Sandpoint City Code Title 9, Chapter 4, Sections 1 through 6, are hereby repealed in their entirety and replaced with the following:

9-4-1: Residential Single-Family (RS) Zone:

9-4-1-1: Purpose:

The Single-Family Zone is intended to preserve land for housing and to provide housing opportunities for individual households. The zones implement the comprehensive plan policies and designations for single-family housing in the CA-2 areas identified in the 2009 comprehensive plan.

9-4-1-2: Use Regulations:

The use regulations are intended to create, maintain and promote single dwelling neighborhoods. They allow for some nonhousehold living uses but not to such an extent as to sacrifice the overall image and character of the single dwelling neighborhood.

The following regulations shall apply:

- P Permitted use
- C Conditional use¹
- N Not permitted

Residential (except for uses located on original substandard lots of record):	
Accessory dwellings as provided in section 9-1-8 of this title	P
Duplex on a single lot	N
Cottage housing in accordance with section 9-4-7 of this chapter	P ³
Gated communities	N
Manufactured homes subject to the following provisions, conditions, and regulations:	P

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A. The manufactured home shall be multi-sectional, unless sited in a recognized, existing or newly created manufactured housing community.	
B. The manufactured home shall be placed on an excavated and backfilled foundation and enclosed at the perimeter in such a manner that the home is located not more than twelve inches (12") above grade.	
C. In addition to the provisions of subsection A of this use, a manufactured home shall be subject to any development standard, architectural requirements and minimum size requirements to which a conventional single-family residential dwelling on the same lot would be subjected.	
Multi-family dwellings	N
Short term rentals subject to the licensing requirements set forth in title 3, chapter 12 of this Code	P
Single-family dwellings, private garages, and such outbuildings as may be incidental thereto. Such outbuildings shall not be used, occupied or equipped for a permanent dwelling or guesthouse and not more than 1 dwelling shall occupy 1 lot, except as otherwise provided for in this title	P
Residential (located on original substandard lots of record):	
Single-family dwellings	P ²
Duplex on a single lot	N
Attached housing (two or three units)	P ²
Nonresidential:	
Cemeteries	C
Churches and accessory buildings used for religious teachings	C
Community centers, nonmunicipally owned	N
Daycare, including homeschooling:	
Home (6 or less - home occupation)	P
Group (7—12)	N
Daycare facilities (13+)	N
Fire stations	N
Home occupations	P
Kennels; commercial or private, even as a home occupation	N
Libraries	C
Municipally owned facilities	P
Other uses not specifically listed	N
Parks or playgrounds:	
Private	C
Public	P
Police stations	N
Public utility facilities	P
Recreation buildings, nonmunicipally owned	N

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Schools, public or private, except those schools of vocational nature which operate similarly to a retail business where a product or products may be purchased on the premises	C
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Notes:

1. Any use legally established as a permitted use now subject to conditional use approval shall be subject to conditional use approval to expand such use.
2. Subject to standards set forth for development of residential original substandard lots of record, SCC 9-4-6.
3. Subject to standards set forth for cottage housing development.

9-4-1-3: Development Standards:

The development standards for the Residential Single-Family Zone preserve the character of single-family neighborhoods and provide flexibility to allow different densities and development standards. The development standards work together to promote desirable residential areas by addressing aesthetically pleasing environments, safety, privacy, energy conservation, and recreational opportunities. The site development standards allow for flexibility of development while maintaining compatibility within the city's various single-family neighborhoods. In addition, the regulations provide certainty to property owners, developers, and neighbors about the limits of what is allowed.

- A. Lot Areas: No building or structure nor the enlargement of any building or structure shall be hereafter erected or maintained unless the following described yards and lot areas are provided and maintained in connection with said building, structure or enlargement:

Every building erected shall be on a lot having an area of not less than five thousand (5,000) square feet with a frontage on public streets of not less than fifty feet (50') and shall have a width of not less than fifty feet (50') at the front building line. Lots with frontage on a cul-de-sac shall have a minimum frontage on a public road of not less than fifty feet (50').

- B. Setbacks:

1. Purpose: The setback regulations for buildings and garage entrances serve several purposes:
 - a. They maintain light, air, separation for fire protection, and access for firefighting;
 - b. They reflect the general building scale and placement of houses in the city's single-family neighborhoods;
 - c. They promote a reasonable physical relationship between residences;
 - d. They promote options for privacy for neighboring properties;
 - e. They require larger front setbacks than side and rear setbacks to promote open, visually pleasing front yards;

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- f. They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity; and
 - g. They provide room for a car to park in front of a garage door without overhanging the street or sidewalk, and they enhance driver visibility when backing onto the street.
2. General Exception to all Setbacks: Minor features of a building such as eaves, chimneys, water collection cisterns and planters, air conditioning units, bay windows, uncovered balconies, covered side and rear entryway overhangs, may extend into the required setback. Bays and bay windows encroaching into the setback also must meet the following requirements: a) each bay and bay window may be up to twelve feet (12') long, but the total area of all bays and bay windows on a building facade cannot be more than thirty percent (30%) of the linear total of the facade; b) bays and bay windows must cantilever beyond the foundation of the building; and c) the bay may not include any doors.
 3. Front Setbacks: Each lot shall have a front setback of not less than twenty feet (20') in depth from front lot line, except as follows:
 - a. Porches: Unenclosed front porches may encroach into the front setback up to ten feet (10') from the front lot line.
 - b. Garages: Any garage, detached or attached, shall be set back a minimum of twenty-five feet (25') from the front lot line.
 4. Side Setbacks: Each lot shall have a side setback of not less than five feet (5') in depth from the side lot line, except as follows:
 - a. Street Side Setback: The street side setback shall be twenty feet (20') unless features such as projections, recessions, windows, or other architectural treatment are incorporated to prevent a blank wall appearance, in which case the street side setback may be reduced to ten feet (10'). This standard does not apply to garages accessed off the side street.
 - b. Garages:
 - i. Detached garages on interior lots shall have a side setback of no less than three feet (3').
 - ii. Garages accessed from a street side lot line which include parking between the garage and the lot line shall have a setback of no less than twenty-five feet (25') from the street side lot line
 - iii. Garages accessed from a street side lot line which do not include parking between the garage and the lot line shall have a setback of no more than three feet (3') and no less than one foot (1') to prevent parking overhang onto the public right of way.

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- iv. Garages accessed from an alley shall adhere to the street side setback as established above in 3a.
 - c. Accessory buildings/structures shall have a setback from the side lot line of five feet (5’).
 - d. Accessory dwelling units shall follow the regulations of accessory buildings unless located above a garage, in which case they shall follow the standards for garages.
5. Rear Setbacks: Each lot shall have a rear setback of not less than fifteen feet (15’) in depth from the lot line, except as follows:
- a. Alley accessed garages shall have a setback from the rear lot line of one foot (1’)
 - b. Accessory buildings shall have a setback from the rear lot line of five feet (5’)
 - c. Accessory dwelling units shall follow the regulations of accessory buildings unless located above a garage, in which case they shall follow the standards for garages.

6. Riparian and Shoreline Setback:

- a. Purpose: The purpose of this subsection B.6. is to protect scenic and recreational resources, water quality and natural shoreline habitat. In addition, shoreline setbacks and buffers help avoid damage to development from erosion and flooding.

The waterfront building setback for new development and redevelopment (tear downs) along waterfront properties within the city of Sandpoint shall be a minimum of forty feet (40’) from the artificial high water mark. For purposes of this subsection B.6., the artificial high water mark shall be considered according to the North American vertical datum of 1988 (NAVD88) as 2,066.4 or 2,062.5 feet using the national geodetic vertical datum of 1929 (NGVD29).

New development adhering to the forty foot (40’) setback and/or reconstruction that involves issuance of a building permit for greater than twenty-five thousand dollars (\$25,000.00) of improvements, shall be required to plant fifty percent (50%) of the area in the minimum twenty-five foot (25’) building setback with native vegetation comprised of a mixture of grasses and shrubs. For the purpose of this subsection B6, building permit valuation shall be a cumulative aggregate from the date of the adoption hereof forward.

The city shall assist the applicant in determining appropriate native vegetation required, and will coordinate with the applicant on the planting success the following year.

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The building setback can be reduced to twenty-five feet (25') if the setback area is revegetated with primarily native vegetation. Establishment of a tree canopy is encouraged. No constructed structures other than those required for waterfront access/docks are allowed within the twenty-five foot (25') setback. The applicant shall record on the title documentation from the city of Sandpoint confirming that the structure has been built under the flexible setback option and as such, the structure is conforming and the area within the twenty-five foot (25') lakefront setback is to remain planted primarily with native vegetation (as described above).

A variance may be sought for those projects or activities for which it can be demonstrated that strict compliance would result in a practical difficulty. City owned property shall be exempt from the required standards.

- b. Shoreline Setback Exceptions: Placement of constructed trams, rails, uncovered steps, stairs or walkways, any of which shall be five feet (5') or less in width and installed to provide access to the shoreline, are permitted within the shoreline setback. Such structures shall not be constructed in a manner that is parallel to the shoreline that would create a boardwalk along the waterfront (except where steep slopes require switchback designs).

C. Lot Coverage and Impervious Surface:

- 1. Purpose: The lot coverage, building footprint, and impervious surface standards in the RS zone are intended to balance development flexibility with the preservation of neighborhood character, access to light and air, and the traditional open, landscaped qualities of single-family residential areas. By limiting the extent of impervious surfaces, including buildings, driveways, patios, and similar improvements, the code promotes landscaping, shade trees, gardens, and other pervious outdoor spaces that define the visual and environmental character of Sandpoint's neighborhoods.

In addition, the two-story building footprint limit is intended to manage the bulk and massing of taller residential structures. This standard accommodates larger single-story homes while preventing the construction of disproportionately large or imposing two-story forms that diminish neighboring access to light, air, and privacy. Together, these standards provide a clear and predictable framework that supports homeowner flexibility and housing choice while ensuring that new development remains compatible with the scale and livability of established RS neighborhoods.

- 2. Maximum Impervious Surface: Each lot upon which a dwelling, garage or other accessory structure is constructed shall have a maximum impervious surface (including building footprint and surfaces such as driveways, walkways, patios, and parking areas) of 70% of the lot size.

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D. Building Height:

- 1. Purpose: The building height standards are intended to maintain an appropriate sense of scale within Sandpoint’s single-family residential neighborhoods by preventing individual structures from dominating the built environment or encroaching on adjacent homes. By linking maximum height to the proportion of lot area covered by a structure, these standards encourage a variety of building forms, preserve access to light and air, reduce the visual mass of two-story construction, and support the open, traditional character of Sandpoint’s residential areas. The standards work in concert with setbacks and impervious surface limits to promote compatible development patterns and protect neighborhood livability.
- 2. No structure on a lot shall exceed the following height limits as measured from the finished grade:

Lot coverage percentage	Building height
Up to 35%	35’ maximum
Greater than 35% up to 70%	18’ maximum

For the purposes of this section, any horizontal area of a building or structure that is located below any portion of a roof or building element whose height exceeds eighteen feet (18’) above finished grade shall be counted towards the lot coverage for structures exceeding eighteen feet (18’). This includes, but is not limited to:

- a. All floor area, enclosed or unenclosed, located beneath a roof plane that reaches or exceeds 18’ in height;
 - b. Cantilevers, covered porches, decks, breezeways, or other projections whose covering or structure support exceeds 18’; and
 - c. Any vertical building element, such as walls, gables, dormers, roof extensions, or architectural projections, whose highest point exceeds 18’.
- 3. Exceptions To The Maximum Height:
 - a. Chimneys, flagpoles, satellite receiving dishes, roof mounted solar panels and other similar items may extend above the height limit, as long as they do not exceed five feet (5’) above the top of the highest point of the roof.
 - b. Utility power poles, and public safety facilities are exempt from the height limit.

E. Garage Design Standards:

- 1. Purpose: Together with the main entrance and street facing facade standards, these standards ensure that there is a physical and visual

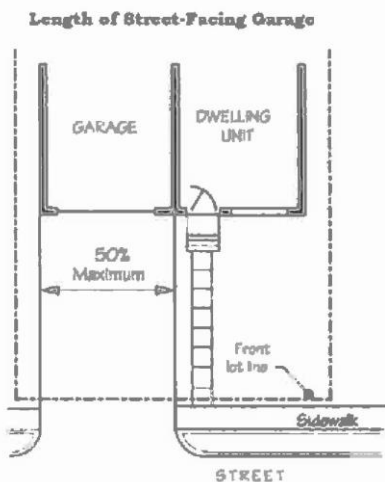
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connection between the living area of the residence and the street. Additionally these standards:

- a. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;
 - b. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;
 - c. Provide for a more pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and
 - d. Enhance public safety by discouraging garages from blocking views of the street from inside the residence.
2. Applicability: The regulations of this subsection E apply to all attached or detached garages in the residential single-family zone.
3. Standards:
- a. Any garage wall with entrance facing the street may be up to fifty percent (50%) of the width of the street facing unit façade. (See Figure 1 of this section.)

Figure

1



- b. Garages shall be recessed, or may be flush to the primary facade when the primary facade contains an unenclosed porch having a depth of seven feet (7') or greater and occupying a minimum of twenty-five percent (25%) of the linear primary structure facade. No portion of a garage may protrude past the front of the primary façade of the dwelling unit.

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- c. Garages walls greater than twelve feet (12') in height or twenty-four feet (24') in length shall include architectural detail to break up and limit the massive appearance of the wall. Doing so requires utilizing at least two (2) of the following architectural features on street facade:
 - i. Dormers;
 - ii. Gables;
 - iii. Covered porch entries;
 - iv. Pillars or posts;
 - v. Eaves;
 - vi. Offsets in building face or roof (minimum of sixteen inches (16"));
 - vii. Window trim;
 - viii. Bay windows;
 - ix. Balconies;
 - x. An alternative feature providing for visual relief.
 - d. On corner lots, walls facing the side street must meet the standards of subsection E, 3, c.
 - e. Street-facing garages are prohibited on lots narrower than 37.5 feet in the residential single-family zone.
 - f. Second floor windows facing abutting residential lots shall utilize appropriate glass block or opaque glass, or clerestory windows to maintain privacy of adjacent residential property.
4. Existing Detached Garages:
- a. Change of Use: In the residential single-family zone, a detached garage that is in the side or rear setback may be converted to another type of detached covered accessory structure so long as it is compliant with regulations specified in section 9-1-8 or 9-1-5 of this title. Second floor windows facing abutting lots utilize appropriate material (glass block or opaque glass) to maintain privacy of adjacent property.
 - b. Rebuilding: A detached garage that is nonconforming due to its location in a setback, may be rebuilt on the footprint of the existing foundation, if the garage was originally constructed legally. Where the structure facade faces a street, garages utilizing this provision shall be designed and reconstructed in a manner to prevent a blank wall appearance through the utilization of projections, recessions, windows or other architectural treatment.
 - c. Additions: An addition may be made to a detached garage that is nonconforming due to its location in a setback, provided the expansion complies with all other standards of this section.

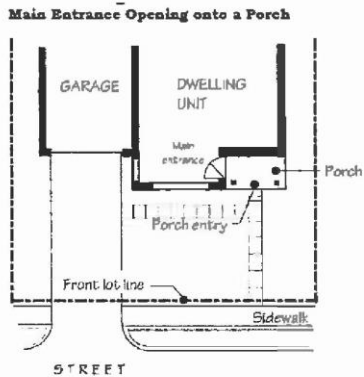
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F. Main Entrance Design Standards:

1. Purpose: These standards:
 - a. Together with the street facing facade and garage standards, ensure that there is a physical and visual connection between the living area of the residence and the street;
 - b. Enhance public safety for residents and visitors and provide opportunities for community interaction;
 - c. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and
 - d. Ensure that pedestrians can easily find the main entrance, and so establish how to enter the residence.
 - e. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.
2. Applicability:
 - a. The standards of this subsection F apply to houses, attached houses, and manufactured homes, in the residential single-family zone;
 - b. Where a proposal is for an alteration or addition to existing development, the standards of this subsection F apply only to the portion being altered or added;
 - c. On sites with frontage on both a private street and a public street, the standards apply to the site frontage on the public street. On all other sites with more than one street frontage, the applicant may choose on which frontage to meet the standards.
3. Standards:
 - a. Location: At least one main entrance for each structure must:
 - (1) Either:
 - (A) Face the street;
 - (B) Be at an angle of up to forty-five degrees (45°) from the street; or
 - (C) Open onto a porch. (See Figure 2 of this section.) The porch must be a covered unenclosed porch with a minimum of twenty-five (25) square feet in area.

Figure

2



G. Street Facing Façade Design Standards:

1. Purpose: These standards:
 - a. Together with the main entrance and garage standards, ensure that there is a visual connection between the living area of the residence and the street;
 - b. Enhance public safety by allowing people to survey their neighborhood from inside their residences; and
 - c. Provide a more pleasant pedestrian environment by preventing large expanses of blank facades along streets.
2. Applicability: The standard of this subsection G applies to houses, attached homes, and manufactured homes in the residential single-family zone. Where a proposal is for an alteration or addition to existing development, the applicant may choose to apply the standard either to the portion being altered or added, or to the entire street facing facade.
3. Standards: At least fifteen percent (15%) of the square footage area of each facade that faces a street lot line must be comprised of windows or main entrance doors. Glass block does not meet this standard.

H. Attached Housing Options:

1. Purpose: The alternative development options allow for variety in development standards while maintaining the overall character of a single dwelling neighborhood. These options have several public benefits:
 - a. They allow for development which is more sensitive to the environment, especially in hilly areas and areas with water features and natural drainageways;
 - b. They allow for the preservation of open and natural areas;

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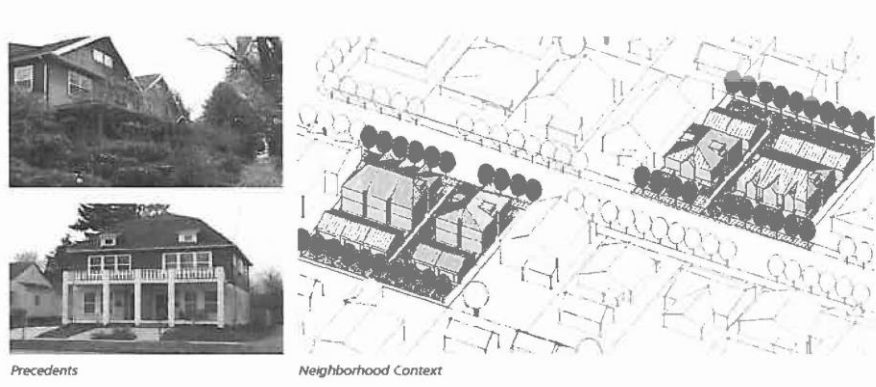
- c. They promote better site layout and opportunities for private recreational areas;
 - d. They promote opportunities for affordable housing;
 - e. They promote energy efficient development; and
 - f. They allow for the provision of alternative structure types where density standards are met.
 - g. They reduce the impact that new development may have on surrounding residential development.
 - h. Attached housing allows for more efficient use of land and for energy conserving housing.
2. Where This Standard Applies: The regulations of this subsection apply to all attached housing in the residential single-family zone. The alternative development options listed in this subsection H are allowed by right unless specifically stated otherwise. The project must comply with all of the applicable development standards of this subsection H. The project must also conform to all other development standards of the base zone unless those standards are superseded by the standards in this subsection H.
3. The Standard:
- a. Area Requirements:
 - (1) Lot Dimensions: Attached housing must be on a lot that has a minimum area of ten thousand (10,000) square feet unless otherwise stated by this code.
 - (2) Building Setbacks:
 - (A) Interior (Noncorner) Lots: On interior lots the side building setback on the side containing the common wall is reduced to zero. The reduced setback applies to all buildings on the lot and extends along the full length of the lot line that contains the common or abutting wall. The side building setback on the side opposite the common wall must be ten feet (10').
 - (B) Corner Lots: On corner lots either the rear setback or nonstreet side setback may be reduced to five feet (5'). However, the remaining nonstreet setback must comply with the requirements for a standard rear setback.
 - b. Number of Units: A maximum of two (2) units are allowed per structure. Attached houses may have a common wall. Accessory dwelling units are prohibited on lots developed with attached housing.
 - c. Single-Family Character: Attached housing shall contribute to the single-family character of the neighborhood by utilizing exemplary

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design and architecture to seamlessly integrate with other structures in the vicinity. (See Figure 3 of this section.)

Figure

3



- d. **Second Story Design:** A second story of any attached housing unit requires additional design standards. Along the street facing facade, the building shall incorporate features such as offsets, balconies, projections, window reveals, or similar elements to preclude large expanses of uninterrupted building surfaces. Such features shall occur at a minimum of every twelve feet (12') along the vertical face of the facade, and each floor shall contain a minimum of offsets or breaks in facade of two feet (2') or greater in depth.
- e. **Landscape Standards:** The following landscape standards must be met on lots in the residential single-family zone to qualify for attached housing development:
 - (1) A minimum of three (3) front yard trees with a minimum dbh of two inches (2") shall be planted per unit.

9-4-2: Residential Multi-Family (RM) Zone:

9-4-2-1: Purpose:

Areas zoned as Residential Multi-Family (RM) are intended to preserve land for housing and to provide diversity in housing options. This zone implements the comprehensive plan policies for those areas identified as CA-3 in the 2009 comprehensive plan.

9-4-2-2: Use Regulations:

These use regulations are intended to create opportunities for new types of housing that seamlessly integrate with existing neighborhoods in the area. The regulations allow for a wider range of housing types compared to Residential Single-Family (RS) in order to create a denser neighborhood form.

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The following regulations shall apply:

- P Permitted use
- C Conditional use¹
- N Not permitted

Residential (except for uses located on original substandard lots of record):	
Accessory dwellings as provided in section 9-1-8 of this title	P
Attached housing	P
Clubs, lodges, fraternal organizations, when not operated for profit	P
Cottage housing	P ³
Duplex	P
Gated communities	N
Manufactured homes subject to following provisions, conditions and regulations:	P ⁴
A. The manufactured home shall be multi-sectional, unless sited in a recognized, existing or newly created manufactured housing community.	
B. The manufactured home shall be placed on an excavated and backfilled foundation and enclosed at the perimeter in such a manner that the home is located not more than 12 inches above grade.	
C. In addition to the provisions of subsection A of this use, a manufactured home shall be subject to any development standard, architectural requirements and minimum size requirements to which a conventional single-family residential dwelling on the same lot would be subjected.	
Multi-family dwellings:	
7 units or less	P
8 units or more	C
Short term rentals subject to the licensing requirements set forth in title 3, chapter 12 of this Code	P
Single-family dwellings, private garages, and such outbuildings as may be incidental thereto. Such outbuildings shall not be used, occupied or equipped for a permanent dwelling or guesthouse and not more than 1 dwelling shall occupy 1 lot, except as otherwise provided for in this title	P
Nonresidential:	
Cemeteries	C
Churches and accessory buildings used for religious teachings	C
Community centers, nonmunicipally owned	C
Community garden. No commerce/retail sales permitted on site	P
Daycare, including homeschooling:	
Home (6 or less - home occupation)	P

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Group (7—12)	C
Daycare facilities (13+)	C
Fire stations	N
Home occupations	P
Kennels; commercial or private, even as a home occupation	N
Libraries	C
Neighborhood eatery. Performance standards that apply to neighborhood eatery uses in this zone consist of, but are not limited to, the following criteria:	C
A. The premises must be owner occupied.	
B. Entrances shall be located along the primary street frontage.	
C. Hours of operation between 7:00 a.m.—10:00 p.m.	
D. Delivery times shall be limited to hours of operation.	
Municipally owned facilities	P
Other uses not specifically listed	N
Parks or playgrounds:	
Private	C
Public	P
Police stations	N
Public utility facilities	C
Recreation buildings, nonmunicipally owned	N
Schools, public or private, except those schools of vocational nature which operate similarly to a retail business where a product or products may be purchased on the premises	C

Notes:

1. Any use legally established as a permitted use now subject to conditional use approval shall be subject to conditional use approval to expand such use.
2. Subject to standards set forth for the standards for development of residential original substandard lots of record.
3. Subject to standards set forth for cottage housing development.
4. The recognized, existing communities within the RM Zone at the time of adoption hereof include the 6-unit Lines Mobile Home Park located at the southeast corner of Division Avenue and Church Street and the 16-unit Wikiup Mobile Home Park located on the east side of Florence Avenue between Fir and Larch Streets.

9-4-2-3: Development Standards:

- A. Lot Areas: Every individual dwelling erected shall be on a lot having an area of not less than three thousand and five hundred (3,500) square feet and frontage on a public street of not less than twenty-five feet (25') and shall have a width of not less than twenty-five feet (25') at the front building line. Townhouse lots which are

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designed for common wall construction on a common interior lot line shall not have an area less than two thousand five hundred (2,500) square feet per lot and frontage on a public street of not less than eighteen and three quarters feet (18.75') per lot. Lots with frontage on a cul-de-sac shall have a minimum frontage on a public road of not less than thirty feet (30').

Additional units may be developed as follows:

AREA INCREASES PER UNIT

	Units	Lot Size	Minimum Road Frontage
Permitted use:			
An additional 1,775 square feet of area, and an additional 12.5 feet, but no more than 130 feet of frontage	1	0-4,999	25
	2	5,000	37.5
	3	6,775	50
	4	8,550	62.5
	5	10,325	75
	6	12,100	87.5
	7	13,875	100
	8	15,650	112.5
Conditional use:			
	9	17,425	125
	10	19,200	130
	11	20,975	130
	12+	+1,000 each unit	130

B. Setbacks:

1. Purpose: The setback regulations for buildings and garage entrances serve several purposes:
 - a. They maintain light, air, separation for fire protection, and access for firefighting;
 - b. They reflect the general building scale and placement of houses;
 - c. They promote a reasonable physical relationship between residences;

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- d. They promote options for privacy for neighboring properties;
 - e. They require larger front setbacks than side and rear setbacks to promote open, visually pleasing front yards;
 - f. They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity; and
 - g. They provide room for a car to park in front of a garage door without overhanging the street or sidewalk, and they enhance driver visibility when backing onto the street.
2. General Exception to all Setbacks: Minor features of a building such as eaves, chimneys, water collection cisterns and planters, air conditioning units, bay windows, uncovered balconies, covered side and rear entryway overhangs, may extend into the required setback. Bays and bay windows encroaching into the setback also must meet the following requirements: a) each bay and bay window may be up to twelve feet (12') long, but the total area of all bays and bay windows on a building facade cannot be more than thirty percent (30%) of the linear total of the facade; b) bays and bay windows must cantilever beyond the foundation of the building; and c) the bay may not include any doors.
3. Front Setbacks: Each lot shall have a front setback of not less than fifteen feet (15') in depth from front lot line, except as follows:
- a. Porches: Unenclosed front porches shall be setback ten feet (10') from the front lot line.
 - b. Garages: Any garage, detached or attached, shall be set back a minimum of twenty-five feet (25') from the front lot line. Street facing garages shall not be permitted on lots with less than 37.5' of frontage on a public street.
4. Side Setbacks: Each lot shall have a side setback of not less than five feet (5') in depth from the lot line, except as follows:
- a. On interior lots smaller than 5,000 square feet there shall be a side setback on each side of the outer walls of any building constructed thereon of not less than three feet (3'). If the interior side setback is less than five feet (5') and the roof slopes toward the interior side property line, then the roof shall incorporate either (a) snow-retention devices designed to prevent snow and ice shedding beyond the property line, or (b) roof geometries demonstrating, through acceptable engineering analysis, that snow shed will fall entirely within the required setback.
 - b. Street Side Setback: The street side setback shall be fifteen feet (15') unless features such as projections, recessions, windows, or other architectural treatment are incorporated to prevent a blank wall appearance, in which case the street side setback may be reduced to ten feet (10'). This standard does not apply to garages accessed off the side street.

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- c. Garages:
- i. Detached garages on interior lots shall have a side setback of no less than three feet (3').
 - ii. Garages accessed from a street side lot line which include parking between the garage and the lot line shall have a setback of no less than twenty-five feet (25') from the street side lot line.
 - iii. Garages accessed from a street side lot line which do not include parking between the garage and the lot line shall have a setback of no more than three feet (3') and no less than one foot (1') to prevent parking overhang onto the public right of way.
 - iv. Garages accessed from an alley shall adhere to the street side setback as established above in 3a.
5. Rear Setbacks: Each lot shall have a rear setback of not less than fifteen feet (15') in depth from the lot line, except as follows:
- a. Alley accessed garages shall have a setback from the rear lot line of one foot (1')
 - b. Accessory buildings shall have a setback from the rear lot line of five feet (5')
 - c. Accessory dwelling units shall follow the regulations of accessory buildings unless located above a garage, in which case they shall follow the standards for garages.
6. Riparian and Shoreline Setback:
- a. Purpose: The purpose of this subsection B.6. is to protect scenic and recreational resources, water quality and natural shoreline habitat. In addition, shoreline setbacks and buffers help avoid damage to development from erosion and flooding.

The waterfront building setback for new development and redevelopment (tear downs) along waterfront properties within the city of Sandpoint shall be a minimum of forty feet (40') from the artificial high-water mark. For purposes of this subsection B.6., artificial high water marks shall be considered according to the North American vertical datum of 1988 (NAVD88).

New development adhering to the forty foot (40') setback and/or reconstruction that involves issuance of a building permit for greater than twenty-five thousand dollars (\$25,000.00) of improvements, shall be required to plant fifty percent (50%) of the area in the minimum twenty-five foot (25') building setback with native vegetation comprised of a mixture of grasses and shrubs. For the purpose of this subsection B.6., building permit valuation shall be a cumulative aggregate from the date of the adoption hereof forward.

The city shall assist the applicant in determining appropriate native vegetation required and will coordinate with the applicant on the planting success the following year.

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The building setback can be reduced to twenty-five feet (25') if the setback area is revegetated with primarily native vegetation. Establishment of a tree canopy is encouraged. No constructed structures other than those required for waterfront access/docks are allowed within the twenty-five foot (25') setback. The applicant shall record on the title documentation from the City of Sandpoint confirming that the structure has been built under the flexible setback option and as such, the structure is conforming and the area within the twenty-five foot (25') lakefront setback is to remain planted primarily with native vegetation (as described above).

A variance may be sought for those projects or activities for which it can be demonstrated that strict compliance would result in a practical difficulty. City owned property shall be exempt from the required standards.

- b. Shoreline Setback Exceptions: Placement of constructed trams, rails, uncovered steps, stairs or walkways, any of which shall be five feet (5') or less in width and installed to provide access to the shoreline, are permitted within the shoreline setback. Such structures shall not be constructed in a manner that is parallel to the shoreline that would create a boardwalk along the waterfront (except where steep slopes require switchback designs).

C. Impervious Surface:

- 1. Purpose: The impervious surface standards are intended to balance development flexibility with neighborhood livability and character. By limiting the total area of buildings, driveways, patios, and other hard surfaces on a lot, the ability to ensure open, outdoor character of residential areas to include lawns, landscaping, shade trees, natural spaces and gardens is enhanced. A single impervious surface limit provides a clear and predictable standard while allowing homeowners and builders flexibility in the arrangement of structures and improvements.
- 2. Impervious Surface: Each lot upon which a dwelling, private garage or other outbuilding is constructed shall have a maximum impervious surface, including building footprint, of 70% of the lot size.

D. Building Height: No structure shall exceed a building height of forty feet (40') above the average elevation of the finished grade at the front of the building. On lots smaller than 5,000 square feet no structure shall exceed a building height of thirty feet (30') above the average elevation of the finished grade at the front of the building.

- 1. Exceptions To The Maximum Height:
 - a. Chimneys, flagpoles, satellite receiving dishes, roof mounted solar panels and other similar items may extend above the height limit, as long as they do not exceed five feet (5') above the top of the highest point of the roof.
 - b. Utility power poles, and public safety facilities are exempt from the height limit.

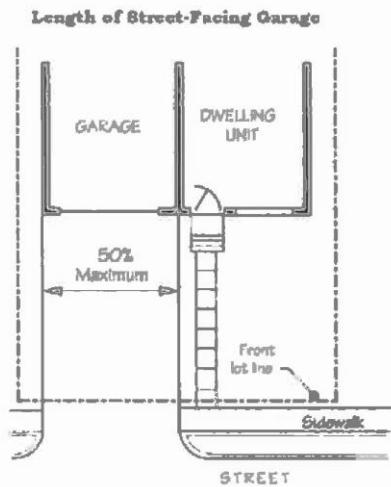
E. Garage Design Standards:

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1. Purpose: Together with the main entrance and street facing facade standards, these standards ensure that there is a physical and visual connection between the living area of the residence and the street. Additionally, these standards:
 - a. Ensure that the location and amount of the living area of the residence, as seen from the street, is more prominent than the garage;
 - b. Prevent garages from obscuring the main entrance from the street and ensure that the main entrance for pedestrians, rather than automobiles, is the prominent entrance;
 - c. Provide for a more pleasant pedestrian environment by preventing garages and vehicle areas from dominating the views of the neighborhood from the sidewalk; and
 - d. Enhance public safety by discouraging garages from blocking views of the street from inside the residence.
2. Applicability: The regulations of this subsection E apply to all attached or detached garages in the residential multi-family zone.
3. Standards:
 - a. Any garage wall with entrance facing the street may be up to fifty percent (50%) of the width of the street facing unit façade. (See Figure 1 of this section.)

Figure

1



- b. Garages shall be recessed or may be flush to the primary façade when the primary facade contains an unenclosed porch having a depth of seven feet (7') or greater and occupying a minimum of twenty-five percent (25%) of the linear primary structure facade. No portion of a garage may protrude past the front of the primary façade of the dwelling unit.

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- c. Garage walls greater than twelve feet (12') in height or twenty-four feet (24') in length shall include architectural detail to break up and limit the massive appearance of the wall. Doing so requires utilizing at least two (2) of the following architectural features on street facade:
 - i. Dormers;
 - ii. Gables;
 - iii. Covered porch entries;
 - iv. Pillars or posts;
 - v. Eaves;
 - vi. Offsets in building face or roof (minimum of sixteen inches (16"));
 - vii. Window trim;
 - viii. Bay windows;
 - ix. Balconies;
 - x. An alternative feature providing for visual relief, similar to subsections E.3.a.(3)(A) through E.3.a.(3)(I) of this section.
- d. On corner lots, walls facing the side street must meet the standards of subsection E, 3, c.
- e. Street-facing garages are prohibited on lots narrower than 37.5 feet in the residential multi-family zone.
- f. Second floor windows facing abutting residential lots shall utilize appropriate glass block or opaque glass, or clerestory windows to maintain privacy of adjacent residential property.
- g. Existing Detached Garages:
 - (1) Change of Use: In the residential multi-family zone, a detached garage that is in the side or rear setback may be converted to another type of detached covered accessory structure so long as it is compliant with regulations specified in section 9-1-8 or 9-1-5 of this title. Second floor windows facing abutting lots utilize appropriate material (glass block or opaque glass) to maintain privacy of adjacent property.
 - (2) Rebuilding: A detached garage that is nonconforming due to its location in a setback, may be rebuilt on the footprint of the existing foundation, if the garage was originally constructed legally. Where the structure facade faces a street, garages utilizing this provision shall be designed and reconstructed in a manner to prevent a blank wall appearance through the utilization of projections, recessions, windows or other architectural treatment.

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- (3) Additions: An addition may be made to a detached garage that is nonconforming due to its location in a setback provided the expansion complies with all other standards of this section.

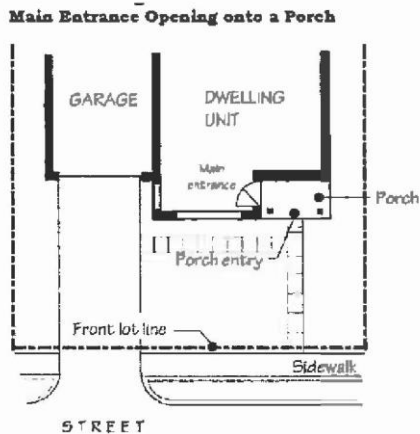
F. Main Entrance Design Standards:

1. Purpose: These standards:
 - a. Together with the street facing facade and garage standards, ensure that there is a physical and visual connection between the living area of the residence and the street;
 - b. Enhance public safety for residents and visitors and provide opportunities for community interaction;
 - c. Ensure that the pedestrian entrance is visible or clearly identifiable from the street by its orientation or articulation; and
 - d. Ensure that pedestrians can easily find the main entrance and so establish how to enter the residence.
 - e. Ensure a connection to the public realm for development on lots fronting both private and public streets by making the pedestrian entrance visible or clearly identifiable from the public street.
2. Applicability:
 - a. The standards of this subsection F apply to houses, attached houses, and manufactured homes, in the residential multi-family zone;
 - b. Where a proposal is for an alteration or addition to existing development, the standards of this subsection F apply only to the portion being altered or added;
 - c. On sites with frontage on both a private street and a public street, the standards apply to the site frontage on the public street. On all other sites with more than one street frontage, the applicant may choose on which frontage to meet the standards.
3. Standards:
 - a. Location: At least one main entrance for each structure must:
 - (1) Either:
 - (A) Face the street. Be at an angle of up to forty-five degrees (45°) from the street; or
 - (B) Open onto a porch. See figure 2 of this section. The porch must be a covered unenclosed porch with a minimum of twenty-five (25) square feet in area.

ORDINANCE NO. _____

Figure

2



G. Street Facing Facade Design Standards:

1. Purpose: These standards:

- a. Together with the main entrance and garage standards, ensure that there is a visual connection between the living area of the residence and the street;
- b. Enhance public safety by allowing people to survey their neighborhood from inside their residences; and
- c. Provide a more pleasant pedestrian environment by preventing large expanses of blank facades along streets.

2. Applicability: The standard of this subsection G applies to houses, attached homes, and manufactured homes in the residential multi-family zone. Where a proposal is for an alteration or addition to existing development, the applicant may choose to apply the standard either to the portion being altered or added, or to the entire street facing facade. PUDs that received preliminary plan approval prior to the adoption of this section are exempt from this standard.

3. Standards: At least fifteen percent (15%) of the square footage area of each facade that faces a street lot line must be comprised of windows or main entrance doors.

H. Additional Standards Applicable to Multi-Family Development:

1. Purpose and Intent: The following design standards were established to improve the appearance, quality, and functions of multi-family housing. The standards herein apply to the development of multi-family housing in the "RM" zone of four (4) or more units including, but not limited to, apartments and condominiums.
2. Conflicting Standards: In the event that other standards of this title conflict with standards in this provision, the standards within this provision shall prevail.

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3. Building Mechanicals, Service Elements, and Resident Amenities:
 - a. Service areas, utility meters, and building mechanicals shall not be located on the street side of the building, nor on a side wall closer than ten feet (10') to the street side of the building. Screening of meters and mechanicals is required, regardless of location. Mailboxes are permitted within ten feet (10') of the front of the building if not visible from the street.
 - b. Trash and recycling containers, including cans and dumpsters, shall be screened so as not to be visible from the street or from neighboring properties. Screening shall be one foot higher than the container but not higher than six feet (6'), however roofed enclosures may exceed this limit.
 - c. Bike racks shall be provided and shall include space for at least two (2) bikes per unit.
 - d. Bike racks shall be located near building entries, shall not interfere with pedestrian circulation, and shall be well lit.
4. Pedestrian Circulation:
 - a. There shall be a hard surface (e.g., pavement, pavers, concrete) pedestrian route from the sidewalk or street to the main building entrance and from the parking area to the nearest building entrance. Buildings with more than one entrance shall provide a designated pedestrian route between those entrances (e.g., from front to back).
5. Landscaping, Open Space, and Plantings:
 - a. All portions of the site not covered by buildings, paving material, or other planned approved surfaces shall be considered "landscaped area" and shall be planted with living plant materials and/or mulches. Overall site landscaping shall include not less than:
 - (1) One front yard shade tree with a caliper no smaller than two inches (2") dbh per twenty-five (25) linear feet of lot frontage.
 - (2) One tree with a caliper no smaller than two inches (2") and ten (10) shrubs per six hundred (600) square feet of landscaped area.
 - b. Existing healthy trees shall be preserved to the greatest extent practicable; however, invasive or nuisance trees shall be removed. Existing damaged, decayed, or diseased trees should be removed to protect remaining trees. Construction near existing trees should follow best management practices to ensure their survival.
 - c. Landscaping should reinforce pedestrian circulation routes and obstruct undesired routes of convenience. Bushes, trees, rocks, and other landscape features should be used to indicate where pedestrians should and should not travel. Native and low water demand plantings are encouraged.

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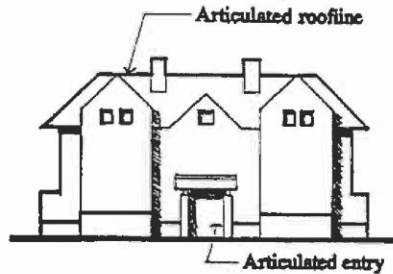
- d. Outdoor seating, including elements such as a bench or chair, shall be provided at the ratio of one seating area per three (3) units which are to be incorporated into or adjacent to usable open space.
 - e. One functional outdoor open space with a minimum dimension of five hundred (500) square feet shall be provided per five (5) units.
6. Neighborhood Scale: The scale of those buildings developed within an existing neighborhood shall conform to the established scale. Appropriate scale multi-family development shall be achieved through the adherence of the following:
- a. The overall height of the multi-family structure shall relate to that of adjacent structures by avoiding construction that varies greatly in height from adjacent buildings. New multi-family structures shall graduate their maximum height based on adjacent structures using stepped roofs and/or partial stories. For example, the portion of a multi-family structure constructed adjacent to a single-story structure is limited to one and a half (1 ½) stories, and if constructed adjacent to a one and one-half (1½) story structure, the adjacent facade would be limited to two (2) stories.
 - b. Multi-family structures shall utilize a variety of building forms and roof shapes rather than boxlike forms with large, unvaried roofs. The building design shall provide manipulations to create clusters of units and variations of height, setback and roof shape.
7. Building Entrances:
- a. The primary entrance to the building shall be on the front elevation and shall face the street.
 - b. Building entrances shall be emphasized through projecting or recessing forms, detail, color, or materials.
 - c. A covering over the main entrance shall extend at least four feet (4') from the main door. Entrance features may encroach into the front yard setback a maximum of four feet (4').
8. Facade and Articulation:
- a. Buildings shall be divided into modules by using articulation or modulation at least every thirty (30) linear feet. Buildings shall use a common, unifying design theme throughout the project but not repeat the same pattern of architectural elements for more than four (4) consecutive modules. The use of at least one of the following techniques is required:
 - (1) Step the front facade building wall back or forward at least four feet (4') and change the roof shape or step the ridgeline to correspond to the wall change.
 - (2) Change several of the architectural elements for the width of the module, such as primary siding material, decks, windows, and entry designs.

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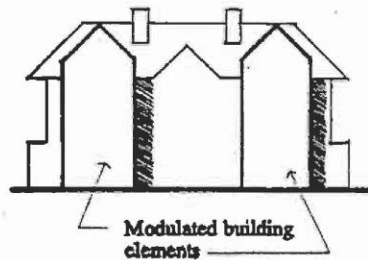
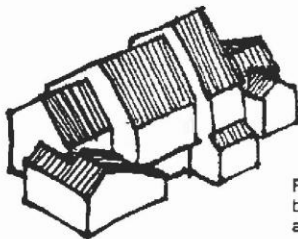
- (3) Break up the roofline and wall heights by use of dormers, gables, and similar variations. When flat roofs are used, add architectural detail such as cornice or fascia and modulation to reduce the perceived mass of the walls.
- b. Buildings shall incorporate architectural details that will provide visual interest at a human scale. At least three (3) of the following shall be utilized:
 - (1) A one-story porch at entrances.
 - (2) Decorative details such as columns, bay windows, dormers, multi-lite windows, trim, or moldings to articulate the building facade.
 - (3) Roof details like brackets, wide (twelve inches (12") or more) cornices and wide (sixteen inches (16") or more) overhangs.
 - (4) Materials and/or color variations that coordinate with changes in the building modules and differentiate ground floors from upper floors.

Definitions:

Articulation is the giving of emphasis to architectural elements (like windows, balconies, entries, etc.) that create a complementary pattern, or rhythm, dividing large buildings into smaller identifiable pieces.



Modulation is a measured offset or setback in a building's face.



Reduce the apparent size of a building by using modulation and articulation.

- c. Architectural treatment, similar to that provided to the front facade shall be provided to the sides and rear of the building to mitigate any negative view from any location off site and any public area (e.g., parking lots, walkways, etc.) on site.
- d. The total area of windows and doors on the street facing facade, including trim, shall not be less than twenty percent (20%) of the total area of the facade, excluding gables. The first floor facade shall include windows to provide visual interest and visual connection to the street.

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9. Parking: All parking areas shall be compliant with chapter 5 of this title. In addition, parking areas shall be designed to avoid their dominance of the streetscape. Parking shall be provided at the rear or side of the site to allow a majority of the dwelling units to "front on" the street.
- a. Parking areas shall be separated from primary buildings by a landscaped buffer of at least fifteen feet (15') in width.
10. Walls and Fences:
- a. Walls and fences exceeding fifty feet (50') in length shall provide variety and articulation at intervals not exceeding twenty-five feet (25') through at least one of the following methods:
 - (1) Expression of structure, such as post, column, or pilaster.
 - (2) Variation of material.
 - b. Chain link fencing is prohibited except in circumstances where fencing is provided for recreational courts (basketball, etc.).
11. Design Standard Waivers: An applicant may request a waiver from one or more of the standards listed above. All requests for waivers shall be heard and decided by the planning commission or such design review subcommittee as may be created for such purpose. A waiver shall not be considered a right or special privilege but may be granted to an applicant that can meet the following findings:
- a. That the granting of the waiver will not be in conflict with the intent of the multi-family design standards, shall not negatively impact the existing neighborhood and shall enhance the overall design quality of the project;
 - b. That there is an exceptional circumstance relating to the design or configuration of the property, which is not generally applicable to other properties or otherwise anticipated by the standards in the district.
 - c. The granting of such relief will not be materially detrimental to the public health, safety or welfare, or injurious to the property, improvements or the quiet enjoyment of the surrounding properties and neighborhood.
 - d. The granting of such relief will not be in conflict with the goals and policies of the comprehensive plan.

9-4-3: Reserved:

Editor's note(s)—Ord. No. 1383, adopted December 16, 2020, repealed § 9-4-3 which pertained to the watershed protection zone. Similar provisions can now be found in Title 7, Chapter 16, Watershed Protection and Access.

9-4-4: Rural Residential RR-1 Zone:

- A. Permitted Use Regulations: Permitted uses are single-family dwellings, horticultural uses for personal use only and not for profit with the exception of tree farms, home

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occupations, a dwelling unit with an attached or detached accessory dwelling unit as provided for in section 9-1-8 of this title, short term rentals subject to the licensing requirements set forth in title 3, chapter 12 of this code and parks.

Also permitted are fairground facilities, related events and activities lawfully established prior to the effective date of this section. (A list dated January 13, 1998, of the qualifying facilities, related events and activities which were lawfully established prior to the effective date of this section was provided by the Fair Association and shall be filed with the Sandpoint City Clerk by Bonner County.)

B. Conditional Uses: Churches, police and fire stations, public utility facilities, schools public or private, except those schools of vocational nature which operate similarly to a retail business where a product or products may be purchased on the premises, expansion of existing or addition of new fairground facilities, barns, exhibit buildings, food facilities, storage buildings, indoor or outdoor arenas, similarly classified facilities and accessory buildings, and events related to the fairgrounds. Provided that a conditional use permit shall not be required to expand an existing event or add a new one that falls below the following thresholds for both event length and maximum attendance:

Event Length	Maximum Attendance For Entire Event
1 day	3,500
2—7 days	12,500 total event or 3,500 per day, whichever is less
8+ days	14,000 total event or 3,500 per day, whichever is less

Temporary expansions, structures or parking areas which will be in place for less than thirty (30) days and are directly related to an existing or new event that falls below the thresholds noted above do not require a conditional use permit.

C. Prohibited Uses: The raising of poultry and animal kennels for commercial purposes.

D. Areas: No building or structure, nor the enlargement of any building or structure shall be hereafter erected or maintained unless the following described yards and lot areas are provided and maintained in connection with said building, structure or enlargement:

1. Yard Limits: Each lot upon which a dwelling, private garage or other outbuilding is constructed shall have a front yard of not less than twenty-five feet (25') in depth from the front lot line. Where lots comprising forty percent (40%) or more of the frontage between two (2) intersecting streets are developed with buildings having front yards, the average of such front yards shall establish the minimum front yard depth for the entire frontage; provided, however, that in no case shall said front yard be less than said twenty-five feet (25').
2. Side Yard: On interior lots there shall be a side yard on each side of the outer walls of any building constructed thereon of not less than fifteen feet (15'). Buildings erected upon corner lots shall comply with the front yard requirement with regard to both streets; provided, however, that in the event it is impractical

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- or would work great or unusual hardship upon any owner of a corner lot to require him to conform to such front yard requirements regarding both streets, then the commission may in its discretion permit such property owner to locate such building so that the front thereof conforms to the front yard requirement on the street upon which said building fronts and the side of such building may be such distance from the street right-of-way line as the commission may deem desirable; however, no nearer to the street right-of-way line than fifteen feet (15').
3. Rear Yard: Each lot upon which a dwelling is constructed shall have a rear yard of not less than fifteen feet (15').
 4. Lot Areas: Every building erected shall be on a lot having an area of not less than one-half (½) acre.
 5. Lot Coverage: Each lot upon which a dwelling, private garage or other outbuilding is constructed shall have not more than thirty-five percent (35%) impervious surface, including building footprint.
 6. Building Height: No structure shall exceed a building height of thirty-five feet (35') or two and one-half (2 ½) stories above the average elevation of the finished grade at the front of the building. Antennas are excluded from the requirements.

9-4-5: Rural Residential RR-2 Zone:

- A. Permitted Use Regulations: Permitted uses are single-family dwellings, a dwelling unit with an attached accessory apartment occupying not more than thirty-three percent (33%) of the total floor area of the structure, tree farms, greenhouses and horticultural uses where no retail sales take place on the premises, bed and breakfast establishments providing not more than three (3) rooms are rented plus one family has a live in tenant, the raising of livestock for noncommercial purposes providing the livestock density does not exceed one animal for parcels of land totaling one acre or three (3) animals per two (2) acres and one additional animal per acre thereafter, home occupations, tourist homes and parks.
- B. Conditional Uses: Family daycare center, churches, police and fire stations, public utility facilities, schools public or private, except those schools of vocational nature which operate similarly to a retail business where a product or products may be purchased on the premises.
- C. Prohibited Uses: The raising of livestock for commercial purposes, kennels for commercial purposes.
- D. Areas: No building or structure, nor the enlargement of any building or structure shall be hereafter erected or maintained unless the following described yards and lot areas are provided and maintained in connection with said building, structure or enlargement:
 1. Yard Limits: Each lot upon which a dwelling, private garage or other outbuilding is constructed shall have a front yard of not less than twenty-five feet (25') in depth from the front lot line. Where lots comprising forty percent (40%) or more

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of the frontage between two (2) intersecting streets are developed with buildings having front yards, the average of such front yards shall establish the minimum front yard depth for the entire frontage; provided, however, that in no case shall said front yard be less than said twenty-five feet (25').

- 2. Side Yard: On interior lots there shall be a side yard on each side of the outer walls of any building constructed thereon of not less than twenty-five feet (25'). Buildings erected upon corner lots shall comply with the front yard requirement with regard to both streets; provided, however, that in the event it is impractical or would work great or unusual hardship upon any owner of a corner lot to require him to conform to such front yard requirements regarding both streets, then the commission may in its discretion permit such property owner to locate such building so that the front thereof conforms to the front yard requirement on the street upon which said building fronts and the side of such building may be such distance from the street right of way line as the commission may deem desirable; however, no nearer to the street right of way line than twenty-five feet (25').
- 3. Rear Yard: Each lot upon which a dwelling is constructed shall have a rear yard of not less than twenty-five feet (25').
- 4. Lot Areas: Minimum lot size required shall be not less than two (2) acres.
- 5. Lot Coverage: Each lot upon which a dwelling, private garage or other outbuilding is constructed shall have not more than twenty-five percent (25%) impervious surface, including building footprint.
- 6. Building Height: No structure shall exceed a building height of thirty-five feet (35') or two and one-half (2 ½) stories above the average elevation of the finished grade at the front of the building. Antennas are excluded from the requirements.

9-4-6: Standards for Development of Residential Substandard Original Lots of Record:

9-4-6-1: Purpose and Intent:

The purpose of these provisions is to guide residential development on substandard lots, ensuring that the developments are compatible with the character and the scale of established housing.

- A. Applicability and General Provisions: The following standards and procedures apply to residential development of substandard lots as defined in section 9-1-3 of this title, and apply to:
 - 1. Substandard lots in the residential single-family (RS) zone having a lot area of less than five thousand (5,000) square feet and/or a lot width of less than fifty feet (50'), and
 - 2. Substandard lots in the residential multi-family zone having a lot area of less than three thousand five hundred (3,500) square feet and/or a lot width of less than twenty-five feet (25'), except for townhouse lots which may have a lot size as small as two thousand five hundred (2,500) square feet and frontage as narrow as eighteen and three quarters feet (18.75').

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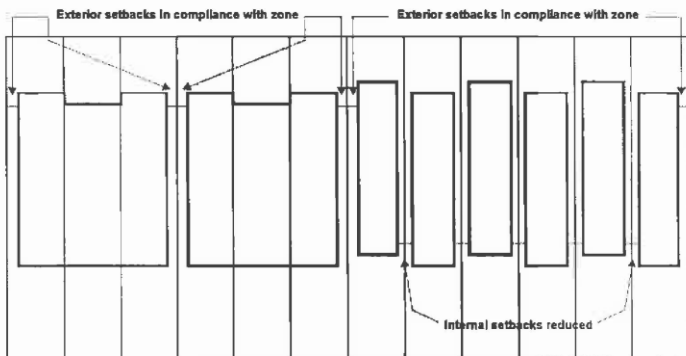
9-4-6-2: Use Regulations:

Permitted land uses and building types shall be as set forth in this chapter.

9-4-6-3: Development Standards:

A. Setbacks in the RS zone:

1. Front Setbacks: The front setback for livable space and porches shall be allowed as provided in the RS zone.
2. Street side setbacks: Street side yard setbacks shall be ten feet (10') for livable space and porches and twenty-five feet (25') for parking.
3. Interior Side Setbacks (between structures in a common development): Interior side setbacks shall be in accordance with the RS zone, unless one of the following is applied:
 - a. Common Lot Line Attached Units in the RS zone: Up to three (3) units may be attached at the common lot lines.
 - b. Detached Units on Contiguous Lots: When two (2) or more detached single-family units are proposed as a development project on contiguous lots, the interior side yard setbacks may be reduced to three feet (3').
4. Non-street Side Exterior Setbacks: When two (2) or more attached or detached single-family units are proposed as a development project on contiguous lots, the exterior side yard setbacks shall adhere to those required by the RS zone.
5. The second story of a two-story attached building shall be set back a minimum of eight feet (8') from the side property line; provided, bay windows, pop outs or other architectural appurtenances may be allowed at the setback line required by the RS zone.



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6. Rear Setbacks: Rear setbacks shall be as required by the RS zoning district.
7. Garage: A single-story, detached garage, a maximum of five hundred (500) square feet, accessed off an alley, may have a side setback of three feet (3').

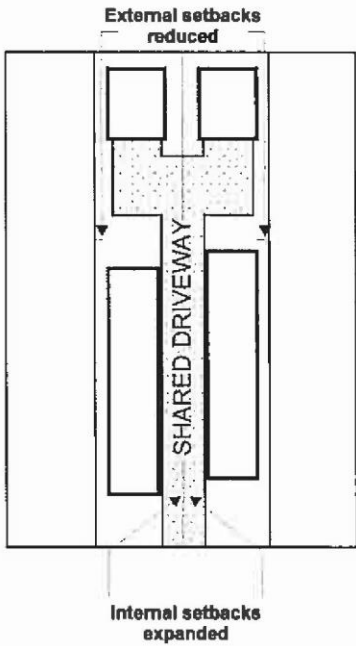
9-4-6-4: Building Height:

- A. In the RM zone, structures on substandard lots shall not exceed two (2) stories or thirty feet (30'), whichever is lower.
- B. In the RS zone, new structures on substandard lots shall not exceed twenty-five feet (25') or two stories, whichever is lower.

9-4-6-5: Parking:

- A. Each dwelling shall be provided with off-street parking in accordance with chapter 5 of this title.
- B. Vehicular access and parking shall be provided according to the following standards:
 1. Parking accessed via alleys is required where possible.
 2. Street-facing garages are prohibited on lots with frontage of less than thirty-seven and a half feet (37.5').
 3. Garages shall be developed in accordance with the requirements of the underlying zone.

ORDINANCE NO. _____



ORDINANCE SECTION 3 – REPEAL AND SEVERABILITY:

- A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.
- B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 4 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect following its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO, AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____, 2026.

Jeremy Grimm, Mayor

Attest: _____

SUMMARY OF ORDINANCE NO. ____
Residential Zoning

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING AND REPLACING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, SECTION 3, AND TITLE 9, CHAPTER 4, SECTIONS 1 THROUGH 6; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. ____.

Ordinance Section 1 repeals and replaces Sandpoint City Code 9-1-3, definitions for general zoning provisions.

Ordinance Section 2 repeals and replaces Sandpoint City Code Title 9, Chapter 4, Sections 1 through 6, pertaining to standards for residential lot coverage and multifamily minimum lot size and density.

Ordinance Section 3 provides for repeal and severability.

Ordinance Section 4 provides for publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____, 2026. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

This Summary will be published once in the Legals section of the Bonner County Daily Bee following approval and ordinance adoption.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council on February 4, 2026, providing for repeal and replacement of City Code Title 9, Chapter 1, Section 3, and Title 9, Chapter 4, Sections 1 through 6, pertaining to residential zoning, and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.



Zachary Jones
City of Sandpoint Legal Advisor

No: 26-
Date: _____, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: BALLOT QUESTION FOR MAY 19, 2026, ELECTION - CITY OF SANDPOINT 1% TAX ON RETAIL SALES 2027 - 2046

WHEREAS: Idaho Code § 50-1046 provides for the adoption of local option non-property taxes, including a local sales tax, when approved by a 60% majority of the City's voters;

WHEREAS: The City of Sandpoint qualifies as a "resort city" under Idaho Code § 50-1044, with a population not exceeding 10,000 according to the most recent census, and derives a major portion of its economic well-being from businesses catering to recreational needs and meeting needs of people traveling to Sandpoint for extended periods of time;

WHEREAS: City Council seeks a decision by Sandpoint voters as to whether the Council should adopt an ordinance implementing a new local sales tax;

WHEREAS: The tax shall apply to all taxable retail sales within the City of Sandpoint, except occupancy sales subject to taxation under Chapter 36 of Title 63, Idaho Code;

WHEREAS: Sixty percent (60%) of revenues shall be dedicated to street maintenance, rehabilitation, reconstruction, and preservation within the City of Sandpoint;

WHEREAS: Forty percent (40%) of revenues shall be dedicated to capital improvements, rehabilitation, replacement, repair, debt service, and related financing costs for the City's sewer utility system, including but not limited to the wastewater treatment plant, collection system, and related infrastructure, for the purpose of maintaining regulatory compliance, protecting public health, and reducing costs to sewer utility users; and

WHEREAS: The City may retain from the tax proceeds the actual and necessary costs of administering, collecting, and enforcing the tax;

NOW, THEREFORE, BE IT RESOLVED THAT: A City of Sandpoint special election shall be held on May 19, 2026, for the purpose of considering the adoption of a local option non-property tax as provided by Idaho Code § 50-1046.

BE IT FURTHER RESOLVED THAT: The following question shall be placed on the ballot for consideration by the registered voters of the City of Sandpoint.

**LOCAL OPTION NON-PROPERTY 1% CITY SALES TAX ON RETAIL SALES
CITY OF SANDPOINT, STATE OF IDAHO
MAY 19, 2026**

INSTRUCTIONS TO VOTERS:

To vote on the following question, fill in the square according to the way you want to vote on the question. If you, by mistake or accident, mark, tear, or deface, or otherwise mutilate this ballot, return it to the election judges and obtain another ballot.

QUESTION: Shall the City of Sandpoint, Bonner County, Idaho, adopt an ordinance pursuant to Idaho Code § 50-1046 providing for a 1% local option non-property sales tax, to be effective for a period of twenty (20) years, beginning January 1, 2027, and ending December 31, 2046?

The tax shall apply to all taxable retail sales within the City of Sandpoint, except occupancy sales subject to taxation under Chapter 36 of Title 63, Idaho Code.

Revenue from this tax, the total amount of which is unknown, shall be used only for the following purposes and in the following proportions:

- 1. Sixty percent (60%) of revenues shall be dedicated to street maintenance, rehabilitation, reconstruction, and preservation within the City of Sandpoint; and
- 2. Forty percent (40%) of revenues shall be dedicated to capital improvements, rehabilitation, replacement, repair, debt service, and related financing costs for the City's sewer utility system, including but not limited to the wastewater treatment plant, collection system, and related infrastructure, for the purpose of maintaining regulatory compliance, protecting public health, and reducing costs to sewer utility users.

The City may retain from the tax proceeds the actual and necessary costs of administering, collecting, and enforcing the tax.

On the issue of a 1% tax on retail sales within Sandpoint city limits:

IN FAVOR.....

AGAINST.....

This Resolution was approved by a majority of the Sandpoint City Council during a duly-noticed public meeting held February 18, 2026.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

PROPOSED BALLOT LANGUAGE

LOCAL OPTION NON-PROPERTY 1% CITY SALES TAX
CITY OF SANDPOINT, BONNER COUNTY, IDAHO
MAY 19, 2026

INSTRUCTIONS TO VOTERS:

To vote on the following question, fill in the square according to the way you want to vote. If you mark, tear, or deface this ballot by mistake, return it to the election judges and obtain another ballot.

QUESTION:

Shall the City of Sandpoint, Bonner County, Idaho, adopt an ordinance pursuant to Idaho Code § 50-1046 providing for a 1% local option non-property sales tax, to be effective for a period of twenty (20) years, beginning January 1, 2027, and ending December 31, 2046?

The tax shall apply to all taxable retail sales within the City of Sandpoint, except occupancy sales subject to taxation under Chapter 36 of Title 63, Idaho Code.

Revenue from this tax, the total amount of which is unknown, shall be used only for the following purposes and in the following proportions:

1. Sixty percent (60%) of revenues shall be dedicated to street maintenance, rehabilitation, reconstruction, and preservation within the City of Sandpoint; and
2. Forty percent (40%) of revenues shall be dedicated to capital improvements, rehabilitation, replacement, repair, debt service, and related financing costs for the City's sewer utility system, including but not limited to the wastewater treatment plant, collection system, and related infrastructure, for the purpose of maintaining regulatory compliance, protecting public health, and reducing costs to sewer utility users.

The City may retain from the tax proceeds the actual and necessary costs of administering, collecting, and enforcing the tax.

ON THE ISSUE OF A 1% LOCAL OPTION SALES TAX:

IN FAVOR

AGAINST



Staff Report

To: Planning and Zoning Commission
From: Bill Dean, Deputy Director of Community Planning and Development/City Planner
Report: February 3, 2026
Item: Discussion re: Amendments to Sandpoint City Code Title 9 Chapter 2 Commercial Zoning, and new Title 9 Chapter 13 Historic Preservation Code and Overlay Zone
Applicant: City Initiated

*Please Note: The materials related to this agenda item are provided on the City’s website at:
www.sandpointidaho.gov/currentprojects*

1) Introduction and Background

This agenda item introduces proposed amendments to Sandpoint City Code Title 9, Chapter 2 (Commercial Zoning Districts) and a new Chapter 13 (Historic Preservation Code and Overlay Zone). These efforts stem from the City’s 2024 update to the Comprehensive Plan and the 2018 City-adopted Arts, Culture, and Historic Preservation Master Plan (ACHP Master Plan). The purpose of this agenda item is to engage the Planning and Zoning Commission in a dialogue about specific zoning amendments that can implement the Comprehensive Plan to further objectives related to downtown and historic preservation.

The City’s Comprehensive Plan establishes downtown Sandpoint as the City’s cultural and historic center, and the ACHP Master Plan serves as the guiding policy document to further objectives related to historic preservation. Yet, these documents lack the specific standards, guidelines and implementation procedures customarily identified in a zoning ordinance. Accordingly, staff has identified areas where the zoning ordinance can be amended to better further the goals, policies, and objectives of the Comprehensive Plan and ACHP Master Plan. In so doing, staff are presenting ideas and new zone districts that may assist in further defining the boundaries of downtown, so that development standards and regulations can be further honed to address downtown’s unique location, built environment, opportunity sites, and cultural and civic importance to the City. Also presented is a draft of an entirely new section of the zoning ordinance, a new Chapter 13, which creates a historic preservation regulatory framework. Attached to the staff report are the following documents and links to help facilitate the discussion:

- A: Discussion Draft of Commercial A Zoning prepared in ~~strike through~~ and underline to facilitate discussion.
- B: Discussion Draft of new Historic Preservation Code and Overly Zone
- C: Zoning Map of the City
- D: Discussion Draft boundaries of new “Downtown Core” and “Downtown Outer Core” zone districts
- E: Secretary of the Interior’s Standards related to historic preservation
- F: Page 35 from ACHP Master Plan – map of National Register Properties

Commercial Zoning:

The City’s three principal commercial zoning districts are Commercial A, B, and C. While there are differences between these zone districts, they are very similar in terms of allowed land uses and development standards. Each

helps facilitate economic development and quality of life objectives of the City, however, none is designed specifically to the unique location and significance of downtown. The ‘discussion drafts’ attached to the staff report introduce several ideas for downtown:

- 1) More specifically identify the area that is the “main street” or “main area” the city considers as “downtown”. This draft identifies them as the “Downtown Core” and “Downtown Outer Core”, although such names could easily be changed to reference something historic, specific, or more overt such as “Downtown City Center” zoning, for example.
- 2) Identify the immediately adjacent areas that complete the part of the City most recognizable as “downtown”. The main idea behind an “outer core” is to provide a location for land uses that best support an active downtown, taking advantage of the walkability of downtown, and allow residential uses on the ground floor of buildings. This area is not intended to compete with or replicate the uniqueness of the existing buildings in the “Downtown Core”.
- 3) Identify a reasonable set of allowed land uses in these areas to promote its unique location as downtown. The principal idea in identifying land uses for the downtown is to promote as much activity generation as possible, and to utilize other commercially zoned (and nearby) property for a wider range of land uses that may not involve the same amount of daily activity or may more heavily be auto dependent. The downtown is intended to be the principal, “walk, shop, eat, entertain” area of the City.
- 4) Identify standards and regulations to help retain the scale and structure of this area. The built environment in downtown is unique. The standards presented encourage compatibility in design, while also allowing needed artistic and individual expression. The standards applicable to these two newly labeled areas have been augmented with new limits on building heights, building design, and land use.

Historic Preservation:

The City’s ACHP Master Plan establishes that the City should evaluate further participating in the national project of historic preservation by locally adopting zoning regulations so that standards and regulations related to identified historic structures and places can be reasonably protected. Without locally adopting such regulations, efforts to protect these resources are largely relegated to private parties desiring to individually act to further preservation efforts. Generally speaking, changes to buildings occur after the benefit of property owners obtaining land use and building permits, each of which is required to adhere to locally adopted zoning regulations and national building codes (also locally adopted by reference in the Sandpoint City Code). Without local zoning that codifies specific requirements related to the protection of historic resources, such protection is honorific (unless an identified resource is using federal funds for alterations, for example, in which case federal historic preservation regulations would be applicable). The Draft Historic Preservation Code establishes the following in furtherance of the goals and policies of the Comprehensive plan and ACHP Master Plan:

- 1) Creates a new Historic Preservation Code to regulate the modification of historic resources should they be locally identified and adopted by the City Council.
- 2) Recognizes that the ACHP Master Plan contains professionally (by qualified architects and historians) identified individual sites as well as a historic district, which have been listed on the national registry of historic places. The Draft Historic Preservation Code uses the boundaries already identified as the bases for a new Historic Downtown Overlay District in downtown.
- 3) Establishes regulations and procedures for adopting historic districts and individual landmarks.
- 4) Adopts the Downtown Historic Preservation Overlay Zone. City has the option to include national historic register properties outside the contiguous Historic Preservation Overlay Zone to be within the Zone or separately identified as local landmarks.
- 5) Establishes regulations and permits for the demolition, alteration, or construction of buildings within the district (overlay zone).
- 6) Establishes thresholds for which entity approves the required permits (e.g. staff level review or review by ACHP Commission).
- 7) Refers to the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings as the base set of guidelines to be used in conjunction with the new design standards in the Commercial Zoning

ordinance (described above).

2) 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. As a discussion item only, no action will be taken on the draft code changes at this meeting. Rather, Planning and Zoning Commission will discuss the drafts, and suggest where changes could be made. At a future date, after the Planning and Zoning Commission has had time to sufficiently review the drafts, a public hearing will be scheduled for formal action.

3) Attachments

A: Discussion Draft of Commercial A Zoning prepared in ~~strikethrough~~ and underline to facilitate discussion.

B: Discussion Draft of new Historic Preservation Code and Overly Zone

C: Zoning Map of the City

D: Discussion Draft boundaries of new “Downtown Core” and “Downtown Outer Core” zone districts

E: Secretary of the Interior’s Standards related to historic preservation

F: Page 35 from ACHP Master Plan – map of National Register Properties

G: ACHP Master Plan

9-13: Historic Preservation Code

9-13-1 Purpose:

1. The legislature of the State of Idaho (pursuant to Chapter 46, Title 67, Idaho Code) has declared the engagement in a comprehensive program of historic preservation to be public policy and in the public interest for all levels of government in the state.
2. The purpose of this Historic Preservation Code is to promote the educational, cultural, and economic welfare of the City by engaging in a comprehensive program of historic preservation to promote, preserve, and protect historic buildings, structures, sites, and monuments which serve as visible reminders of the historical, archeological, architectural, educational, and cultural heritage of the city.
3. It is the further purpose of this Historic Preservation Code to allow for the social and historical advantages of the City to promote the use and conservation of such property; to stabilize and improve property values in local historic districts; to encourage new buildings and developments that will be harmonious with the existing historical, archeological, and architectural structures, sites, and monuments.
4. It is further the purpose of this Historic Preservation Code to protect the history, architecture, ecology, scenic attributes that are threatened by the social and economic pressures that manifest through land use changes. Such protection through a special historic preservation district shall encourage harmony and compatibility in the planning of new buildings and development in keeping with the district's historic character.

9-13-2 Applicability: This code shall apply to all properties within any locally designated historic district and/or locally designated individual properties or landmarks.

9-13-3 Definitions: The following definitions are in addition to the definitions in Title 9, Chapter 1, General Zoning Provisions. In the event of an inconsistency between definitions, the definitions in this section shall apply. The following words and phrases when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

1. Alteration: An "alteration" shall mean:
 - i. Any act or process, through private or public action, that changes the specified character-defining or significant physical features or architectural appearance of a resource, including the reconstruction, additions, rehabilitation, relocation, repair, replacement, or restoration of any historical resource.
 - ii. Modification of a site, structure, architectural detail or visual characteristic (including but not limited to: grading, paint, color, windows, doors, surface texture), surface paving, the addition of new structures, the cutting or removal of trees, landscaping or other natural features, the disturbance or archaeological sites or areas, and or the placement or removal of significant objects (including but not limited to fences, landscaping and accessories, light fixtures, plaques, signs, murals, steps, street furniture, and walls) affecting the significant visual or historical qualities of the property.
 - iii. Alterations do not include ordinary repairs or maintenance or public safety actions, as defined below.
2. City: City of Sandpoint.

3. Commission: the Arts, Culture and Historic Preservation Commission of the City of Sandpoint, unless otherwise stated. Also abbreviated as ACHP Commission.
4. Contributing property: A property that significantly contributes to the historical character of an existing or potential historic district, when considering the historical integrity of a district. A property is contributing because: a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding information about the period, or b) it individually meets the national register eligibility criteria. For inventory purposes, “primary” shall be used synonymously with “contributing”.
5. Character-defining feature(s): The essential physical characteristics of a historical resource that convey its historical significance, as described by the National Parks Service. Such features may include the building material, window and door placement and design, architectural arrangement, massing, roof form, texture, paint, and may be identified in a historical resource survey or otherwise determined by the ACHP Commission.
6. Designated Historic Property: Property designated under this chapter, as well as the National Register of Historic Places, as historic property.
7. Eligible Property: A property that meets the criteria to be listed on the National Register of Historic Places.
8. Exterior Feature: The architecture, size, location, type, style, kind, texture, design, general arrangement and/or material of a building, site, structure or object including, but not limited to, windows, doors, exterior light fixtures, roofs, signs, appurtenant fixtures, and fencing, all as visible from public right of way.
9. Historic Integrity: The ability of a resource to convey its significance through retention of aspects including: location, design, setting, materials, workmanship, feeling and association, as espoused by the National Park Service.
10. Historic Preservation: The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance, interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of Sandpoint, the state or nation.
11. Historic Building/Property/Historical Resource: The City has identified resources that are important to Sandpoint’s architectural, cultural, economic, historic, political, and social heritage, known as historical resources. Any building, structure, district, area, or site that is significant in the history, architecture, archaeology or culture of Sandpoint or that has made a significant contribution to the prehistory of the region, shall be considered a historic building/property/historical resource if it is locally designated in accordance with the provisions of this chapter, and is:
 - a. Included in the National Registry of Historical Places; or
 - b. Included within the boundaries of a Historic Overlay Zone of the City.
12. Local Historic District: Any area designated as such by ordinance which includes or encompasses such buildings, sites, structures, or objects as the city may determine to be appropriate for historic preservation. Such local district (or districts) need not be a single enclosed area nor do the areas or sites have to be contiguous to constitute a district. A district may include contributing, noncontributing, or undeveloped properties.
13. New Construction: Construction or installation of an entire structure, whether primary, secondary or accessory.

14. **Noncontributing Property:** A property within an existing or potential historic district that does not meet the criteria for a contributing building but does contribute to the historical significance of the district. A property may be noncontributing because: a) it was not present during the period of significance; b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or, c) it does not individually meet the national registry eligibility criteria. A noncontributing building, site, structure, or object that is within a historic district remains subject to this article. For inventory purposes, "secondary" shall be used synonymously with "noncontributing". This classification has been designated through a survey and a formal hearing process.
15. **Object (for purposes of designation):** A construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milepost.
16. **Ordinary Repairs:** The maintenance or repair of any exterior feature of any building or structure in an historical district, or of any historic property or landmark which does not involve a change in design, material, color or outer appearance thereof.
17. **Period of significance:** The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for national register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction.
18. **Preservation:** The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code required work to make properties functional is appropriate within a preservation project. Exterior additions should be sympathetic to the significant elements of the historic property.
19. **Public Safety Action:** Any measure of construction, alteration or demolition of a historic resource necessary to correct or abate the unsafe or dangerous condition of any structure which such condition has been declared unsafe or dangerous by the Chief Building Official or Fire Chief.
20. **Reconstruction:** The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving building, site, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.
21. **Rehabilitation:** The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions of features which convey its historical, cultural, or architectural values.
22. **Restoration:** The act or process of accurately depicting the forms, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code required work to make properties functional is appropriate within a restoration project.

23. Secretary of the Interior's Standards for Rehabilitation: Standards that were written pursuant to federal law to ensure that work on historic buildings is done in such a manner which preserves the historical integrity of the building. For further information refer to the "Secretary of The Interior's Standards For The Treatment Of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring And Reconstructing Historic Buildings".
24. Site (For Purposes of Designation): Location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural or archaeological value regardless of the value of any existing structures.
25. Site Improvements: A modification to the grounds of a property not including the buildings or accessory buildings. Such improvements may include, but are not limited to: fences, walls, greenhouses, storage sheds, outdoor light fixtures, patios, decks, porches, landscape features, steps or pavement.
26. Structure: 1 (For Purposes Of Designation): A functional construction made for purposes other than creating shelter, such as, but not limited to, a bridge, canal, or man-made waterfront; and 2 (For All Other Purposes): Anything constructed or erected which requires permanent location on the ground or is attached to something having location on the ground. Structures may include, but are not limited to, buildings, platforms, framework, antennas, and prefabricated sheds or other structures.
27. Survey Form: A form that catalogs the age, style, contributing or noncontributing classification, address, location, photograph, date of inventory, name of surveyor, building permit history and other relevant information as may be required by the director or commission for a building, site, structure, or object.
28. Temporary Features: Items that are erected or displayed for a limited amount of time, not to exceed one hundred eighty (180) days at any one time unless otherwise approved by the Director, which may include, but are not limited to: sidewalk cafe tables, fences, chairs, planters, umbrellas, and bicycle racks.
29. Temporary Structures: A structure with or without a foundation that is erected for a limited amount of time, not to exceed one hundred eighty (180) days at any one time unless otherwise approved by the Director, which may include, but is not limited to, playhouses and play equipment, mobile buildings and carport/canopy structures.

9-13-4 Designation of Local Historic District Generally: The City may establish by ordinance one or more local historic preservation districts within the City using the criteria and procedures set forth in Title 9, Chapter 9, Section 12, Legislative Actions, and the regulations set forth below.

1. Establishment of a Local Historic District: The City may establish by ordinance one or more historic preservation districts, as a zoning overlay district, provided that any historic district shall not be designated until a minimum of one of the following criteria has been established:
 - A. Historical or Cultural Importance:
 - i. Has significant character, interest, or value as part of the development, heritage, or cultural characteristics of the city, state, or nation;
 - ii. Is associated with the life of a person significant in the past;
 - iii. Is the site of an historic event with significant effect upon society;
 - iv. Exemplifies the cultural, political, economic, social, educational, or historic heritage of the community;

- v. By being part of or related to a street, square, park, or other distinctive area, should be developed or preserved according to a plan based on historic, cultural, or architectural motif; or
- vi. Owing to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community, or city.

B. Architectural Importance:

- i. Portrays the environment in an era of history characterized by a distinctive architectural style;
- ii. Embodies those distinguishing characteristics of an architectural-type or engineering specimen;
- iii. Is the work of a designer, architect, or craftsman whose individual work has significantly influenced the development of the city, state, or nation; or
- viii. Contains elements of design, detail, materials, or craftsmanship that represent a significant innovation.

C. Archeological Importance:

- i. Has yielded or may be likely to yield information important in prehistory or history; or
- ii. Contains or is likely to contain physical remains, such as relics, monuments, or symbols, of past human life and activities.

2. Commission Research and Report on Proposed District:

- A. The Commission, whether by its own initiative or upon request of the City Council, or upon request of one or more property owners in the area of a proposed local historic district, may recommend the designation of one or more local districts.
- B. Prior to recommending designation the Commission shall make an investigation of the historical, architectural, archaeological, and cultural significance of the buildings, structures, features, sites, or surroundings included in any such proposed local historic district based on relevant criteria listed in subsection 9-13-4-1, above. For the purposes of creating an historic district in downtown, the Arts, Culture, and Historic Preservation Plan and its appendices adopted by City Council in 2018 shall satisfy the requirement of an investigation.
- C. Thereafter, the Commission shall prepare a report containing recommendations concerning the area or areas to be included in the proposed local historic district or districts.

- 3. Transmittal of Report to Planning and Zoning Commission: Copies of the report shall be transmitted to the Planning and Zoning Commission for their review and recommendation to City Council through the public hearing process outlined in Title 9, Chapter 9, Section 12 of this code for legislative actions and overlay districts.
- 4. Notice Requirements of the public hearing before the Planning and Zoning Commission: In addition to the noticing requirements for adoption of overlay districts in Chapter Title 9, Chapter 9, Section 12, notice of the time, place, and purpose of the hearing shall be provided at least fifteen (15) calendar days prior to the hearing by one publication in a newspaper of general circulation in the city, and written notice of the hearing shall be given to the owners of all properties, as well as

occupants of the properties if different from the owners, to be included in the local district or districts at least fifteen (15) calendar days prior to the hearing.

9-13-5 Designation of Local Historic Landmarks: Historic Landmarks shall be designated by ordinance and in accordance with the following criteria and procedural requirements:

1. The building, site, structure, or object proposed for such designation may be so designated on the following criteria: historical, architectural, archeological, and cultural significance; suitability for preservation or restoration; educational value; cost of acquisition, restoration, maintenance, operation, or repair; possibilities for adaptive or alternative use of the property; appraised value; and the administrative and financial responsibility of any person or organization willing to underwrite all or a portion of such costs. In addition, it must meet the criteria established for inclusion in the national register of historic places.
2. The Commission, either on its own initiative or upon the request of the City Council, or upon the request of owner of the property proposed to be designated, may recommend the designation of a historic landmark. Prior to recommending the designation, the Commission shall conduct studies, research, and investigations based on the relevant criteria listed in subsection (1) of this section. Thereafter, the Commission shall prepare a report containing recommendations concerning the historic landmark proposed to be designated and a draft of the designating ordinance to be presented to the Planning and Zoning Commission and City Council for consideration during a public hearing(s) before each body. The report of the Commission shall include comments regarding the suitability of the historic landmark for preservation or restoration.
3. For each designated individual historic landmark, the designating ordinance shall require the waiting period prescribed by Section 9-13-6 of this chapter to be observed prior to its demolition, material alteration, remodeling or removal. The designating ordinance shall also provide guidelines for a suitable sign or marker on or near the historic landmark indicating that the property has been so designated.
 - A. For properties both designated as a historic landmark and located within a local historic district, the portion of this chapter pertaining to the districts, takes precedence over the waiting period for demolition, material alteration, remodeling, or removal of the structure.
4. The City Council shall hold a public hearing on the designating ordinance, after having given written notice to the owners and occupants of the property. Notice of the time, place, and purpose of the hearing shall be provided at least fifteen (15) calendar days prior to the hearing by one publication in a newspaper of general circulation in the City, and written notice of the hearing shall be given to the owners of all properties, as well as occupants of the properties if different from the owners, that are the subject of the landmark at least fifteen (15) calendar days prior to the hearing
5. Following such public hearing, the City Council may act on the designating ordinance.
6. Upon passage of the designating ordinance, the owners and occupants of each designated historic landmark shall be given written notification of said designation by the City Council, and one copy of the designating ordinance shall be filed in the office of the county recorder of Bonner County, Idaho, by the city clerk.
7. The city clerk shall give notice of such designation to the tax assessor of Bonner County, Idaho.

9-13-6 Permits Required:

1. Purpose and Intent: The purpose of the Certificate of Appropriateness is to promote the public health, safety, and welfare through the preservation of historical resources, and thereby safeguard the city's heritage as embodied and reflected in its resources; carry out the goals and policies of the Comprehensive Plan; enhance and preserve property values; protect and enhance the city's

attractiveness to tourists and visitors; stabilize areas of the city and preserve varied and harmonious architectural styles reflecting phases of the city’s history; promote and encourage continued private ownership and utilization of such structures; foster civic and neighborhood pride and sense of identity based on the recognition and use of historic resources; and promote the enjoyment and use of historic resources appropriate for the education and recreation of the people of Sandpoint. It is the intent of the Certificate of Appropriateness to implement the Comprehensive Plan and policies related to historic preservation by protecting structures, improvements, natural features, and objects of known or potential historic significance from alteration or demolition that would have an adverse effect thereon.

2. Applicability and When Required: A Certificate of Appropriateness shall be required for all of the following activities:
 - A. No exterior feature as defined herein above in subsection 9-13-3 of any building, site structure or object, including all appurtenant features, nor aboveground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within a local historic district or any local landmark until after an application for a Certificate of Appropriateness has been submitted to the Department and approved as set forth table 9-13-1 of this Chapter, unless exempted from this requirement, as established in subsection 9-13-7 (5), below.
 - B. A certificate of Appropriateness is required whether or not a building permit is required, and a Certificate of Appropriateness must be granted in all cases before an applicant can obtain any other permit. **(IC 67-4608)**
3. Initial Identification: As part of the application process for a Certificate of Appropriateness, the planning staff shall confirm the contributing or non-contributing classification of the property based upon the survey records.
4. All applicable permits, as established in Title 9, Chapter 9, Zoning Administration, shall be required in addition to a Certificate of Appropriateness, unless otherwise herein stated.

Table 9-13-1 Certificate of Appropriateness (CA) Table			
Reason for Certificate of Appropriateness	Arts, Culture, and Historic Preservation Commission Review	Staff Level Review	No CA Required
Deviation from Historic Design Standards or Guidelines	X		
Exterior Alterations (includes windows and doors, exterior materials, etc.)		X	
Demolition or Relocation	X		
New Construction	X		
Interior Alterations			X
New Sign (Structure)		X	
Sign Face/Copy Change		X	
Window Signage		X	
Aboveground Utility Structures	X		
Ordinary Repairs			X
Landscaping		X	
Maintenance			X

Public Safety Actions			X
Change in zoning classification/rezone (IC 67-4609)	X		

5. Exemptions from the requirement to obtain a Certificate of Appropriateness:
 1. Interior arrangement of any building or structure or any interior features or fixtures;
 2. Temporary structures and features that do not remain in existence for a time period greater than 45-days in any consecutive twelve (12) month period.
 3. A site or building that does not require a Certificate of Appropriateness as identified in table 9-13-1.
 4. Ordinary Repairs as defined in 9-13-3, above: Nothing in this Chapter shall be construed to prevent the ordinary maintenance or repair of any exterior feature of any building or structure in an historical district, or of any historic property or landmark which does not involve a change in design, material, color or outer appearance thereof.
 5. Public Safety Actions as defined in 9-13-3, above.

6. Application Requirements:
 1. An application for a Certificate of Appropriateness shall be submitted by the property owner or by an authorized representative of such person, on a form furnished by the City and containing such information as required by the Commission.

 2. An application for a Certificate of Appropriateness involving demolition or relocation shall also provide the following:
 - a. A written statement as to why the building, site, structure, or object should be demolished;
 - b. Photographs of the building, site, structure, or object to be demolished, as well as of adjacent properties;
 - c. Two written reports, prepared, stamped, and signed by currently licensed Idaho design professionals appropriate to the nature of the project, at least one of which shall be disinterested, stating the structural soundness of the building or structure proposed for demolition and suitability for reuse. The second report being an analysis of the cost to rehabilitate the existing structure plus construct a new structure. These costs shall be completed to include the cost of demolishing any existing structures and the equivalent new construction and shall be completed, signed, and stamped by a currently licensed Idaho design/contract professional appropriate to the nature of the project.

7. Application Initial Processing: Applications for Certificates of Appropriateness shall be filed in accordance with the provisions of section 9-9-2: Permit Application Filing, Fees, and Initial Processing. In addition, all applications requiring Commission review and approval in accordance with Table 9-13-1 shall be referred to the Commission upon being deemed complete.

8. Notice of Public Hearing: Except for those Certificates of Appropriateness approved at the staff level, prior to approval or denial of a Certificate of Appropriateness requiring action by the Commission a public hearing shall be held, notice shall be posted on the premises not less than seven (7) calendar days prior to the meeting and notice shall be mailed to the applicant, the property owners and residents within three hundred feet (300') of the exterior boundary of the parcel under consideration, a minimum of fifteen (15) days prior to the public hearing.
9. Findings and Decision: An application for a Certificate of Appropriateness shall be approved only after first making the following findings:
 - A. Findings for Alterations: A decision in regard to Certificates of Appropriateness for alterations shall be based on the following findings as applicable to that property or request and as they relate to historic preservation:
 1. That the request is consistent with the Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings;
 2. That the request is consistent with City of Sandpoint adopted historic preservation guidelines, if any;
 3. That the request supports the goals, policies, and action items of the City of Sandpoint's Comprehensive Plan and any relevant plan referenced therein;
 4. That based on the adopted guidelines or the Secretary of the Interior's standards and guidelines mentioned above, the request will not be incongruous with the historical, architectural, educational, or cultural aspects of the local district;
 5. That the request complies with the dimensional standards and other applicable requirements of Title 9 of this Code including but not limited to setbacks, height restrictions and parking requirements, unless the Commission finds that modifying these standards is necessary to protect the overall character of the local district and to comply with any adopted guideline.
 - B. Findings for Demolition or Relocation: In order to approve a Certificates of Appropriateness for demolition or a relocation request, at least three out of the following five findings shall be made:
 1. That the building, site, structure, or object is not classified as contributing within the local district as stated on the survey form on file in the planning and zoning department;
 2. That the building, site, structure, or object cannot reasonably meet national, state, or local criteria for designation as a historic property;
 3. That the demolition of the building, site, structure, or object would not have an adverse impact on the character of the district and/or the adjacent properties and/or would not put the district at risk of losing historical status;
 4. That the owner has reasonably demonstrated that rehabilitation of the building, site, structure, or object would not be economically practical, realistic, or viable based on review of the information required in subsection 9-13-6(6)(2), above;
 5. That plans have been submitted to the City to redevelop the property if the demolition proceeds and such plans will have a positive effect on the district and/or adjacent properties. The size, scale, use, materials, and/or overall design of the project may be considered as qualities for producing a positive effect that furthers the purpose of the district.

- C. Findings for Change in Zoning Classification: A decision in regard to Certificates of Appropriateness for a change in zoning classification/rezone shall be based on the following findings:
1. That the request supports the City of Sandpoint's Comprehensive Plan, and any relevant plan referenced therein;
 2. That the request will be congruous with the historical, architectural, archeological, educational, or cultural significance of the local district;
 3. There will be no significant effect on the exterior of the site.
- D. Findings for New Construction (for New Construction within a Local Historic District): A decision in regard to Certificates of Appropriateness for new construction shall be based on the findings in 9-13-6 -9-A, above, and the following findings:
1. Review of Building Mass: The mass of the building shall be reviewed for its relationship to other buildings within the local historic district, and shall be compatible and consistent with the predominant building mass within the local district;
 2. Proportion Of Building Facades: The height to width relationship shall be compatible and consistent with the predominant architectural character of the local historic district;
 3. Design Interest: The exterior of the building shall provide architectural relief and design detailing compatible with the architectural character of the local historic district;
 4. Appropriateness of Materials: The materials shall be compatible with the materials of other buildings within the local historic district.
- E. In applications where a Conditional Use Permit and/or a **Site Plan and Design Review Permit** is required, as established in 9-9-7, Zoning and Land Use Permits, requisite findings for such permits shall also be required.
10. Maintenance and Repair Required - Demolition by Neglect:
1. Any property located within the district shall be preserved by the owner, or such other persons as may have legal custody or control of the property, against decay and deterioration, and free from unreasonable structural defects. The owner or person having legal custody and control of the property shall repair such resource if it is found to have one or more of the following defects, or other defects that in the judgment of commission has a detrimental effect on the historical characteristics of the property or district:
 - a. The deterioration of exterior walls or other vertical supports;
 - b. The deterioration of roofs or other horizontal members;
 - c. The deterioration of external chimneys;
 - d. The deterioration or removal of exterior finishes or fenestration;
 - e. The ineffective waterproofing or exterior walls, roofs and foundations including broken windows or doors; and
 - f. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.
 2. If the commission makes a preliminary determination that a resource is being demolished by neglect, it shall direct the Building Official to notify the owner(s) of the resource of this preliminary determination, stating the reasons therefore, and shall give the owner of

record 45 days from the date of mailing such notice to commence work to correct the specific defects as determined by the commission.

3. If the owner(s) fail to commence work within the time allotted as evidenced by the issuance of a building permit (if required) and certificate of appropriateness, commission shall notify the owner(s) in writing to appear at a public hearing before the commission at a date, time, and place to be specified in the notice, which shall be mailed at least 28 days before the hearing. The commission shall also notify in writing adjacent property owners of such a hearing. The commission shall receive evidence on the issue of whether the subject resource should be repaired, and the owner(s) may present evidence in rebuttal thereto. If, after such hearing, the commission determines that the resource is being demolished by neglect, it may inform the City Council who may direct the City Attorney to commence legal action against the owner(s) if the necessary repairs are not completed within 90-days or a time frame as specified by the Commission.

11. Demolition or removal: (IC 67-4616)

1. The purpose of this subsection is to further the purposes of the Comprehensive Plan and this Chapter to preserve historic buildings which are important to the architectural and historical significance of Sandpoint. It is further the purpose of this subsection to afford the City, interested persons, historical societies or organizations the opportunity to acquire or arrange for preservation of such structures.
2. Unless exempt from a Certificate of Appropriateness due to a Public Safety Action as defined in 9-13-3, above, prior to demolishing or removing a structure designated as a historic property or landmark or located within a district, 180-days' written notice of the proposed demolition shall be given before a building permit or Certificate of Appropriateness to demolish or remove the structure is issued. Notice shall involve the following:
 - a. Prior to the issuance of a building permit to demolish/demolition permit, the notice shall be published in a newspaper of general circulation at least two times.
 - b. The first notice shall be published no later than fifteen (15) days after the application for a permit to demolish is filed and the final notice shall be published approximately fifteen (15) days prior to the date of demolition or removal.
3. Negotiation to avoid Demolition: During this six (6) month period, the staff and/or the Commission, may negotiate with the owner of the property and with any other parties in an effort to find a means of preserving the property. Such negotiations may include relocation to a new site, or inducements to interested third parties to purchase the property for the purpose of preserving it.

12. Building Code Exemptions:

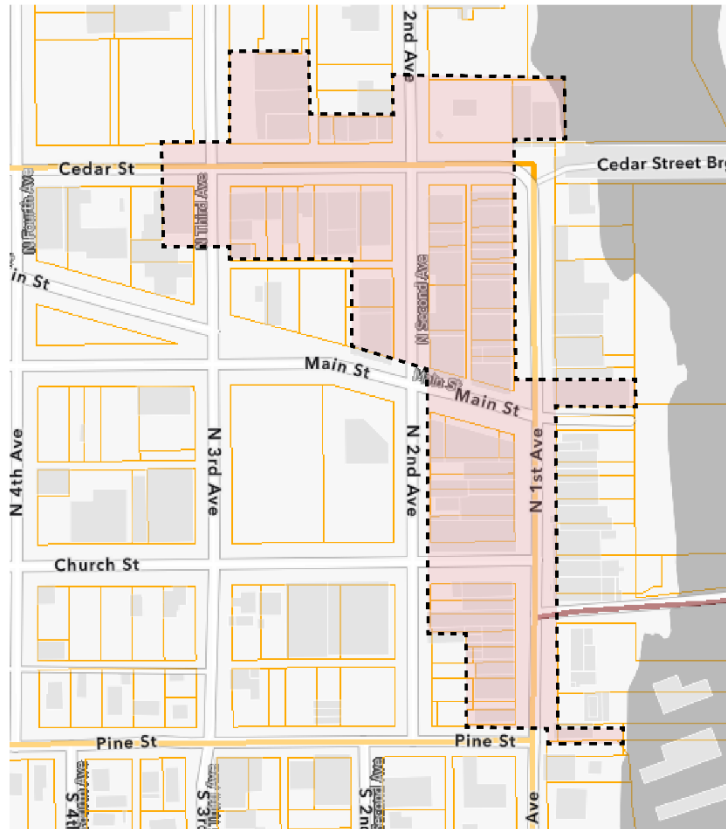
1. In order to promote the preservation and restoration of historic properties within the City, a historic property, or structure within a historic district may be exempted from the application of such standards contained in the building codes if, upon recommendation from the Historic Preservation Commission, it shall be determined such application would otherwise prevent or seriously hinder the preservation or restoration of said historic property or structure; provided, that the restored building or structure will be no more hazardous, based on life safety, fire safety, and sanitation standards, than the existing building, as determined by the Chief Building Official.

- 2. A historic building or structure shall comply with the provisions regarding historic buildings of the adopted edition of the International Existing Building Code (IEBC) relating to their repair, alteration, relocation and change of occupancy.
- 13. Penalties: Any person who violates any provision of this Chapter shall be guilty of a misdemeanor and shall be punished as provided in Title 1, Chapter 1, Section 4 (General Penalty).

9-13-8: Downtown Sandpoint Historic Preservation Overlay Zone District (HP – D)

- A. Purpose: The Downtown Sandpoint Historic Preservation Overlay District, also known by the abbreviation (HP-D), is established to promote the preservation and rehabilitation of historic buildings in the downtown area and to provide for new infill construction consistent with the character of the district. The Downtown Sandpoint Historic Preservation Overlay District is a means to recognize the defined area as a community asset that has historical and architectural attributes worthy of protection and preservation.
- B. Applicability:
 - 1. Location: The Downtown Sandpoint Historic Preservation Overlay District applies to the following area: (insert boundary description).

Figure 9-13 (1) Downtown Sandpoint Historic Preservation Overlay District

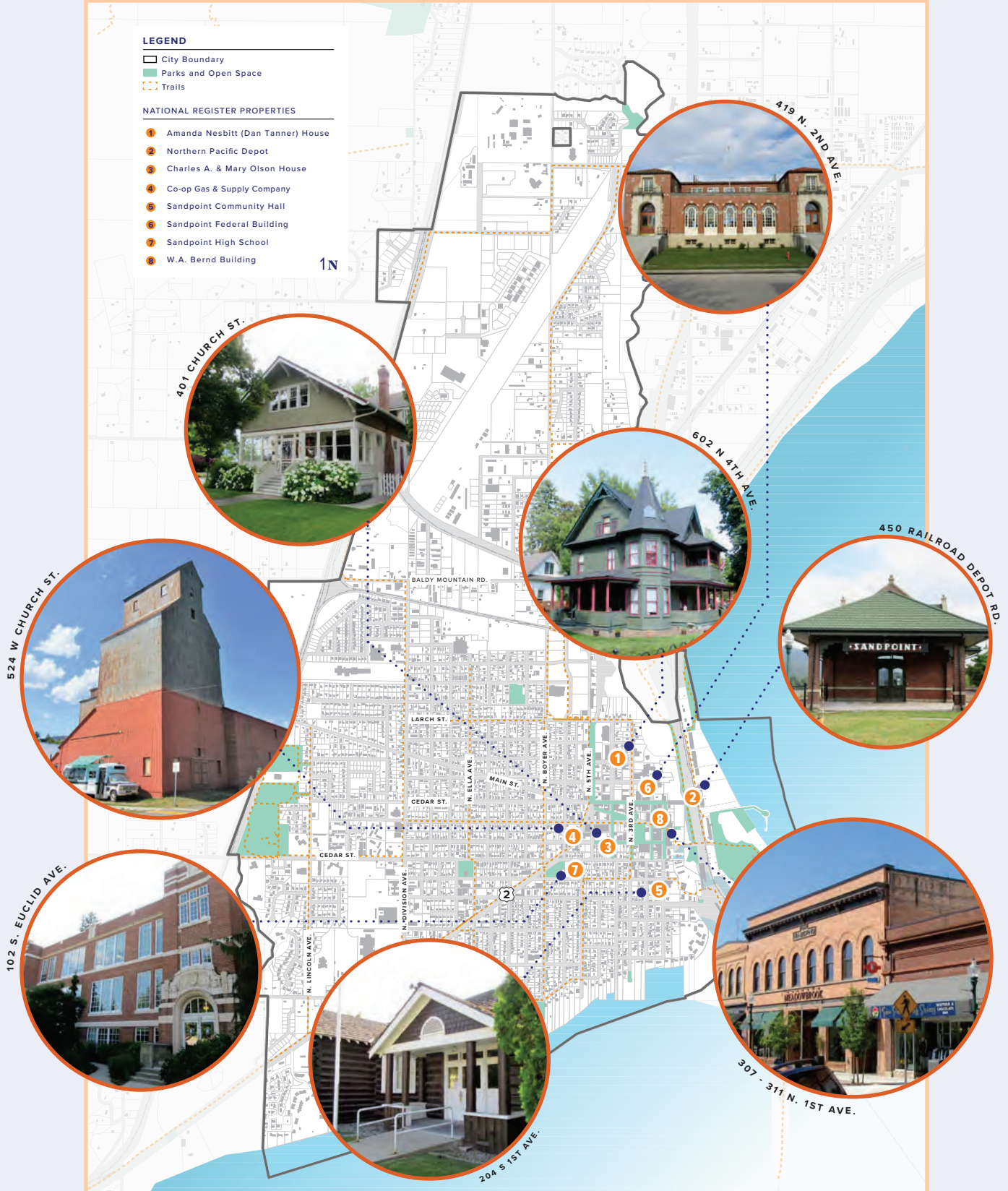


2. **Governing Structure:** The legislature of the State of Idaho (pursuant to chapter 46, title 67, Idaho Code) has declared the engagement in a comprehensive program of historic preservation to be public policy and in the public interest for all levels of government in the state. This Chapter and Chapter 9 of this Title provides for the creation of historic preservation overlay districts and is applied to the Downtown Sandpoint Historic Preservation Overlay District as of the date of its creation on XXXXX, 2026. This subsection codifies and promulgates the provisions contained in Title 9, Chapter 9 of this Code (Zoning Administration), Title 9, Chapter 13 of this Code (Historic Preservation Code), and Title 2, Chapter 10 of this Code (Boards and Commissions) pertaining to the Arts, Culture, and Historic Preservation Commission.
3. **Definitions:** The definitions contained in 9-1-2 and 9-13-3 shall apply to the Downtown Sandpoint Historic Preservation Overlay District.
4. **Permit Required:** All land use actions and development activity within the boundaries of the district, including the modification of any structure or new development, or demolition, as defined and established in 9-13-3, above, shall first require the issuance of a Certificate of Appropriateness pursuant to 9-13-6, above, unless exempt.
5. **Standards Apply:** The following design standards shall apply within the district boundaries to the modification of any structure or new development as defined and established in 9-13-3 (Definitions), above. These standards are in addition to the design standards contained in the underlying zone located in Chapter 2, Section 2.
 1. **Basic Standards:** The Secretary of the Interior’s Standards for Rehabilitation shall provide the basic direction for review of improvements affecting properties within the district.
 2. **Standards for Existing Buildings (Maintenance and Improvements):**
 - A. **General Intent:** The standards for existing buildings are intended to preserve and reinforce the architectural character, materials, and defining features of buildings that contribute to the historic downtown environment. Regular maintenance, repair, and sensitive improvements are encouraged to extend the life of existing structures while retaining the elements that give downtown Sandpoint its distinctive identity. These standards prioritize preservation over replacement and seek to prevent incremental alterations that erode historic character over time.
 - B. **Preservation Priority:** Existing buildings shall be maintained, repaired, and improved in a manner that preserves their defining architectural features and historic character. Repair and restoration shall be prioritized over replacement wherever feasible.
 - C. **Character-defining Features:** The following elements shall be preserved and maintained where they exist:
 - i. **Historic storefront configurations, including recessed entries and display windows;**
 - ii. **Original window openings, proportions, and rhythms;**
 - iii. **Masonry, stone, wood, and metal architectural detailing;**
 - iv. **Cornices, parapets, pilasters, belt courses, and decorative brickwork.**

D. Inappropriate alterations: The following are prohibited for existing buildings:

- i. Covering historic materials with non-historic cladding;
- ii. Reducing or infilling original window openings;
- iii. Replacing historic windows with vinyl or incompatible window systems;
- iv. Removing or obscuring defining architectural features.

Figure 1: National Register Properties



CHAPTER 2 COMMERCIAL ZONING DISTRICTS

9-2-1: Commercial A, B and C Zones, and Downtown Core and Downtown Outer Core Zones:

9-2-1-1: Purpose and Intent:

The purpose of these zones is to foster and strengthen economic vitality in Sandpoint's commercial areas while respecting and enhancing the special character of the existing development in the downtown core area. The downtown is a compact assembly of storefront buildings, short walkable blocks, mixed uses, pedestrian amenities, and consolidated on and off-street parking. The community's commercial character is especially vulnerable to intrusion from incompatible uses and physical development practices which are inconsistent with the historical fabric. The purpose of these zones is to establish requirements for land use, building and site design for new development and for the significant modification of existing developments within the commercial areas. The city's downtown designated as commercial A Downtown Core (DC) and Downtown Outer Core (DOC) is so important and significant to the city, that it justifies a special set of regulations designed to protect and enhance its character in light of new development. Considerable opportunity for new infill development adjacent to existing neighborhoods lies north of surrounds this area and is designated as the eCommercial A and B zones. The eCommercial C zone represents a lower intensity commercial area serving adjacent neighborhoods and residents and preserving the scale of the built environment by restricting height limits. The following principles serve as the foundation for the Downtown Core, Downtown Outer Core, eCommercial A, B and C zones:

- A. Efficient use of land and services.
- B. A mix of land uses which strengthen opportunities for economic vitality and support pedestrian activity as well as housing opportunities.
- C. Establish a defined Downtown that is distinct from other commercial areas in that it serves as the town center, Pprovides for community gathering places and pedestrian/visitor amenities, and is the center of activity, a unique destination for goods and services, and is the primary iconic image that stands for Sandpoint.
- D. Establish a distinct storefront character associated with the downtown core area.
- E. Provide transitions to adjacent neighborhoods and commercial areas.
- F. Maintain and enhance the area's character through design guidelines.
- G. Encourage residential development above ground floor with appropriate frontage facades to enhance and support downtown as the City's primary gathering and activity space.
- H. Encourage structured parking in commercial areas.

~~The commercial zones herein defined, upon their adoption per this chapter, are enforceable and implemented as a set of land use regulations. In this context, all land use applications for property within the commercial zones are required by this chapter to comply with the provisions of these commercial zones.~~

(Ord. 1236, 6-23-2010)

9-2-1-2: Zone as Regulation Applicability:

The commercial zones herein defined are enforceable and implemented as a set of land use regulations. In this context, all property within the commercial zones are required to comply with the provisions of these commercial zones and this Title 9, Zoning. The Downtown Core, Downtown Outer Core, eCommercial A, B and C zones, as adopted by reference, contain recommended policies and development guidelines and the regulations contained herein that are hereby made mandatory by adopting them in this chapter. The Downtown Core, Downtown Outer Core, eCommercial A, B and C zones, unless otherwise specifically provided for in this chapter, shall be considered as carrying the weight of law and shall be enforced and abided by as a municipal land use regulation.

(Ord. 1236, 6-23-2010)

9-2-1-3: Use Limitations:

Within the Downtown Core, Downtown Outer Core, eCommercial A, B and C zone boundaries, those uses that help facilitate efficient land use and create a unique, dynamic pedestrian oriented center are encouraged. Such uses generally include retail, services, civic uses, restaurants and dining establishments, professional offices, passive open spaces, and residences. ~~To further strengthen and encourage development modeling these principles, the city maintains suggested design guidelines for commercial A, B, and C zones.~~

- A. Permitted Uses: The land uses listed in table 1 of this section are either permitted (P), conditionally permitted upon issuance of a Conditional Use Permit (C), or not permitted (N) in the Downtown Core, Downtown Outer Core, eCommercial A, B and C zones areas as identified and subject to the provisions of this chapter. Certain land uses have additional restrictions as specified in notes to table 1 of this section.
- B. Determination of Similar Land Uses: Uses that are similar in nature to one or more permitted uses, as determined by the planning eDirector after consulting the current edition of "The North American Industry Classification System" code, may be permitted within the boundary of the Downtown Core, Downtown Outer Core, eCommercial A, B and C zones.

**TABLE 1
LAND USES PERMITTED IN THE COMMERCIAL ZONES**

	Commercial A	Commercial B	Commercial C	Downtown	
				DC	DOC
Commercial:					
Art and craft galleries	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Banks and financial institutions	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	Restricted <u>P</u> ⁴	<u>P</u> ⁴	<u>P</u>
Commercial storage	Restricted <u>P</u> ³	Restricted <u>P</u> ³	Restricted <u>P</u> ³	<u>N</u>	<u>N</u>
Daycare	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Entertainment facilities (theaters, clubs, movies)	Restricted <u>P</u> ⁵	Restricted <u>P</u> ⁵	Restricted <u>P</u> ⁵	<u>P</u>	<u>P</u>
Hotels, hostels and lodges, and motels	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>
Laundromats and dry cleaners (no dry cleaning using perchloroethylene solvent permitted)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>N</u>	<u>P</u>
Manufacturing ancillary to a storefront retail sales and services outlet (see section 9-2-1-9 of this chapter for limitations)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>N</u>	<u>P</u>

Medical and dental services including hospitals, clinics and associated laboratories, pharmacies, optometrists, veterinarians and similar medical uses	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>P⁴</u>	<u>P⁴</u>
Offices	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N⁹</u>	<u>P</u>
Personal and professional services (e.g., hair salons, day spas, <u>massage establishments</u> , barbershops, tailors, shoe repair, nail salon, tanning salon, watch and jewelry repair, package wrapping/copying/sending services, and similar uses)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
<u>Fitness studios, instructional dance/sports, indoor commercial recreation</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Restaurants, catering, taverns, prepared food services for on site consumption, retail bakeries, candy/ice cream shops (food production allowed in conjunction with retail)	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>P⁴</u>	<u>P⁴</u>
<u>Food Truck Court¹¹</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>C</u>
Retail trade and services	<u>Restricted P^{4,5}</u>	<u>Restricted P^{4,5}</u>	<u>Restricted P^{4,5}</u>	<u>P^{4,5}</u>	<u>P^{4,5}</u>
Vehicle, agricultural and industrial equipment sales	<u>Restricted P^{2,7}</u>	<u>Restricted P^{2,7}</u>	<u>Restricted P^{2,8}</u>	<u>N</u>	<u>N</u>
Wholesale	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N</u>	<u>N</u>
Public/institutional:					
Clubs, fraternities, sororities, lodges and similar uses	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Government offices and facilities, including courthouses	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>Restricted P⁴</u>	<u>P</u>	<u>P</u>
Libraries, museums, concert halls, auditoriums, community center, and similar uses	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Outdoor bandstand, amphitheater, pavilion	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Private utilities	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Public parking lots and garages (see chapter 5 of this title, standards for off-street parking areas)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Public parks, squares, greens, and recreation facilities	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Religious institutions and places of worship	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P¹⁰</u>	<u>P</u>
Schools, public and private	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	<u>P</u>
Visitors centers and information services	<u>Restricted P⁴</u>	<u>Yes P</u>	<u>Yes P</u>	<u>P</u>	
Residential:					
Detached single-family residences	<u>Prohibited N</u>	<u>Prohibited N</u>	<u>Prohibited N</u>	<u>N</u>	<u>N</u>
Two-family dwellings (duplexes)	<u>Restricted P⁶</u>	<u>Restricted P⁶</u>	<u>Restricted P⁶</u>	<u>N</u>	<u>N</u>
Single-family attached (townhouses)	<u>Yes P</u>	<u>Yes P</u>	<u>Yes P</u>	<u>N</u>	<u>P</u>

Dwellings within a commercial or other nonresidential structure (e.g., residence occupying an upper floor of a retail store)	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u> ¹	<u>P</u>
Accessory dwellings which existed on the effective date hereof	Yes <u>P</u>	Yes <u>P</u>	Yes, new units also permitted <u>P</u>	<u>N</u>	<u>N</u>
Multi-family residential	Restricted <u>P</u>	Restricted <u>P</u>	Yes <u>P</u>	<u>P</u> ¹	<u>P</u>
Residential care homes and facilities	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>N</u>	<u>P</u>
Bed and breakfast inns	Yes <u>P</u>	Yes <u>P</u>	Yes <u>P</u>	<u>P</u>	<u>P</u>

Notes:

1. Residential uses are permitted on upper stories above ground floor nonresidential use, on ground floors behind storefront space, or integrated into a mixed use structure where design is consistent with the includes demonstrated functional space and storefront character. In Downtown Core residential uses are allowed on upper floors only.
2. Subject to conditional use permit provisions as provided in this code.
3. Enclosed in building and on upper stories only.
- 4.a. In the eCommercial A zone: Drive-through uses are subject to approval through conditional use permit, drive-through fast food use is prohibited.
 - b. In the eCommercial B zone: Drive-through fast food services and/or those using order amplification are subject to an approved conditional use permit and are prohibited within one hundred fifty feet (150) of any residential zone.
 - c. In the eCommercial C zone: Drive-through fast food services and/or those using order amplification are permitted adjacent to Highway 2 with an approved conditional use permit. Drive-throughs within one hundred fifty feet (150') of a residential zone are prohibited.
 - d. In the Downtown zones (DC and DOC zones): Drive-through uses of any kind are not permitted.
5. Adult use limitation: Commercial establishments are restricted to having less than a twenty-five percent (25%) of gross floor area of its stock in trade offering for sale for any form of consideration any one or more of the following:
 - a. Books, magazines, periodicals or other printed matter, or films, motion pictures, photographs, slides, videocassettes or other visual representations which are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas; or
 - b. Devices, instruments, or paraphernalia which are designed for use in connection with "specified sexual activities". Adult oriented nightclubs, entertainment or premises offering erotic dancing or display are prohibited. Unarmed combat as defined by section 54-402 of Idaho Code is prohibited.
6. Subject to approval through the planned unit development application process with minimum two-acre area requirement waived. See title 10, chapter 3 of this code.
7. Fully enclosed in building.
8. Limited to 12 passenger vehicles.
9. Offices limited to upper floors only, not permitted on ground floor.
10. Places of worship permitted on upper floors only.
11. Food Truck Courts are defined as having three or more Food Trucks on any lot. Fewer than three Food Trucks on a lot is considered an accessory land use, regulated under Section 9-2-1-9-C: Accessory Uses – Food Trucks.

(Ord. 1301, 6-4-2014)

9-2-1-4: Building Setbacks:

**TABLE 2
BUILDING SETBACKS**

	Commercial A	Commercial B	Commercial C	Downtown	
				DC	DOC
Minimum front, rear	See subsection 9-2-1-6B5 of this chapter 0 feet	0 feet	0 feet	<u>0</u>	<u>0</u>

and side yard setback					
<u>Maximum Side Setback</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>0</u>	<u>5 feet</u>
Maximum front setback	0 feet	0 feet	0 feet	<u>0</u>	<u>0¹</u>
	Buildings shall be constructed to the property line along their primary frontage. A 10 foot <u>front</u> setback allowance shall be approved when setback areas are developed as a civic space identified in subsection 9-2-1- 6E of this chapter.	Buildings shall be constructed to the property line along their primary frontage. A 10 foot <u>front</u> setback allowance shall be approved when setback areas are developed as a civic space identified in subsection 9-2-1-6E of this chapter.	Buildings shall be constructed to the property line along their primary frontage. A 10 foot <u>front</u> setback allowance shall be approved when setback areas are developed as a civic space identified in subsection 9-2-1-6E of this chapter.		
	An additional 15-foot setback for areas developed as a civic space will require approval through the CUP process.	An additional 15-foot setback for areas developed as a civic space will require approval through the CUP process.	An additional 15-foot setback for areas developed as a civic space will require approval through the CUP process.		
Setback from residential zone	When a building or group of buildings abuts upon Where any commercial zoning abuts a residentially zoned lot, the abutting commercially zoned property, where it abuts, shall maintain a yard 10' side setback and/or a 20' rear setback. <u>Where any commercial zoning abuts a residentially zoned lot, the abutting commercially zoned property, where it abuts, shall maintain a yard 10' side setback and/or a 20' rear setback.</u> shall be provided abutting the lot, such yard setback having a width of not less than 10 feet. There shall be a rear yard with a depth of not less than 20 feet when no dedicated alley or public way exists at the rear of the commercial lot. The rear yard may be used for off-street parking and loading as provided in this title.				

1. Ground floor Residential uses allowed to be set back maximum of 5 feet from property line in the Downtown Outer Core.

(Ord. 1301, 6-4-2014; amd. Ord. 1392, 3-16-2022)

9-2-1-5: Building Height:

All buildings in the commercial A, B and C zone areas zones shall comply with the following building height requirements as shown in Table 3, Maximum Building Heights, and as follows., which are intended to allow for development of appropriately scaled buildings with a storefront character. Included in maximum height are: bell towers, steeples, roof equipment, flagpoles and similar features incorporated into the building design that are not intended or used for human occupancy.

**TABLE 3
MAXIMUM BUILDING HEIGHT**

(Supp. No. 1)

	Commercial A	Commercial B	Commercial C	Downtown	
				DC	DOC
Minimum number of floors ¹	2 <u>1</u> ¹	2 <u>1</u> ¹	2 <u>1</u> ¹	<u>1</u> ¹	<u>1</u> ¹
Maximum height	35 <u>65</u> feet	35 <u>45</u> feet	35 <u>45</u> feet	<u>45</u>	<u>65</u>
Maximum height when structured parking or a residential component is included in building footprint	65 feet when residential use represents 50 percent of floor area exceeding 35 feet or when 50 percent of building footprint is developed with structured parking.	55 feet when residential use represents 100 percent of floor area exceeding 35 feet or when 51 percent of required parking is incorporated into the structure.	45 feet when residential use represents 100 percent of floor area exceeding 35 feet or when 51 percent of required parking is incorporated into the structure.		
Maximum height adjacent to residential zone	Maximum height of any portion of a structure within 50 feet of a residential zoning district line shall be 35 feet. <u>35'</u>				
<u>Relational Height Limits Required (9-2-1-5-A)</u>	<u>1, 2</u>	<u>1, 2</u>	<u>1, 2</u>	<u>1,2,3,4</u>	<u>1, 2</u>

Note:

1. Second floor construction may be developed in phases so long as For new development, eEngineering documentation is required at the time of application for submitted at the time of a building permit application confirming all first floor construction is structurally capable of accommodating a future second floor.

Chimneys, not to exceed five feet (5') are not included in maximum height.

- A. Height Increase for Buildings Containing Residences or Structured Parking Relational Height Limits: Within all commercial zones, relational height limits are established to create an appropriate height relationship between new development and existing development. All new development shall adhere to the following, as applicable:
 - 1. Height Step Back When Exceeding 45 Feet: Habitable floor area utilizing exemption to maximum height outlined in table 3 of this section All structures that exceed 45' shall be developed in a stepped fashion with all enclosed portions of structures along street frontage that exceed 45'. All such portions of structures exceeding 45 feet shall be stepped back 10 feet or 10 percent of the lot width, whichever is greater. exceeding thirty five feet (35') set back from lower portions of the structure by the following:

2. Relation to Residentially Zoned Property: The maximum height of any structure within 50 feet of a residentially zoned lot shall be 40 feet.
3. Relation to Existing Adjacent Buildings: All structures in the DC zone abutting existing development shall adhere to the following relational height limit: new development shall not exceed 35 feet when adjacent to a single story building, and shall not exceed 45 feet when adjacent to a two story building. In cases where two differing building heights exist on either side of the new development, the taller of the two heights shall be used in calculating the relational height limit. If the adjacent lot is vacant, undeveloped land, the closest adjacent building shall be used for calculating the relational height limit.
4. Special Height Compatibility Standards for the DC Zone: Within the DC Zone, vertical additions to existing structures shall be stepped back above and from the existing street facing parapet and shall maintain floor-to-floor heights consistent with the existing structure. Vertical additions exceeding 35 feet shall be stepped back from the existing parapet 10 feet or 10 percent of the lot width, whichever is greater. No vertical addition shall increase the apparent height or mass of a building when viewed from the fronting public sidewalk.

1. ~~Forty five feet (45') to sixty five feet (65')~~ shall be set back from the exterior perimeter of lower floors by ten percent (10%) of the greater of lot width or depth, not to exceed twenty feet (20').

Setbacks shall not apply to unenclosed porches or balconies.

Government offices, courthouses, libraries, museums, community centers, movie theaters, hotels and hospitals are exempt from the required residential component but shall conform to other setback standards for area exceeding thirty five feet (35') in height.

- B. Method of Measurement: Building height is measured as the vertical distance from the average preexisting grade ~~point of the portion of the lot covered by the building~~ at the front building wall to the top of the cornice, parapet, or peak of a pitched roof, or mansard roof ridge line, ~~measured to the highest point of the roof peak.~~ For the purposes of these regulations, "preexisting grade" is defined as the average ground level elevation at the primary frontage street grade that existed prior to any site preparation related to, or incorporated into, any proposed new development. For the purposes of this code, "primary frontage" on a corner lot shall be the longer of the lot lines with street frontage. In cases where site work such as retaining wall or an earth berm is utilized to create finished grades higher in elevation than preexisting grade, then preexisting grade shall be used to determine height. Preexisting grade manipulation shall be prohibited. Finished grades, retaining walls, berms, or other site modifications constructed for the purpose of increasing allowable building height shall not be used to establish the measurement point for building height. Where such modifications occur, the Director shall determine the applicable grade based on the preexisting street grade prior to site preparation
- C. Features Not included in Building Height: Excluded in maximum height are the following features: bell towers, spires, steeples, chimneys, cupolas, screened elevator and mechanical equipment enclosures, and similar features incorporated into the building design that are not intended or used for human occupancy. Such features of buildings that extend above the maximum building height shall not exceed the maximum height by more than 10 feet. Any rooftop structure intended for outdoor use such as a roof deck trellises, or gazebo, shall adhere to the building step back requirements of subsection A (1), above.

(Ord. 1301, 6-4-2014)

9-2-1-6: Building Design Standards for Commercial A, B, and C Zone Districts:

The commercial A, B and C zone design guidelines in this subsection are intended to provide human scale design, while affording flexibility to use a variety of building styles. These guidelines shall be followed in all new construction in order to ensure that the physical and operational characteristics of proposed buildings and uses are compatible within the context of the surrounding area. Compatibility shall be achieved through techniques such as repetition of rooflines, the use of similar proportions in building mass, similar relationships to the street, similar door and window patterns, and the use of complementary building materials.

Building Size, Bulk, Scale, and Mass: New buildings or additions shall either be similar in size and height, or if larger, be articulated and subdivided proportionally to the mass and scale of other structures on the same block. The building design standards in this section are intended to promote high-quality, context sensitive development across Sandpoint's Commercial A, B, and C zones. These standards emphasize flexibility in building form, site layout, and architectural expression in order to accommodate a wide range of commercial, residential, institutional, and mixed-use development types, particularly along arterial roadways and State Highway 2. These standards are intentionally less prescriptive than those applicable to the Downtown Core and Downtown Outer Core zones, and are not intended to replicate historic downtown building forms or materials.

A. Building Size, Bulk, Scale and Mass:

1. New buildings and additions shall be designed to reduce perceived bulk and mass through building articulation, modulation, variation in plane, the use of multiple building volumes, where visible from public streets or public spaces.
2. Compatibility with existing adjacent and nearby development may be achieved through various proportional relationships to existing nearby structures, including visual breaks, site planning strategies, the same or similar roof design, building mass and/or materials. Replication of the form or size of existing adjacent or nearby development is not required.

B. Building Orientation: If an entry is oriented to a parking lot, it diminishes activity from the street and implies that auto access takes precedence. Therefore, buildings shall be oriented toward their primary street frontage and located within the maximum front setback applicable to the zoning district.

Orientation and design of all new building or additions shall be reinforced through the observation of the following standards:

1. Primary Entrance: Buildings have their primary entrance(s) oriented to their primary frontage. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances to a cluster of spaces. Buildings shall provide a clearly identifiable primary entrance that is oriented toward a public street, pedestrian plaza, courtyard, or primary pedestrian circulation route that includes a minimum of an 8-foot-wide sidewalk connecting the primary entrance to the public right of way.

Where development on a lot includes multiple buildings, at least one building shall have its entrance on a public street, and each additional building shall provide a clearly identifiable primary entrance either facing the street or facing an internal pedestrian space between buildings, provided a direct pedestrian connection is also provided to a public sidewalk.

2. Corner Building Entrances: Corner building entrances shall be designed in cases where the building is located on a corner lot. Alternatively, a building entrance may be located away from the corner when the building corner is beveled or incorporates other detailing to reduce the angular appearance of the building at the street corner. Where development is on a corner lot, buildings shall face both frontages with entrances, architectural articulation and/or building orientation that emphasizes the corner condition. A corner entrance is encouraged but not

required where building form, or site design provide an equivalent emphasis on the street intersection.

3. Secondary Entrance: A building may have a secondary entrance facing a side yard when a direct pedestrian walkway is provided between the building entrance and the street right-of-way. Secondary entrances may be utilized to serve parking areas, provided pedestrian connectivity between the building entrance and the street right-of-way is emphasized.
 4. Off-Street Parking: ~~Off-street parking, driveways and other vehicular access shall not be placed between a building and the street. On corner lots, buildings and their entrances shall be oriented to the street corner as feasible.~~ Off-street parking, driveways, and vehicular access areas shall not be located between a building and its primary street frontage. Off-street parking may be located between a building and a secondary or side street frontage, provided that:
 - a. The building is oriented to the designated primary street frontage;
 - b. A continuous pedestrian pathway connects the primary building entrance and the public sidewalk; and
 - c. Views of the parking areas from the public right-of-way are minimized through landscaping, screening, or site design features that maintain a pedestrian oriented streetscape appearance.
 5. Commercial A Zone: ~~In the commercial A zone, at least fifty percent (50%) of the width of the lot is occupied by a building at the front setback.~~
 - ~~6.~~ 6. Accessibility: ~~There shall be provided one zero-step entrance to each building from an accessible path at the front, side, or rear of each building. All the first floor interior doors (including bathrooms) shall provide at least thirty-two inches (32") of clear passage.~~
 - ~~7.6.~~ 6. Surface Parking: ~~Parking areas of more than thirty (30) abutting spaces shall be divided into areas of no more than thirty (30) abutting spaces. Division may be by a building, internal landscaped area with a minimum width of five feet (5'), or landscaped multimodal way.~~ paved pathway having a minimum width of five feet (5').
- C. ~~Storefront Design: All buildings shall contribute toward the storefront character and visual relationships of existing buildings. The building shall be designed in a way that will reduce the massive scale and uniform and impersonal appearance and will provide visual interest consistent with the community's identity, character, and scale. The following architectural features should be used along the street frontage building elevations, as applicable. Minor deviation from the following features may be authorized at the discretion of the planning director so long as the spirit of this code is maintained:~~ Where ground floor commercial uses front a public street, buildings shall incorporate pedestrian-oriented design features appropriate to the land use and context, as follows:
- ~~1. Buildings should have consistent spacing of similar shaped windows with trim or other decorative molding on all building stories.~~
 - ~~2. Large display windows should be employed on ground floor storefronts. Display windows should be framed to visually separate the ground floor from the second floor.~~
 - ~~3. All buildings with a flat roof should have a decorative cornice at the top of the building; or eaves, when the building is designed with a pitched roof.~~
 - ~~4. Cornices or changes in material can be used to differentiate the ground floor of buildings that have commercial uses from the upper floor(s) that may have offices or residential uses. Ground floor facades should utilize cornices, signs, awnings, exterior lighting, display windows and entry insets.~~

5. ~~Facades greater than fifty feet (50') in length shall incorporate recesses and projections with a minimum four foot (4') differentiation along at least twenty percent (20%) of the length of the facades. Window awnings, arches, or columns must total at least sixty percent (60%) of the facade length abutting the street.~~
6. ~~Structures abutting Sand Creek are required to incorporate design features that enhance the visual interest and pedestrian interface with the water frontage such as patios, decks and expanses of glass that draw pedestrian interest. Additionally, HVAC, garbage and recycling bins and other similar ancillary equipment shall be buffered through a fence, wall or other similar device so as to strengthen the visual appeal from the waterfront.~~
1. Building Frontage Occupancy: Buildings shall occupy a minimum portion of the primary street frontage in order to reinforce commercial intensity, the pedestrian realm along all streets, and efficient use of commercially zoned property. Frontage occupancy may be satisfied through one or more buildings, provided they collectively address the primary street frontage, as follows:
 - a. Commercial A Zone: Buildings shall occupy a minimum of 70% of the length of the primary street frontage, measured along the front building façade within the maximum front setback.
 - b. Commercial B Zone: Buildings shall occupy a minimum of 50% of the length of the primary street frontage, measured along the front building façade within the maximum front setback.
 - c. Commercial C Zone: Buildings shall occupy a minimum of forty 40% of the length of the primary street frontage, measured along the front building façade within the maximum front setback.
 2. Pedestrian-Oriented Ground Floor Design: Ground-floor commercial facades fronting a public street shall incorporate pedestrian-oriented design features appropriate to the building's use and context. These features may include, but are not limited to:
 - a. Transparent windows or glazing that allows views into active interior spaces;
 - b. Clearly identifiable pedestrian entrances oriented towards the public street, plaza, or primary pedestrian route;
 - c. Architectural articulation, material changes, or recesses that provide visual interest at the pedestrian level;
 - d. Weather protection elements such as awnings, canopies, or recessed entries where appropriate.
 3. Transparency/Fenestration: Ground-floor commercial facades are required to incorporate a minimum of 50 % transparent glazing along street-facing elevations, particularly in areas of pedestrian activity.
 4. Façade Length and Articulation: Street facing facades greater than fifty feet (50') in length shall incorporate visual breaks, at least every 25 feet, through changes in plane, materials, fenestration, or building modules to reduce perceived scale.
 5. Rooflines and Upper-floor Differentiation: Buildings with multiple stories shall provide a visual distinction between the ground floor and upper floors through changes in materials, articulation, fenestration, and horizontal elements, or other architectural techniques.
 6. Ground-floor residential: Ground-floor residential units are required to include pedestrian-oriented design by utilizing stoops, porches, landscaped setbacks, or other design features that provide a transition between the public sidewalk and private living space.

7. Waterfront frontages: In addition to the standards in subsection 9-2-1-10, Special Standards for Properties Adjacent to Sand Creek, buildings abutting Sand Creek shall incorporate design features that enhance visual interest, pedestrian engagement, and connectivity to the water, such as patios, decks, walkways, and windows. Mechanical equipment, refuse areas, and service functions visible from the creek or public paths shall be screened or buffered to maintain visual quality along the waterfront.
- D. Building Materials: ~~The exterior finish material on all facades shall be limited to stone, brick and/or finished wood. Materials other than those listed are a deviation which may be authorized by the planning director.~~ Exterior materials shall be durable, high-quality, and appropriate to the building's use, scale, and location. Contemporary architectural materials are permitted, provided that façades incorporate articulation, transparency, and human-scale detailing where visible from public spaces.
1. ~~In circumstances where other materials are proposed, such as stucco, characteristics such as scale and proportion, form, architectural detailing, height, color and texture shall be utilized to ensure that the proposed material is compatible with surrounding buildings and the character of the commercial area.~~
 2. ~~Building materials shall not create glare. Highly reflective materials shall not be permitted.~~
 3. ~~Clear glass windows shall be used for commercial storefront display windows and doors. Ground floor window shall be defined as glass, either fixed or opening windows. Windows cannot be covered permanently on the interior by more than twenty percent (20%). Opaque or severely site obscuring windows will not be permitted.~~
 4. ~~Architectural treatment, similar to that provided to the front facade shall be provided to the sides and rear of the building to mitigate any negative view from any location off site and any public area (e.g., parking lots, walkways, etc.) on site. Windows and doors shall be defined with detail elements such as frames, sills, and lintels, and placed to visually establish and define the building stories and establish human scale and proportion.~~
 5. ~~Exposed unfinished concrete, concrete block, or monotonous walls of concrete or corrugated metal shall not be permitted as a finished exterior.~~
1. Permitted Materials: A wide range of exterior materials may be used, including but not limited to masonry, wood, metal panels, architectural concrete, fiber cement, glass, and stucco, provided such materials meet the standards of this section.
 2. Glare and Reflectivity: Exterior materials and glazing shall not create excessive glare visible from public rights-of-way or adjacent properties. Highly reflective or mirrored materials are prohibited.
 3. Fenestration and Transparency: Where ground-floor commercial uses front a public street, facades shall incorporate windows, glazing, or other design features that establish a visual relationship between interior spaces and the public realm. Window coverage, tinting, or screening may be permitted where appropriate to the building's use, provided the façade does not present a blank or visually inactive appearance.
 4. Façade Treatment and Visibility: Primary street-facing facades shall incorporate materials, articulation, and detailing appropriate to pedestrian scale. Secondary façades visible from public streets, parking areas, walkways, or other public spaces shall incorporate material variation, fenestration, or architectural detailing sufficient to avoid the appearance of unfinished or utilitarian building surfaces. Identical architectural treatment on all building facades is not required.

5. Material Transitions: Material transitions shall occur at logical building breaks, such as changes in plane, floor level, or architectural elements.
6. Prohibited Materials and Finishes: The following are prohibited as finished exterior materials where visible from public areas:
- a. Exposed unfinished concrete or concrete masonry units;
 - b. Raw or unfinished metal siding or panels; however corrugated metal may be permitted where it is factory-finished, articulated, and integrated as an intentional architectural material rather than a utilitarian surface;
 - c. Highly repetitive or monotonous wall treatments lacking articulation;
 - d. Mirrored or reflective glazing
- E. Civic Spaces: Civic spaces serve as informal gathering places for socializing, resting and enjoyment of the area, and contribute to a walkable environment. Each civic space shall be open to the thoroughfare or street by incorporating at least one access to the thoroughfare or street. Each building with street frontage shall include two (2) or more of the following features. Civic spaces may be provided within the public right of way when approved by the local jurisdiction having authority. The following shall be considered civic spaces for incorporation into the building design:
1. ~~A plaza or courtyard next to the building entrance.~~
 2. ~~Sitting space (i.e., dining area, benches, or ledges) between the building entrance and the sidewalk.~~
 3. ~~A building canopy, awning, or similar weather protection, with a minimum four foot (4') projection over the sidewalk or other pedestrian space.~~
 4. ~~Public art as approved by the Sandpoint art commission.~~
- E. Civic and Pedestrian Spaces: Civic and pedestrian spaces contribute to walkability, social interaction, and visual interest within commercial areas. Such spaces are encouraged where appropriate to the scale, land use, and context of development, particularly along pedestrian-oriented streets and mixed-use corridors. Provision of civic or pedestrian space is required in areas zoned Commercial A, and encouraged but not required in areas zoned Commercial B and C, and may be provided in a variety of forms appropriate to the development context, as follows:
1. Design Guidance/Function: Where provided, civic or pedestrian spaces shall:
 - a. Be accessible from a public street, sidewalk, trail, or pedestrian circulation route; and
 - b. Be designed to support pedestrian comfort and gathering.
 2. Location: Civic and pedestrian spaces may be located:
 - a. Adjacent to building entrances;
 - b. Within setbacks or courtyards;
 - c. Along pedestrian corridors internal to the site such as between buildings;
 3. Examples of Civic and Pedestrian Spaces:
 - a. Plazas, courtyards, or forecourts adjacent to building entrances;
 - b. Outdoor seating areas, stoops, benches, or landscaped gathering spaces;

- c. Pedestrian pathways with amenities such as seating, lighting, (and/or) landscaping.

9-2-1-7: Building Design Standards for Downtown Core and Downtown Outer Core Zone

Districts

- A. Purpose and Intent: These Building Design Standards are intended to protect and reinforce the historic commercial character of Sandpoint's Downtown Core and Outer Core. This area developed as a compact, pedestrian-oriented commercial district shaped by railroad, timber, and waterfront activity, and remains a defining element of the community's identity. These standards are intentionally more prescriptive than the general commercial building design standards in §9-2-1-6 in order to protect the unique historic character of Sandpoint's downtown. These standards are intended to:
1. Ensure that new development, redevelopment, and significant exterior alterations are compatible with the established historic character of downtown, without requiring replication of historic architectural styles;
 2. Maintain a continuous, active street frontage with strong storefront character;
 3. Reinforce traditional building scale, massing, and façade rhythm found in Sandpoint's historic downtown;
 4. Promote durable materials, fine-grained detailing, and pedestrian-scale design appropriate to Sandpoint's climate and setting.
- B. Applicability
1. Unless otherwise stated herein, these standards apply to all new buildings, additions, and exterior alterations visible from a public street, alley, or public space within the Downtown Core and Downtown Outer Core Zone Districts; the permitting applicability for such is further addressed in Chapter 9, Zoning Administration, and Chapter 13 Historic Preservation Code and Overlay Zone for properties within an Historic Preservation Overlay zone.
 2. Properties within the Downtown Core and Downtown Outer Core Zones shall adhere to these standards, where applicable. Properties within the Historic Preservation Overlay Zone shall also adhere to the additional requirements of Chapter 9-13, Historic Preservation Code and Overlay Zone. Where there is a conflict between the standards and requirements of this section and the standards and requirements pertaining to the Historic Preservation Code and Overlay Zone, the standards and requirements of the Historic Preservation Code and Overlay Zone shall prevail.
- C. Additions to Existing Buildings in the Downtown Core (DC) Zone:
1. General Intent: The standards for additions to existing buildings are intended to allow continued reinvestment and adaptive reuse while ensuring that additions remain subordinate to the original structures. Additions shall respect the scale, massing, and character-defining features of the existing building, remain visually secondary from the public realm, and be clearly identifiable as contemporary construction. These standards balance flexibility with the need to preserve the integrity and legibility of historic buildings within the Downtown Core Zone. Where conflicts exist between these standards and the standards more specific to Historic Preservation Overlay, the standards of the Overlay zone shall prevail for applicable properties.
 2. Location and Massing: Additions shall be located:
 - i. At the rear of the building; or
 - ii. Set back from the primary façade and parapet line, pursuant to the regulations in 9-2-1-5.

- iii. Vertical additions shall maintain floor-to-floor heights consistent with the existing structure.
- D. Standards for New Construction
1. General Intent: The standards for new construction are intended to ensure that new buildings contribute positively to the historic downtown by reinforcing established patterns of scale, massing, storefront design, and façade rhythm. New construction is expected to be compatible with the surrounding historic context without replicating historic architectural styles or creating a false sense of history. Contemporary design is encouraged where it respects traditional downtown proportions, materials, and pedestrian-oriented form.
 2. Building Form and Massing: New buildings shall reflect the traditional downtown pattern by including:
 - i. Continuous streetwalls;
 - ii. Vertically proportioned facades;
 - iii. Clear distinction between ground floor, upper floors, and roofline;
 - iv. Building scale consistent with adjacent historic structures along the block face;
 - v. A first floor height of between 12 feet and 16 feet; and
 3. Ground Floor Storefronts: Ground floor street facades for non-residential development shall be pedestrian oriented and include:
 - i. Clear display windows;
 - ii. Recessed or clearly-defined entries;
 - iii. A visual separation between ground floor and upper floors; and
 - iv. A Minimum of 70% of the ground floor façade between 2 feet and 10 feet above sidewalk grade shall consist of clear glazing;
 4. Ground Floor Residential Facade (Applicable to the Downtown Outer Core Zone only): Ground-floor facades for residential uses at the ground floor shall be pedestrian oriented and include:
 - i. A visual separation between ground floor and upper floors;
 - ii. Entrances marked by a taller mass above such as within a volume that protrudes from the rest of the building surface;
 - iii. Entrances accented by special architectural elements such as columns, overhanging roofs, awnings; or
 - iv. Entrances indicated by recessed entry or recessed bay in the façade, or entrances sheltered by projecting canvas or fabric awning or permanent architectural canopy utilizing materials from the primary building.
 5. Building Base Treatment: A base treatment is a horizontal articulation of the lower part of a building facades design that serves to establish a human scale for pedestrian users and aesthetically ties a building to the ground. New buildings are required to include base treatments to street facing facades and are encouraged to include them on all sides of buildings that are visible from streets or public areas at one of the following scales:
 - i. At the scale of the pedestrian, with a base treatment created at a height between 9 inches and 6 feet;

- ii. At the scale of the building, with the entire ground floor visibly articulated to read as a base that anchors the building to the ground.
- New buildings are encouraged to include/utilize the following base treatments:
- i. A horizontal projection (or visible thickening) of the wall surface, which may be accompanied by a change of material and/or color;
 - ii. A heavier design treatment, such as a darker color and/or stronger, more permanent material for the base portion of the face than for portions above;
 - iii. A horizontal architectural line or feature at or below the top of the first story such as a belt or course or secondary cornice separating the first two floors, a ground level gallery recessed into the building volume.
6. Windows and Façade Rhythm: New buildings shall reflect the traditional downtown pattern by including:
- i. Upper-story windows shall be vertically proportioned and arranged in a consistent rhythm.
 - ii. Strip windows, spandrel glass, and mirrored or reflective glazing are prohibited on primary façades.
 - iii. Blank wall segments on primary street-facing façades shall not exceed twenty feet (20') in length.
 - iv. Unifying architectural approaches to window patterns such as aligning windows by using common sill or header lines.
7. Rear Facades Visible from the Public Realm: Rear façades that are visible from a public street, alley, parking area, trail, or public open space shall incorporate materials, fenestration, and articulation consistent with the intent of this section. Blank walls, unfinished materials, and utilitarian back-of-house treatments are prohibited where rear façades are visible from the public realm.
8. Rooflines: New buildings shall reflect the traditional downtown pattern by including:
- i. A streetwall height massing element, which is a substantial horizontal articulation of the streetwall at the topmost upper floor of the façade, to result in termination of the façade that provides a skyline consistent with other structures in the Downtown Core and a completion of the upper façade composition. This “cap” shall be architecturally integrated with any sloping roof volume (if used) that occurs above the eave line. Examples of acceptable streetwall height massing elements include but are not limited to: cornices, canopies, and shaped parapets, which can be coupled with faced depth offsets.
 - ii. Rooftop mechanical equipment shall be fully screened from public view from adjacent and nearby streets and public spaces.
9. Materials and Finishes: Exterior building materials within the Downtown Core and Downtown Outer Core Zones shall reinforce the historic commercial character of downtown Sandpoint through the use of durable, authentic materials that reflect the community’s development as a railroad, timber, and waterfront town. Materials shall convey visual depth, texture, and permanence and shall not create a false or incompatible architectural character, by adhering to the following:
- A. Primary Street-Facing Materials: The following materials are preferred and encouraged for use on primary street-facing façades and shall comprise the predominant exterior materials at the ground floor and along principal elevations:

- i. Brick, including articulated masonry with visible coursing, lintels, sills, and recessed openings;
 - ii. Dimensional wood siding, including horizontal lap, shiplap, or vertical board-and-batten profiles consistent with historic commercial construction;
 - iii. Heavy timber, when used structurally or as an expressed architectural element, including columns, beams, canopies, arcades, and storefront framing
- B. Secondary and Accent Materials (Limited Use): The following materials may be used in a secondary or accent role and shall not constitute the predominant material on a primary street-facing façade:
- i. Stone, when used for base courses, foundations, trim, or accent elements;
 - ii. High-quality fiber cement siding, permitted only on upper stories or secondary façades; however, use of fiber cement siding on primary street-facing façades may be approved only where the applicant demonstrates compatibility with adjacent or nearby historic buildings and compliance with the intent of this section:
 - iii. Board dimensions, profiles, and reveals shall be consistent with traditional wood siding;
 - iv. Large-format panels, smooth sheet applications, or contemporary panelized systems are prohibited;
 - v. Visible trim, corner boards, and window detailing shall be provided to maintain material depth and articulation.
- C. Use of Stucco (Restricted): Stucco shall not be used as a primary street-facing façade material. Stucco may be permitted only when:
- i. Used above the ground floor or as a limited accent material;
 - ii. Designed with substantial detailing, articulation, and trim consistent with historic commercial buildings;
 - iii. Demonstrated to be compatible with adjacent or nearby historic materials;
 - iv. Smooth, flat, or minimally detailed stucco façades are prohibited.
- D. Prohibited Materials on Primary Street-facing Façades: The following materials are prohibited on primary street-facing façades:
- i. Vinyl siding or trim;
 - ii. EIFS or similar synthetic stucco systems;
 - iii. Corrugated metal or exposed sheet metal panels;
 - iv. Imitation stone, brick, or wood veneers;
 - v. Mirrored, reflective, or smoked glazing;
 - vi. Large-format panel systems lacking visible articulation or depth.
- E. Material Transition and Consistency:
- i. Changes in exterior materials shall occur at logical building breaks, such as changes in plane, floor lines, or architectural elements;

- ii. Abrupt or arbitrary material transitions that disrupt façade rhythm or visual coherence are prohibited;
- iii. Materials used on secondary façades shall be consistent with and subordinate to those used on primary façades.

10. Awnings, Canopies, and Weather Protection: Awnings, canopies, and weather protection elements are integral components of Sandpoint’s historic downtown streetscape. Historically, these features provided shelter from weather, enhanced pedestrian comfort, and contributed to storefront rhythm and visual interest at the sidewalk level. The standards in this section are intended to reinforce pedestrian orientation, maintain human scale, and ensure that awnings and canopies are compatible with building architecture and the historic commercial character of downtown. Awnings and canopies shall be considered architectural elements and designed as an integral part of the building façade, and shall adhere to the following:

A. Permitted Awning and Canopy Types:

- i. Retractable fabric awnings, including traditional sloped or shed-style awnings;
- ii. Fixed metal or wood canopies, when architecturally integrated with the building;
- iii. Historically documented canopies, including flat horizontal metal canopies supported by rods, chains, or brackets.

B. Location and Placement:

- i. Awnings and canopies shall be located at the ground-floor storefront level and over individual storefront bays or entries.
- ii. Awnings shall be aligned with window and door openings and shall not span multiple storefront bays unless historic documentation demonstrates that such a configuration previously existed.
- iii. Awnings and canopies shall not obscure architectural details, transom windows, or cornices, pilasters, or decorative masonry.

C. Projection, Clearance and Slope:

- i. Awnings and canopies shall project a minimum of four feet (4’) and a maximum of eight feet (8’) from the building façade, subject to public right-of-way limitations.
- ii. A minimum vertical clearance of eight feet (8’) shall be maintained above the sidewalk
- iii. Sloped fabric awnings shall have a maximum slope of forty-five degrees (45°)
- iv. Flat canopies shall be horizontal or near-horizontal in appearance.

D. Color and Design:

- i. Awning and canopy colors shall be compatible with the building façade and surrounding streetscape.
- ii. Highly saturated, fluorescent, or visually busy patterns are prohibited.
- iii. Simple striping or solid colors are preferred.
- iv. Awnings shall reinforce storefront rhythm and shall not visually dominate the façade.

E. Illumination:

- i. Internally illuminated awnings or canopies are prohibited.

- ii. External illumination may be permitted where light sources are shielded, illumination is warm in color temperature, and lighting does not create glare or visual clutter.
- F. Signage on Awnings:
 - i. Signage on awnings shall adhere to all applicable provisions of the sign regulations of this Title;
 - ii. Text placed on the vertical valance only; and
 - iii. Lettering or logos shall not be placed on sloped or curved portions of awnings.

(Ord. 1301, 6-4-2014)

9-2-1-7: Special Standards for Buildings with Footprint Exceeding Fifteen Thousand (15,000) Square Feet:

Buildings with greater than a fifteen thousand (15,000) square foot building footprint require a conditional use permit and shall adhere to the following:

- A. Circulation Amenities: A safe and landscaped multimodal circulation system shall be provided on site which connects to public streets and neighborhoods. Multimodal pathways within the development shall be differentiated from driving surfaces through a change in materials. At least one substantial amenity as described in subsection 9-2-1-6E of this chapter shall be provided for every two thousand five hundred (2,500) square feet of structure footprint.
- B. Facades and Exterior Walls Including Sides and Backs: The building shall be designed in a way that will reduce the massive scale and uniform and impersonal appearance and will provide visual interest consistent with the community's identity, character, and scale. Architectural treatment, similar to that provided to the front facade shall be provided to the sides and rear of the building to mitigate any negative view from any location off site and any public area (e.g., parking lots, walkways, etc.) on site.
- C. Roofs: The roof design shall include architectural features that contribute to the visual interest at the pedestrian scale and reduce the massive scale of large buildings. Roof features shall complement the architectural and visual character of adjoining neighborhoods. Roofs shall have the appearance of two (2) or more roof planes either through architectural features or engineered design. Parapet walls shall be architecturally treated to avoid a plain, monotonous look. Roofs shall be lightly colored or vegetative.
- D. Building Design: All buildings shall provide a direct unencumbered multimodal connection to an abutting street. All buildings shall be designed so that parking is not located along the primary street of the building. Nonmotorized parking shall be permitted along the primary facade of the building. A buffer with a minimum width of eight feet (8') will be maintained between parking areas and all bike trails and public sidewalks. Building entrance(s), windows, roof snow drop areas, and other movable building features shall have an appropriate setback so as not to interfere with the safe movement of pedestrians and cyclists.
- E. Adaptability for Reuse/Compartmentalization: The building design shall include specific elements for adaptation for multi-tenant reuse. Such elements may include, but are not limited to, compartmentalized construction, including plumbing, electrical service, heating, ventilation, and air conditioning. The building design shall also allow for: the interior subdivision of the structure into separate tenancies; facades that readily adapt to multiple entrances and adapt to entrances on all but

one side of the building; parking lot schemes that are shared by establishments or are linked by safe and functional pedestrian connections; landscaping schemes that complement the multiple entrance design; and other elements of design which facilitate the multi-tenant reuse of the building and site.

F. Applications: Applications shall include a renewal plan that will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the structure in the event of closure or relocation by the original occupant. Such plan will be approved if the city finds that:

1. A sound and adequate plan exists for said redevelopment; and
2. The plan affords maximum opportunity for rehabilitation or redevelopment of the structure by both private enterprise and the municipality; and
3. The renewal plan provides a maintenance plan for normal repairs and upkeep of property, including, but not limited to, building, parking lot and surfacing, landscaping, signage, and elimination of "ghost signage".

The city may enter a redevelopment agreement with the owner of the real property and undertake activities, including the acquisition, removal, or demolition of structures, improvements, or personal property located on the real property, to prepare the property for redevelopment. A redevelopment agreement entered into in accordance with this section must contain provisions obligating the owner to redevelop the real property for a specified use consistent with the provisions of this title and offering recourse to the city if the redevelopment is not completed as determined by the city.

Government offices, courthouses, libraries, museums, community centers, and hospitals are exempt from the required conditional use permit requirement of this section but shall conform to all other standards identified in this section.

(Ord. 1301, 6-4-2014)

9-2-1-8: Special Standards for Parking and Loading Areas:

A. Parking, Garages and Driveways: All off-street vehicle parking, including surface lots and garages, shall be oriented to alleys, placed underground, or located in parking areas behind or to the side of the building.

In the commercial A zone no portion of primary lot frontage shall be developed with surface parking.

In the commercial B and C zone in no case shall more than ten percent (10%) of primary lot frontage be developed with surface parking. For the purpose of this provision, "primary lot frontage" shall be defined as the liner frontage along the primary street having a depth of fifteen feet (15').

Ground floors of parking garages abutting public right-of-way shall consist entirely of office or retail space excluding drive aisles. Building design standards articulated in section 9-2-1-6 of this chapter shall apply to all parking structures.

B. Trash and Loading Areas: In order to preserve and enhance the pedestrian orientation of the downtown area, all servicing, loading, and solid waste collection for new structures shall take place off-street away from pedestrian walkways, generally in bays provided in the alleys or in screened, internal, rear spaces if alleys are not available.

(Ord. 1236, 6-23-2010)

9-2-1-9: Special Standards for Other Uses:

- A. Light Manufacturing: Light manufacturing uses are limited in the commercial A, B and C zones. "Light manufacturing" means production or manufacturing of small scale goods, such as crafts, electronic equipment, candy products, printing and binderies, custom furniture, and similar goods. All such light manufacturing uses shall comply with the following:
 1. Light manufacturing is only allowed when occurring in conjunction with a permitted retail or service use that is in the storefront location.
 2. Maximum floor area devoted to light manufacturing is limited to four thousand (4,000) square feet in any individual establishment. Through the issuance of a conditional use permit, the maximum square footage may be increased, but shall not exceed fifteen thousand (15,000) square feet.
 3. The light manufacturing operations shall be fully enclosed within a building and will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
- B. Accessory Uses: Outdoor displays, storage, sales, service, and minor entertainment are regulated. Accessory uses may be permitted provided that they meet the following:
 1. All nonancillary booths, stalls, carts, or other equipment for outdoor display, sales, service or minor entertainment require approval of a conditional use permit. Customary uses such as holiday sales of Christmas trees and fireworks are excluded from this requirement.
 2. All authorized outdoor displays, sales, service or minor entertainment takes place on private property with the written consent of the owner or agent of said property, or on public property with consent from the city.
 3. No display, sales, service or minor entertainment blocks the required pedestrian walkways. A clear area with a minimum width of five feet (5') shall be left between the street and the building entry or exit.
 4. All booths, stalls, carts, or other equipment for outdoor display, sales, service or minor entertainment at the close of business each day shall be removed or immobilized and secured so as to prevent it from becoming a public safety hazard, nuisance or security risk.
 5. Outdoor displays or storage shall not exceed twenty percent (20%) of the retail floor area of the primary business.

C. Accessory Uses – Food Trucks

- 1. Purpose: The purpose of this section is to allow limited, temporary food truck operations as an accessory use to an established principal use, while ensuring such operations do not adversely impact parking availability, pedestrian circulation, traffic safety, or neighborhood character.
- 2. Applicability: Accessory Food Trucks may be permitted on private property in zoning districts where the principal use of the site is lawfully established, subject to the standards of this section. Accessory Food Trucks shall not be considered a principal use of land and shall not establish a restaurant, eating or drinking establishment, or primary food service use.
- 3. Definition: Accessory Food Truck means a mobile food preparation and services vehicle that operates as a temporary, subordinate, and incidental use to a legally established principal use on the same lot.
- 4. General Standards: Accessory Food Trucks shall comply with the following standards in Table 4:

<u>Table 4: Accessory Uses – Food Truck Regulations and Standards</u>	
<u>Category</u>	<u>Standard</u>

<u>Use Type</u>	<u>Accessory Food Trucks are permitted only as an accessory use to a lawfully established principal use on the same lot and shall not constitute a principal food service use</u>
<u>Licensing and Compliance</u>	<u>Each Accessory Food Truck shall comply with all applicable city, state, and federal licensing, health, and safety requirements and shall obtain a City business license pursuant to Title 3, Chapter 11.</u>
<u>Relationship to Principal Use</u>	<u>The Accessory Food Truck shall be incidental to and customarily associated with the principal use on the site. Accessory Food Trucks not incidental or customarily associated with the principal use shall require Conditional Use Permit approval.</u>
<u>Property Owner Authorization</u>	<u>Written authorization from the property owner approving use of the site and the approved location of the Accessory Food Truck shall be maintained on-site and made available to the City upon request.</u>
<u>Parking – Required Spaces</u>	<u>An Accessory Food Truck and associated equipment, seating, or displays shall not occupy required parking spaces necessary to meet minimum parking requirements for the principal use.</u>
<u>Parking – Off-Hours Use</u>	<u>Required parking spaces may be utilized only when the Accessory Food Truck operates outside the business hours of the principal use.</u>
<u>Circulation</u>	<u>Accessory Food Trucks shall not obstruct drive aisles, fire lanes, loading areas, or designated pedestrian or bicycle circulation routes.</u>
<u>Location</u>	<u>Accessory Food Trucks shall not be located within required setbacks, required landscaping areas, access easements, or the public right-of-way. All service and customer activity shall occur entirely on private property.</u>
<u>Drive-Through Service</u>	<u>Motorized vehicle drive-through service is prohibited.</u>
<u>Hours of Operation Near Residential</u>	<u>When located within one hundred (100) feet of a residentially zoned lot, hours of operation shall be limited to between 6:00 a.m. and 10:00 p.m.</u>
<u>Noise</u>	<u>Accessory Food Trucks shall not emit amplified sound.</u>
<u>Number Allowed</u>	<u>One Accessory Food Truck per lot is permitted. Up to two Accessory Food Trucks on a lot may be approved through a Conditional Use Permit.</u>
<u>Duration</u>	<u>Accessory Food Trucks shall not operate as a permanent or year-round use unless approved through a Conditional Use Permit.</u>
<u>Food Truck Courts</u>	<u>Food Truck Courts and multi-vendor food truck operations are not permitted under this section and shall be regulated as a principal use where expressly allowed.</u>

(Ord. 1236, 6-23-2010)

9-2-1-10: Special Standards for Properties Adjacent to Sand Creek:

A. Applicability: these provisions are applicable to all properties along Sand Creek within the Commercial zones of this chapter, including public and private properties within and outside of the Downtown Waterfront.

B. Definitions:

ARTIFICIAL HIGH WATER MARK (AHWM): the high water elevation above the natural or ordinary high water mark resulting from construction of man-made dams or control works and impressing a new and higher vegetation line, as determined by the Idaho Department of Lands.

DOWNTOWN WATERFRONT: the area on both sides of Sand Creek from the Hwy 95 Bypass bridge north to the Cedar Street Bridge.

ORDINARY HIGH WATER MARK (OHWM): the high water elevation in a lake over a period of years, uninfluenced by man-made dams or works, at which elevation the water impresses a line on the soil by covering it for sufficient periods to deprive the soil of its vegetation and destroy its value for agricultural purposes, as determined by the Idaho Department of Lands.

- C. Buildings shall be setback a minimum of twenty-five feet (25') from the AHWM. Where an AHWM does not exist, buildings shall be setback a minimum of twenty-five feet (25') from the OHWM. The requirements and elevations of Title 8, Chapter 3 - Flood Damage Prevention and Control may be more restrictive. Property owners are prohibited from performing site improvements and/or disturbing ground, including, but not limited to, grading, clearing, or grubbing without first obtaining a permit with the city, as described herein.
- D. All buildings within the Downtown Waterfront shall be reviewed by the city for consistency with adopted planning documents, including: measures to orient buildings to Sand Creek, improvements to water quality, preservation of public access to the waterfront, and enhancements of aesthetics that contribute to community character, vibrancy, and experience.
- E. Functionally dependent water uses and structures including, but not limited to: bridges, boardwalks, storm water systems, plazas, walkways, access stairways and features, moorage facilities, and stream stabilization may be constructed above or below the applicable high-water mark (AHWM or OHWM) subject to:
 1. Issuance of a Conditional Use Permit;
 2. Notification and approval of all applicable State and Federal regulations; and,
 3. Compliance with the Sandpoint Stormwater Ordinance.
- F. Permanent, fixed art features larger than four (4) square feet in area and six feet (6') in height shall comply with the provisions of Section E.
- G. The Conditional Use Permit process shall recognize Sand Creek is a natural, environmental feature of major importance that shall remain protected. Development shall be commensurate with the physical characteristics of Sand Creek and protect fish, wildlife, recreation resources, and avoid undue water and air pollution. An effective vegetative buffer upland of the applicable high-water mark (AHWM or OHWM) shall be incorporated as one method of protection, unless determined impractical by an Idaho licensed professional engineer or licensed landscape architect, whereby alternative(s) of equal effectiveness and/or a combination thereof shall be provided.
- H. The city shall notify applicable federal and state agencies of proposed construction on properties adjacent to Sand Creek.
- I. City issued permits shall be conditioned accordingly to support best management practices and compliance with applicable local, state and federal laws and guidelines, including, but not limited to, erosion and sediment control; riparian areas; wetlands; water quality; and fish, wildlife and plant habitats.

(Ord. 1392, 3-16-2022)

9-2-2: MUR Mixed Use Residential Zone:

The mixed use residential zoning district provisions represent a commercial zoning classification that permits, rather than mandates, a vertical mix of low intensity commercial and residential uses within the same building. The district is intended to accommodate a physical pattern of development often found along village main streets and in neighborhood commercial areas of older cities.

(Ord. 1305, 10-15-2014)

9-2-2-1: Purpose:

The purpose of the mixed use residential zoning district is to:

- A. Accommodate mixed use buildings with neighborhood serving retail, service, and other uses on the ground floor and residential units above the nonresidential space;
- B. Encourage development that exhibits the physical design characteristics of pedestrian oriented, storefront style shopping streets; and
- C. Promote the health and well being of residents by encouraging physical activity, alternative transportation, and greater social interaction.

(Ord. 1305, 10-15-2014)

9-2-2-2: Definitions:

As used in this section 9-2-2, the following words and terms shall have the meanings specified herein:

GROSS FLOOR AREA: The sum of the gross horizontal areas of all floors of a building measured from the exterior faces of the exterior walls or from the centerline of walls separating two (2) buildings. Gross floor area does not include basements when at least one-half (½) the floor to ceiling height is below grade, accessory parking (i.e., parking that is available on or off site that is not part of the use's minimum parking standard), attic space having a floor to ceiling height less than seven feet (7'), exterior balconies, uncovered steps, or inner courts.

HOSTEL: A place, recognized by the International Hostel Association, where travelers may stay for a limited duration.

MIXED USE BUILDING: A building that contains at least one floor devoted to allowed nonresidential uses and at least one floor devoted to allowed residential uses.

(Ord. 1305, 10-15-2014)

9-2-2-3: Allowed Uses:

Uses are allowed in "mixed use residential" zoning districts in accordance with the use table of this section.

**TABLE 1
MIXED USE RESIDENTIAL LAND USE REGULATIONS**

- Use permitted: P
- Conditional use permit: C
- Not permitted: -

Use	Zoning District
Mixed Use Residential	
Residential:	
Assisted living	C
Dwelling units located above the ground floor	P
Hostel (< or = 20 beds, < 14 night stay in any one month) ^{2, 5, 6}	P
Multi-family ⁴	P

(Supp. No. 1)

Single-family detached ¹	P
Townhouse	P
Commercial:	
Adult entertainment	-
Animal hospital	-
Athletic club (> 3,000 sq. ft.) ⁶	C
Athletic club (< 3,000 sq. ft.) ⁶	P
Banks (< 3,000 sq. ft.)	P
Building or landscape material sales	-
Business support services (< 3,000 sq. ft.)	P
Community and/or recreation center ^{3,6}	P
Drive-through sales (retail or with any food service)	-
Emergency medical care	-
Equipment rental (outdoor)	-
Firearm sales	-
Galleries	P
Gas stations	-
Grocery or convenience store (< 3,000 sq. ft.) ⁶	P
Hospital	-
Liquor store	-
Mini/self-storage	-
Office, government	P
Office, medical and dental (< 3,000 sq. ft.)	P
Office: sales, administrative, business, professional (< 3,000 sq. ft.)	P
Pawnshop	-
Payday loan	-
Restaurant (< 60 seats) ⁶	P
Retail sales, general (< 3,000 sq. ft.)	P
Schools	C
Vehicle service and repair ⁶	C
Public and civic:	
Church or other place of worship	P
Clubs, fraternities, sororities, lodges and similar uses	-
Daycare, all types	P
Libraries and museums	P
Postal service	P
Public safety facility	P
Utilities, public or quasi-public	-
Industrial:	
Artisan (hand tools only; e.g., jewelry or ceramics)	P

Notes:

1. Development standards of residential single-family zone apply.
2. Owner occupation required.
3. Occupancy capacity > 100 requires approval through CUP.
4. Development standards of the residential multi-family zone apply. For mixed use buildings only, the minimum lot area per dwelling unit shall be one thousand (1,000) square feet.
5. Must abut a commercial zone.
6. When adjacent to any residential use, screening of adjacent property lines, utilizing a minimum six-foot (6') solid, masonry board, or equivalent fence, shall be provided and maintained in good condition to reduce the trespass of noise and other related business activity.

(Ord. 1305, 10-15-2014; amd. Ord. 1393, 3-16-2022)

9-2-2-4: Commercial Establishment Size Limits:

Unless otherwise noted, the footprint of new commercial establishments in the mixed use residential district shall not exceed five thousand (5,000) square feet, and the total commercial gross floor area for a structure shall not exceed five thousand (5,000) square feet.

(Ord. 1305, 10-15-2014)

9-2-2-5: Indoor/Outdoor Operations:

All permitted uses in the mixed use residential district must be conducted within completely enclosed buildings, unless otherwise expressly authorized. This requirement does not apply to off-street parking or loading areas, automated teller machines, or outdoor seating areas that are located between the primary building facade and the street. Commercial delivery within alleys that abut a residential zone shall be prohibited from eight o'clock (8:00) p.m. to eight o'clock (8:00) a.m.

(Ord. 1305, 10-15-2014)

9-2-2-6: New Construction Floor to Floor Heights and Floor Area of Ground Floor Space:

- A. All commercial floor space provided on the ground floor of a mixed use building must have a minimum floor to floor height of twelve feet (12').
- B. All commercial floor space provided on the ground floor of a mixed use building must contain the following minimum floor area:
 1. At least eight hundred (800) square feet or twenty-five percent (25%) of the lot area, whichever is greater, on lots with street frontage of less than fifty feet (50'); or
 2. At least twenty percent (20%) of the lot area on lots with fifty feet (50') of street frontage or more.

(Ord. 1305, 10-15-2014)

9-2-2-7: Lot Area:

Every building erected shall be on a lot having an area of not less than five thousand (5,000) square feet with a frontage on public streets of not less than fifty feet (50') and shall have a width of not less than fifty feet (50') at the front building line. Any legally created individual nonconforming lot or parcel that does not meet the minimum lot width or area requirements may be utilized for those uses permitted within this district if all other requirements of this title are met.

(Ord. 1305, 10-15-2014)

9-2-2-8: Lot Coverage:

Each lot shall have a maximum seventy percent (70%) impervious surface composed of any ratio of building footprint or impervious surface.

(Ord. 1305, 10-15-2014)

9-2-2-9: Building Height:

No structure shall exceed a building height of forty feet (40') above the average elevation of the finished grade at the front of the building.

A. Exceptions to the maximum height:

1. Chimneys, flagpoles, satellite receiving dishes, roof mounted solar panels and other similar items may extend above the height limit, as long as they do not exceed five feet (5') above the top of the highest point of the roof.
2. Utility power poles and public safety facilities are exempt from the height limit.

(Ord. 1305, 10-15-2014)

9-2-2-10: Setbacks:

- A. The entire building facade must abut street side property lines or be located within ten feet (10') of such property lines. Front building facade setbacks between ten feet (10') and twenty feet (20') are permitted only when the setback area is developed as a civic space.
- B. No setbacks are required in the mixed use residential district, except when property zoned as mixed use residential abuts property zoned as residential, in which case the minimum side and rear setbacks required in the mixed use residential district shall be the same as required for a residential use on the abutting residentially zoned lot. When commercial use occurs adjacent to any residential use, screening of adjacent property lines, utilizing a minimum six foot (6') solid wood or equivalent fence, excluding vinyl or chainlink, shall be provided and maintained in good condition to reduce the trespass of noise and other related business activity.

(Ord. 1305, 10-15-2014)

9-2-2-11: Off-Street Parking Requirements:

- A. As prescribed in chapter 5 of this title.
- B. No off-street parking is required for nonresidential uses in the mixed use residential district, unless such uses exceed two thousand (2,000) square feet of gross floor area, in which case off-street parking must be provided in accordance with city standards for the floor area in excess of two thousand (2,000) square feet.
- C. Off-street parking spaces must be located to the rear or side of the principal building and otherwise screened so as not to be visible from public right-of-way or residential zoning districts. Locating parking between the building and the street shall be prohibited, except when associated with detached single-family residential development.

(Ord. 1305, 10-15-2014)

9-2-2-12: Window Standards:

- A. For new commercial construction, a minimum of sixty percent (60%) of the street facing building facade between two feet (2') and eight feet (8') in height must be comprised of clear windows that allow views of indoor space or product display areas.
 - B. The bottom of any window or product display window used to satisfy the transparency standard may not be more than three and one-half feet (3.5') above the adjacent sidewalk.
 - C. Product display windows used to satisfy these requirements must have a minimum height of four feet (4').
- (Ord. 1305, 10-15-2014)

9-2-2-13: Doors and Entrances:

- A. Buildings must have a primary entrance facing a public sidewalk. Entrances at building corners may be used to satisfy this requirement.
 - B. Building entrances may include doors to individual shops or businesses, lobby entrances, entrances to pedestrian oriented plazas, or courtyard entrances to a cluster of shops or businesses.
- (Ord. 1305, 10-15-2014)

9-2-2-14: Driveway Access:

Driveways and other vehicular access shall not be placed between a building and the street, unless associated with detached single-family residential development. Standards for off-street parking design found in the RM zone shall apply to single-family residential development.

(Ord. 1305, 10-15-2014)

9-2-2-15: Building Design Standards:

The commercial mixed use residential zone design guidelines in this section are intended to provide human scale design, while affording flexibility to use a variety of building styles. These guidelines shall be followed in all new construction in order to ensure that the physical and operational characteristics of proposed buildings and uses are compatible within the context of the surrounding area. Compatibility shall be achieved through techniques such as repetition of rooflines, the use of similar proportions in building mass, similar relationships to the street, similar door and window patterns, and the use of complementary building materials.

- A. Building Size, Bulk, Scale, and Mass: New buildings or additions shall either be similar in size and height, or, if larger, be articulated and subdivided proportionally to the mass and scale of other structures on the same block.
- B. Building Orientation: If an entry is oriented to a parking lot, it diminishes activity from the street and implies that auto access takes precedence. Orientation and design of all new building or additions shall be reinforced through the observation of the following standards:
 - 1. Primary Entrance: Buildings have their primary entrance(s) oriented to their primary frontage. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances to a cluster of spaces.

2. **Corner Building Entrances:** On corner lots, buildings and their entrances shall be oriented to the street corner. Alternatively, a building entrance may be located away from the corner when the building corner is beveled or incorporates other detailing to reduce the angular appearance of the building at the street corner.
 3. **Secondary Entrance:** A building may have a secondary entrance facing a side yard when a direct pedestrian walkway is provided between the building entrance and the street right-of-way.
 4. **Off-Street Parking:** Off-street parking, driveways and other vehicular access shall not be placed between a building and the street.
 5. **Surface Parking:** Parking areas of more than ten (10) abutting spaces shall be divided into areas of no more than ten (10) spaces. Division may be by a building, internal landscaped area with a minimum width of five feet (5') or landscaped multimodal way having a minimum width of five feet (5').
- C. **Storefront Design:** All buildings shall contribute toward the storefront character and visual relationships of existing buildings. New buildings shall be designed in a way that will reduce the massive scale and uniform and impersonal appearance and provide visual interest consistent with the community's identity, character, and scale. The following architectural features should be used along the street frontage building elevations, as applicable. Minor deviation from the following features may be authorized at the discretion of the planning director so long as the spirit of this code is maintained:
1. Buildings should have consistent spacing of similar shaped windows with trim or other decorative molding on all building stories.
 2. Large display windows should be employed on ground floor storefronts. Display windows should be framed to visually separate the ground floor from the second floor.
 3. All buildings with a flat roof should have a decorative cornice at the top of the building (or eaves, when the building is designed with a pitched roof).
 4. Cornices or changes in material can be used to differentiate the ground floor of buildings that have commercial uses from the upper floor(s) that may have offices or residential uses. Ground floor facades should utilize cornices, signs, awnings, exterior lighting, display windows and entry insets.
 5. Facades greater than fifty feet (50') in length shall incorporate recesses and projections with a minimum four foot (4') differentiation along at least twenty percent (20%) of the length of the facade.
- D. **Building Materials:** The exterior finish material on all facades shall be limited to stone, brick and/or finished wood. Materials other than those listed are a deviation which may be authorized by the planning director.
1. In circumstances where other materials are proposed, such as stucco, characteristics such as scale and proportion, form, architectural detailing, height, color and texture shall be utilized to ensure that the proposed material is compatible with surrounding buildings and the character of the commercial area.
 2. Building materials shall not create glare. Highly reflective materials shall not be permitted.
 3. Clear glass windows shall be used for commercial storefront display windows and doors. Ground floor windows shall be defined as glass, either fixed or opening, windows. Windows cannot be covered permanently on the interior by more than twenty percent (20%). Opaque or severely site obscuring windows will not be permitted.

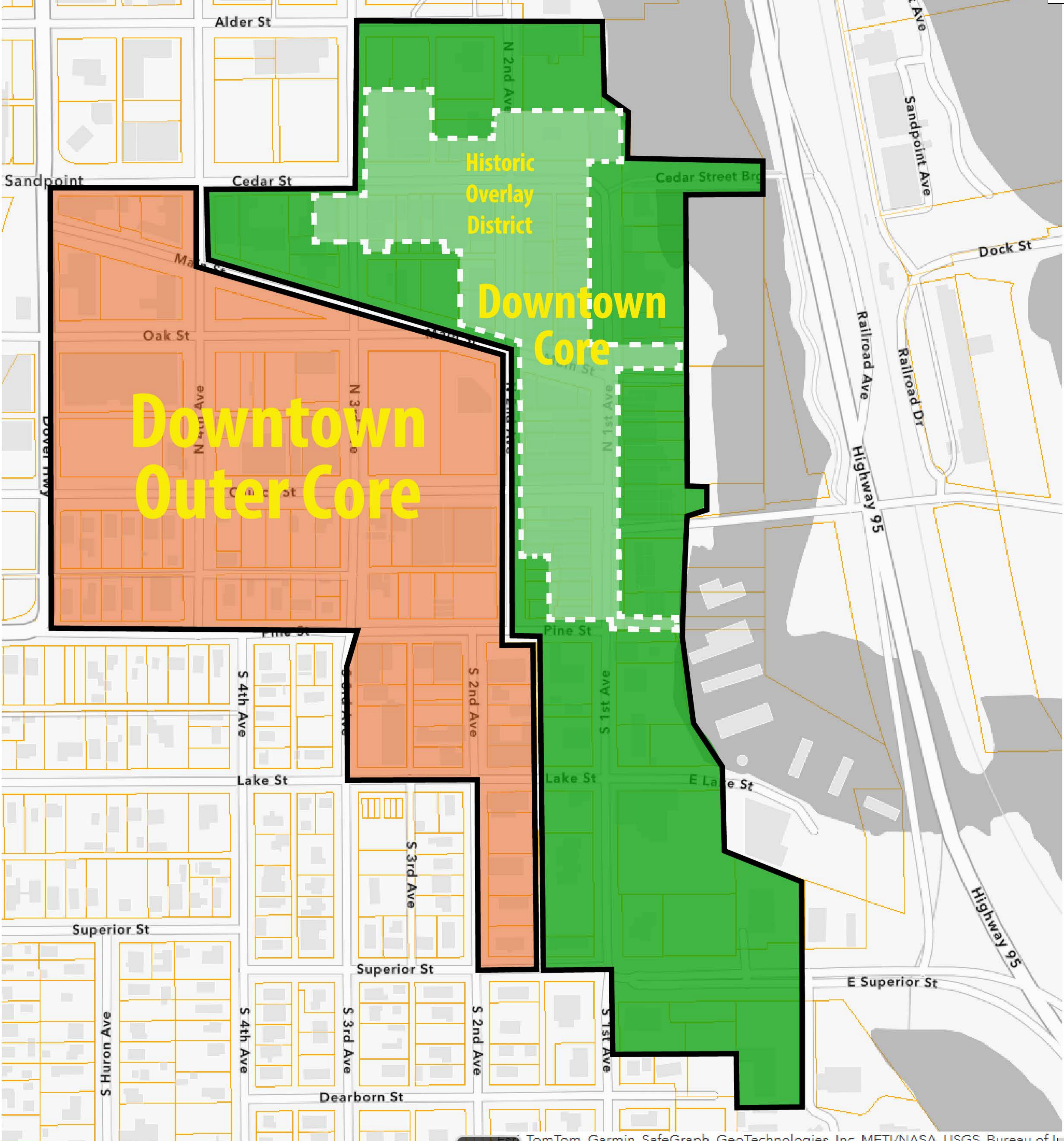
4. Architectural treatment similar to that provided to the front facade shall be provided to the sides and rear of the building to mitigate any negative view from any location off site and any public area (e.g., parking lots, walkways, etc.) on site. Windows and doors shall be defined with detail elements such as frames, sills, and lintels, and placed to visually establish and define the building stories and establish human scale and proportion.
 5. Exposed unfinished concrete, nonarchitectural concrete block, or monotonous walls of concrete or corrugated metal shall not be permitted as a finished exterior.
- E. Civic Spaces: Civic spaces serve as informal gathering places for socializing, resting and enjoyment of the area and contribute to a walkable environment. Each civic space shall be open to the thoroughfare or street by incorporating at least one access to the thoroughfare or street. Each building with street frontage shall include two (2) or more of the following features. Civic spaces may be provided within the public right-of-way when approved by the local jurisdiction having authority. The following shall be considered civic spaces for incorporation into the building design:
1. A plaza or courtyard next to the building entrance.
 2. Sitting space (i.e., dining area, benches, or ledges) between the building entrance and the sidewalk.
 3. A building canopy, awning, or similar weather protection, with a minimum four foot (4') projection over the sidewalk or other pedestrian space.
 4. Public art, as approved by the Sandpoint arts commission.

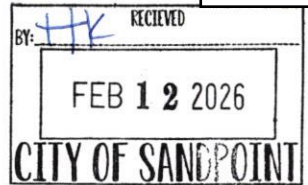
(Ord. 1305, 10-15-2014)

**Downtown
Outer Core**

**Historic
Overlay
District**

**Downtown
Core**





SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 2/12/2026

Date of meeting 2/18/2026

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Deb Ruehke Deb Ruehke

Address:

Phone number and email address:

Authorized by: JOEL A. SPURD City official's signature (Department Heads, City Council members, and the Mayor are City officials.)

*Subject: Communication Agenda & Administrative Policy

Summary of what is being requested: Direct staff to refine communication and agenda policies and bring back for adoption. (Staff being legal counsel & other supporting staff)

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes or No [] [X] If yes, in what way?

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: Have they been contacted? Yes or No [X]

3. Is there a need for a general public information or public involvement plan? Yes or No [] [X] If yes, please specify and suggest a method to accomplish the plan:

4. Is an enforcement plan needed? Yes or No [] [X] Additional funds needed? Yes or No [] [X] 5. Have all the affected departments been informed about this agenda item? Yes or No [] [X]

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

*City Staff, please check one box: Consent [] Old Business [] New Business [X] Other/Unknown [] 181



Fonda L. Jovick | Managing Partner
 Zachary W. Jones | Partner
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zjones@lclattorneys.com

To: Mayor and City Council

From: Fonda L. Jovick and Zachary W. Jones, City Attorneys

Date: July 17, 2025

Re: Legal Analysis re: Roles of Elected Officials in City Government

ISSUES PRESENTED

Overview of the roles of elected municipal officials and analysis of mayor's superintending role over city officers, directors and staff in relation to their interaction with city council.

LEGAL ANALYSIS

Municipal governments in Idaho recognize the same separation of powers as state and federal governments in the United States by establishing a division of responsibility between legislative, executive and judicial branches of government. This separation of powers ensures that necessary checks and balances are in place to prevent the concentration of power in any one branch or official.

The principle of separation of powers in municipal government serves multiple critical functions: it ensures accountability through mutual oversight, prevents the arbitrary exercise of power by any single official, promotes transparency in decision-making, and creates a system where different branches can check potential overreach by others. This framework is particularly important in municipal settings where the same staff members must serve multiple branches of government simultaneously.

Mayoral Role in Local Government

Mayors in Idaho derive their authority from specific statutory provisions, which define and limit their powers.¹

¹ Mayoral powers and responsibilities extend beyond what is specifically detailed herein.

Idaho Code § 50-602 designates the mayor as the chief administrative official of the city and grants superintending control over all officers and affairs of the city, as well as the responsibility to ensure compliance with city ordinances, subject to the rules and regulations prescribed by the city council. This role gives the mayor authority over the implementation and oversight of laws and policies adopted by the city council as well as the management of city operations, officers, directors and staff. Additionally, the mayor is authorized to break tie votes of the city council. *See also* Sandpoint City Code (SCC) § 1-5-2.

However, the scope of the mayors' superintending control is not absolute and has been limited by Idaho courts. In *Moore v. Hupp*, 17 Idaho 232 (1909), where the mayor hired private police officers without the approval of city council, the Idaho Supreme Court cautioned that allowing unchecked executive authority would "substitute the will and caprice of a mayor for the legislative body of the city" and would "nullify, abrogate and ignore any and all provisions of the ordinances of the city enacted by the city council." The Court emphasized that mayoral powers must be exercised "in accordance with the provisions of the statute" and cannot circumvent the collaborative framework established by law.

To that end, Idaho Code § 50-607 provides that the mayor shall perform such duties as may be prescribed by law or city council. This includes the authority to administer oaths, and sign contracts and conveyances in the name of and on behalf of the city. This statutory language creates a limitation on mayoral authority and establishes the city council's supervisory role over mayoral powers. The requirement that mayoral powers be "expressly granted" reflects the principle of strict construction that Idaho courts apply to municipal authority under Dillon's Rule. *See Ceaser v. State*, 101 Idaho 158 (1980).

Idaho code § 50-611 grants the mayor veto power over ordinances passed by city council, provided that an ordinance vetoed by the mayor may still be passed by a vote of one-half plus one of the members of city council. *See also* SCC § 1-5-2.

This veto power represents another example of checks and balances in municipal government. The mayor can reject council legislation that may be impractical to implement or inconsistent with efficient administration, while the council retains the ultimate authority to override such vetoes with full majority support. This mechanism, along with the mayor's authority to break a tie vote, ensures that neither branch can unilaterally control the legislative process and requires both branches to consider the other's perspective.

City Council Role in Local Government

City councils in Idaho have legislative authority, oversee the appointments of key administrative officers, are responsible for passing ordinances and policies, working with officers, directors and staff in issuing key decisions on zoning, permitting, code violations or variances, and overseeing the funding of government operations².

² Again, City council powers and responsibilities extend beyond what is detailed herein.

Idaho Code § 50-204 provides that the mayor, with the consent of the city council, appoints officers such as the city clerk, city treasurer, and city attorney, as well as other officers deemed necessary for efficient city operations. These appointments are subject to council approval, and the council may also determine the duties and responsibilities of these officers (see I.C. §§ 50-207, 50-208 & 50-208A).

The requirement of council consent for key appointments represents an important example of shared authority that creates mutual checks on power. While the mayor has the initiative in proposing appointments and direct oversight of daily operations, the council's consent requirement ensures that key positions are filled through a collaborative process. This prevents either branch from unilaterally controlling the city's administration while respecting the mayor's operational responsibilities.

Additionally, city councils have the authority to establish boards, commissions, and committees to assist in carrying out their responsibilities. The council, in collaboration with the mayor, defines the duties and authority of these entities through ordinances (see Idaho Code § 50-210).

City council's authority further extends to such financial matters as preparing the city's annual budget pursuant to I.C. § 50-1002, approving claims against the city and maintaining internal accounting controls, as outlined in Idaho Code § 50-1017. Essentially, council must work together with the city treasurer and other necessary staff when preparing the city's annual budget.

The council's budgetary authority represents a significant legislative check on executive implementation, while the mayor's operational oversight provides practical input on budgetary feasibility. As the Idaho Supreme Court noted in *Mountain States Telephone & Telegraph Company v. City of Boise*, 95 Idaho 264 (1973), municipal councils have broad authority to make policy decisions about future municipal operations and resource allocation. However, this financial oversight must be balanced with the mayor's responsibility for implementing policies within allocated resources and providing operational expertise to inform budget decisions.

Mayoral and City Council Roles Relating to City Staff

Case law further clarifies mayoral and council authority. For example, in *Tate v. Johnson*, 32 Idaho 251 (1919), the Idaho Supreme Court held that a city council cannot ratify the action of the mayor that was beyond its statutory authority. The Court emphasized that city councils can prescribe the powers and duties of officers and employees by resolution but cannot extend their authority beyond statutory limits. Similarly, in *Caesar v. State*, 101 Idaho 158 (1980), the court reaffirmed that municipal corporations, including city councils and mayors, operate under powers expressly or impliedly granted by the state legislature, adhering to Dillon's Rule³. Therefore, authority cannot extend beyond what is granted by the constitution or by statute.

³ *Dillon's Rule* states that local governments have three types of powers: those granted expressly, those necessarily or fairly implied in or incident to powers expressly granted, and those essential to the declared objects and purposes of the corporation, not simply convenient, but indispensable. Further, if reasonable

Unlike state or federal governments, cities in Idaho operate by and through officers, directors and staff members who simultaneously support both the legislative and executive branches of municipal government (i.e. the city council and mayor) requiring direct communication with members of each individual branch for various purposes. For example, planning and zoning requires directors and staff to work with both the mayor and city council to analyze, report, and assist council with issuing decisions on applications brought pursuant to Sandpoint City Code; the city treasurer must work directly with city council in the preparation of the city's annual budget, the city clerk provides staff support to both the mayor and city council by preparing meeting packets with information related to each agenda item, ensuring accurate minutes are taken at meetings, preparing meeting notices and agendas, etc.

This dual-service structure creates unique challenges for maintaining appropriate balance of powers in municipal government. Staff members must be able to provide information and support to both branches while avoiding conflicts that could undermine their effectiveness. The system depends on clear communication channels and mutual respect for each branch's distinct functions. The mayor's superintending control and council's legislative oversight needs must be balanced. This ensures that both branches can effectively perform their statutory duties without interfering with the other's essential functions. While city staff and department heads may communicate with individual council members to provide information and answer questions, it is important to note that the city council can only provide official direction to staff through majority vote as a collective body. This distinction ensures that individual council members cannot unilaterally direct city operations while still allowing the free flow of information necessary for informed legislative decision-making. This framework protects both the mayor's administrative authority and the council's legislative oversight function.

CONCLUSION

As previously outlined, Idaho Code § 50-607 directs that the mayor's powers be limited to those conferred upon him by the laws of the State of Idaho or by city council, reinforcing the principal that the mayor cannot unilaterally impose restrictions unless expressly authorized by law or council action. Therefore, the superintending power granted by I.C. § 50-602 does not explicitly give the mayor absolute power over the officers, directors and staff members who function as support for both legislative and executive branches of municipal government. The statute also emphasizes that the mayor's powers are subject to the rules prescribed by council, suggesting that city council retains significant authority over procedural matters.

The balance of powers analysis reveals that Idaho's municipal government structure intentionally creates a system of mutual checks and collaborative decision-making. The statutory framework and supporting case law establish clear boundaries that prevent any branch from controlling all aspects of municipal operations. This system depends on maintaining open communication

doubt exists regarding whether a power has been conferred on a local government, then the power has not been conferred. See https://www.law.cornell.edu/wex/dillon%27s_rule.

channels between branches and ensuring that staff can effectively serve both the legislative and executive functions of city government.

DRAFT

Title: Council–Staff Communication and Administrative Direction

1. Purpose

This policy establishes clear guidelines for communication and administrative direction between City Council Members, City Department Heads and legal services to ensure compliance with Idaho law, preserve the City's organizational structure, and promote efficient and transparent governance.

2. Authority

This policy is adopted under the authority of Idaho Code Title 50 and the City's adopted form of government. It is intended to clarify roles and does not expand or limit authority granted by statute, charter, or ordinance.

3. Governing Principles

- The City Council acts only as a body through motions, resolutions, or ordinances adopted at duly noticed public meetings.
- Individual Council Members have no independent authority to direct City staff or City operations.
- Day-to-day administration is the responsibility of the Mayor and City staff, as provided by Idaho law.

4. Permitted Communications between council members and department heads

Council Members and department heads may communicate directly without giving notice to the mayor for the following items:

- Requests for factual information or clarification
- Questions related to agenda items or Council preparation
- Inquiries regarding public records
- Constituent concerns, provided no direction or commitment is made
- These communications shall be informational only.

5. Agenda Requests and Department Head Review

To promote efficient Council meetings, informed decision-making, and coordinated administrative review:

A. Agenda Request Routing

All proposed Council agenda request forms submitted by a Council Member shall be routed to the relevant Department Head(s) for review and comment prior to placement on a Council agenda.

B. Department Head Review

Department Heads shall:

- Review the request for operational, fiscal, legal, and policy implications;
- Identify potential impacts on staffing, budget, workload, or existing Council direction;
- Provide written comments within a reasonable timeframe established by administrative procedure.

Department Head review is advisory and informational only and does not constitute approval authority over whether an item is placed on the agenda.

C. Requestor Review of Comments

The requesting Council Member shall have the opportunity to review Department Head comments prior to final submission for agenda placement.

Following review of staff comments, the requesting Council Member may:

- Proceed with the agenda request as submitted,
- Modify the request, or
- Withdraw the request.

D. Purpose

This process is intended to:

- Ensure Council is informed of administrative and fiscal implications prior to discussion;
- Prevent avoidable duplication of effort or conflicting direction;
- Streamline Council meetings by identifying implementation considerations in advance;

- Support transparent and efficient governance.

Nothing in this section limits a Council Member's right to request an item be placed on a properly noticed public meeting agenda.

Permitted Communications between department heads and Legal Services

* might just add this to item 4

6. Prohibited or Restricted Communications

Council Members shall not:

- Direct, supervise, or evaluate Department Heads or staff
- Request changes to enforcement, staffing, priorities, or operations
- Instruct staff to initiate investigations, projects, or work not previously authorized

Any request for action or operational change must occur through one of the following:

1. Formal action of the City Council at a public meeting, or
2. Authorization from the Mayor, consistent with Idaho Code § 50-607

7. Role of the Mayor

The Mayor serves as the **City's Administrative Officer** and should be the liaison between the City Council and City staff. The Mayor is responsible for:

- Providing administrative direction to Department Heads
- Communicating Council actions and priorities to staff
- Preventing conflicting or unauthorized instruction

8. Department Head Responsibilities

Department Heads shall:

- Provide timely and accurate information to Council Members

- Decline requests that constitute unauthorized direction
- Refer improper requests to the Mayor
- Maintain professionalism and transparency in all communications

9. Emergencies

In matters involving immediate threats to public health or safety, Council Members may communicate concerns directly to Department Heads. Operational control remains with the Mayor or designated authority, and such communications shall be reported to the Mayor as soon as practicable.

10. Compliance

Failure to comply with this policy may result in administrative or corrective action consistent with City policy and applicable law.

11. No Individual Authority

Nothing in this policy grants any individual Council Member authority beyond that provided by Idaho law or formal Council action.



MEMORANDUM

TO: Sandpoint City Council

FROM: Mayor Jeremy Grimm

DATE: February 13, 2026

RE: Council–Staff Communication Policy – Mayor’s Remarks

Councilmembers,

First, I want to acknowledge the intent behind this draft. I believe we all share the same underlying goal: clarity of roles, efficient governance, transparency, and compliance with Idaho law. In that respect, much of this document reflects principles that are already embedded in our adopted form of government.

I appreciate that the draft clearly states that the Council acts only as a body, that individual councilmembers have no independent authority to direct staff, and that day-to-day administration rests with the Mayor and department heads under Idaho Code. Those are important guardrails, and I support reinforcing them.

That said, I would like to raise a few “what if” questions—not as opposition, but as a way to thoughtfully stress-test the policy before adoption. My intent is collaborative: to ensure we strengthen our structure without unintentionally creating ambiguity in how it functions in practice.

1. Direct Communication Without Notice

The policy allows councilmembers to communicate directly with department heads for informational purposes without notice to the Mayor.

In many cases, that is perfectly reasonable. However, what if multiple councilmembers begin contacting a department head about the same policy issue? Even if each conversation is framed as “informational,” it could create a perception—internally or externally—that direction is coming from the legislative majority.

I simply want to ensure that department heads are never placed in a position where they feel they



are balancing expectations between two centers of authority. Under Idaho's strong-mayor structure, administrative alignment is critical. We should consider how to ensure informational communication does not gradually blur that line.

2. Agenda Routing and Staff Workload

The agenda routing provision is thoughtful in that it seeks informed decision-making. I support the idea that Council should understand fiscal and operational implications before deliberation.

My question is more practical and structural.

What if a councilmember submits multiple agenda requests that require substantial staff analysis? Even if advisory, those analyses require real staff time and capacity. Department heads do not operate with surplus bandwidth; they are actively managing ongoing operations, capital projects, personnel matters, regulatory deadlines, infrastructure maintenance, grant compliance requirements, and public safety responsibilities that may not always be visible in a single agenda item.

Under our form of government, only the Mayor has full visibility into all operational priorities occurring simultaneously across departments. At any given moment, staff may be responding to matters that require immediate coordination and focused execution across the organization. In certain situations, the City requires 100% staff availability and alignment.

If staff are placed in a position where they feel drawn between responding to a councilmember's analytical request and executing an executive priority, that becomes an impossible situation. It creates tension, divided accountability, and operational risk. That dynamic cannot function effectively over time.

So the practical question becomes: What is the mechanism for prioritization?

Perhaps we clarify that staff analysis associated with agenda requests will be provided consistent with available resources and subject to executive workload prioritization. That preserves Council's ability to request information while maintaining a clear chain of administrative accountability and ensuring that urgent or citywide priorities are not unintentionally displaced.

My intent in raising this is not to restrict information flow, but to ensure that we do not inadvertently create a structure where staff are navigating competing expectations. Clear



prioritization protects everyone—Council, staff, and the City as a whole.

3. Coordinated Communication for Efficient Use of Resources

In the spirit of efficiency and collaboration, I would suggest that when possible, councilmembers begin by discussing their information needs or policy questions directly with the Mayor. In many cases, I may already have the relevant information or background context available, which could resolve the question quickly without requiring additional staff analysis.

Where additional review is necessary, this approach allows me to more efficiently allocate staff time based on current operational priorities. It also helps ensure that requests are addressed in a way that aligns with ongoing work, budget capacity, and broader citywide objectives.

This suggestion is not intended to limit Council’s access to information, but rather to streamline communication, reduce duplication of effort, and protect staff from navigating overlapping requests. Beginning with a conversation at the executive level may often lead to faster answers and more coordinated outcomes.

4. Compliance Language

The draft references potential corrective action for failure to comply. I believe this section would benefit from additional clarification to ensure it aligns fully with Idaho’s strong-mayor form of government.

Under our adopted structure, department heads and staff are accountable to the Mayor for supervision, evaluation, and discipline. To avoid unintended ambiguity, we may wish to clarify that this policy governs expectations and conduct but does not alter existing statutory lines of administrative authority.

One possible approach would be to specify that:

- Questions regarding staff compliance with this policy shall be referred to the Mayor for administrative review; and
- Any corrective action involving executive staff remains within the Mayor’s authority, consistent with Idaho Code.

Alternatively, if the intent of the compliance section is primarily to guide councilmember conduct, that could be stated explicitly.



The goal here is not to weaken accountability, but to ensure that our enforcement language reflects our form of government and avoids creating uncertainty about supervisory authority. Clear delineation protects both branches and preserves the integrity of our administrative structure.

5. Emergencies

The emergency provision is appropriate. Public safety must always come first.

However, we may wish to clarify that while councilmembers may raise urgent concerns directly, operational control remains with the Mayor or designated authority. This would preserve clarity during high-pressure situations and avoid confusion regarding command structure.

I recognize that much of this draft reinforces existing law and reflects our shared commitment to good governance. My comments are offered in that same spirit — to ensure that as we adopt formal language, it continues to support clear accountability, efficient administration, and a healthy working relationship between the legislative and executive branches.

- The chain of administrative accountability remains clear.
- Department heads are not placed in divided-loyalty situations.
- Staff workload remains appropriately prioritized.
- We avoid even the perception of dual governance channels.

If we can refine these points together, I believe this policy can strengthen—not complicate—our working relationship. I am committed to collaboration. My goal is not to resist structure, but to ensure that structure aligns cleanly with Idaho’s strong-mayor framework and supports efficient administration of the City.

Thank you for the work that went into this draft. I look forward to refining it together.

Sincerely,

Jeremy Grimm
Mayor, City of Sandpoint

Legal Analysis of Elected Officials' Roles in City Government

PREPARED BY: FONDA L. JOVICK & ZACHARY W. JONES, CITY ATTORNEYS

DATE: JULY 30, 2025

Separation of Powers in Municipal Government

Constitutional Framework:

Idaho municipal governments follow the same separation of powers as state and federal governments

Creates division of responsibility between legislative, executive, and judicial branches

Critical Functions of Separation of Powers:

Ensures accountability through mutual oversight

Prevents arbitrary exercise of power by any single official or entity

Promotes transparency in decision-making

Creates system where branches can check potential overreach

Mayoral Authority

Idaho Code §§ 50-601 *et. seq.*

Mayoral Responsibilities Include:

Implementation and oversight of laws and policies adopted by city council

Management of city operations, officers, directors and staff

Authority to break tie votes of city council

Veto power over ordinances

CITY COUNCIL LEGISLATIVE AUTHORITY

Idaho Code §§ 50-701 *et. seq.*

Legislative authority and policy-making

Oversight of key administrative officer appointments

Passing ordinances and policies

Decisions on zoning, permitting, code violations, variances

Overseeing funding of government operations

BIDIRECTIONAL CHECKS AND BALANCES

Mayor Checking Council Power:

Veto Power: Can reject impractical or inconsistent legislation

Tie-Breaking Authority: Resolves council deadlocks

Operational Input: Provides input on implementation feasibility

Administrative Control: Daily management and operational efficiency

Council Checking Mayoral Power:

Veto Override: Can override mayoral vetoes with majority vote

Appointment Consent: Must approve key administrative positions and can adopt roles and responsibilities of those positions.

Budget Control: Controls funding and resource allocation

Rule-Making Authority: Can prescribe rules for mayoral powers (I.C. § 50-602)

SHARED APPOINTMENT AUTHORITY

Collaborative Process: Mayor (Proposes Appointments, Daily Oversight) and Council (Consent Required, Define Duties).

Key Positions Requiring Council Consent:

Clerk, Treasurer, Attorney, Other officers deemed necessary for efficient operations. Idaho Code §§ 50-207, 50-208 & 50-208A.

Police Chief, Fire Chief, Public Works Director, Community Planning and Development Director, Central Services Director. SCC § 1-6-1.

Council may determine duties and responsibilities of appointed officers.

Balance Achieved: Prevents either branch from unilaterally controlling administrative apparatus while respecting operational needs.

BUDGETARY AUTHORITY

Council's Financial Oversight:

Annual budget preparation (I.C. § 50-1002)

Approval of all claims against the city

Maintenance of internal accounting controls (I.C. § 50-1017)

Resource allocation decisions

Mayor's Operational Input:

Practical input on implementation costs

Operational efficiency recommendations

Implementation within allocated resources

MUNICIPAL STAFF - SERVING BOTH BRANCHES

Unique Municipal Challenge: Unlike state or federal governments, cities operate through officers, directors and staff who simultaneously support both legislative and executive branches.

Mayor exercises managerial/operational oversight.

Council prescribes roles and duties of appointed officials, personnel policies, budget etc.

STAFF COMMUNICATION PROTOCOLS

Information Flow: Staff and department heads may communicate with individual council members to provide information and answer questions.

Direction and Authority: Important Distinction: City council can only provide official direction to staff through majority vote as a collective body.

This Framework:

Ensures individual council members cannot unilaterally direct city operations

Allows free flow of information for informed legislative decision-making

Maintains mayor's administrative authority

Preserves council's legislative oversight function

LEGAL STANDARDS AND BURDEN OF PROOF

Presumption of Validity: A properly enacted municipal ordinance is presumed valid, and the burden of proving otherwise is upon the party attacking the ordinance. *Oregon Shortline Railroad v. City of Chubbuck*, 93 Idaho 815, 474 P.2d 244 (1970).

Dillon's Rule Application: Municipal powers are limited to: (1) those granted expressly, (2) those necessarily or fairly implied, and (3) those essential to declared purposes - not simply convenient, but indispensable.

Implication: Any restrictions on established municipal communication processes would need to overcome strong presumption of validity and demonstrate clear statutory authorization.

CONCLUSION

Balanced System Design:

Idaho's municipal structure intentionally creates mutual checks and collaborative decision-making

No single branch can control all aspects of municipal operations

System depends on open communication channels between branches



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 6
MAYOR

50-602. MAYOR, ADMINISTRATIVE OFFICIAL. The mayor, except as provided in sections 50-801 through 50-812, shall be the chief administrative official of the city, preside over the meetings of the city council and determine the order of business subject to such rules as the council may prescribe, have a vote only when the council is equally divided, have the superintending control of all the officers and affairs of the city, preserve order, and take care that the ordinances of the city and provisions of this act are complied with and enforced.

History:

[50-602, added 1967, ch. 429, sec. 122, p. 1249.]

How current is this law?



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 6
MAYOR

50-607. GENERAL POWERS. The mayor shall have and exercise such powers, prerogatives and authority as is conferred by the laws of the state of Idaho or as may be conferred upon him by the city council, and shall have the power to administer oaths, and shall sign all contracts and conveyances in the name of and on behalf of the city.

History:

[50-607, added 1967, ch. 429, sec. 127, p. 1249.]

How current is this law?

BY: HK RECEIVED
 FEB 12 2026
 CITY OF SANDPOINT
 Item # 15.

SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 2 / 12 / 2026

Date of meeting 2 / 18 / 2026

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Deb Ruehle Deb Ruehle

Address: _____

Phone number and email address: _____

Authorized by: Joel A. Sp. G. _____
name of City official City official's signature
 (Department Heads, City Council members, and the Mayor are City officials.)

*Subject: executive session

Summary of what is being requested: update on litigation and employee/personnel issue. I.C. 74-206(a)(b) and (f)

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No
 If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action: le
 Have they been contacted? Yes No

3. Is there a need for a general public information or public involvement plan? Yes No
 If yes, please specify and suggest a method to accomplish the plan: _____

4. Is an enforcement plan needed? Yes No Additional funds needed? Yes No

5. Have all the affected departments been informed about this agenda item? Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

*City Staff, please check one box: Consent Old Business New Business Other/Unknown 208