



PLANNING AND ZONING COMMISSION MEETING AGENDA

April 15, 2025 at 5:30 PM

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

Call to Order, Roll Call and Pledge of Allegiance

Announcements

Consent Calendar - action item

- [1.](#) Approval of the Minutes from the Commission's March 18, 2025, Meeting - ***action item***

Matters from the Public - General Comments

Public Hearing(s)

- [2.](#) Public Hearing/Decision: Request for Conditional Use Permit (CUP) for a 135-unit Multifamily Development on Samuelson Avenue - ***action item***

Old/Unfinished Business

- [3.](#) Staff Presentation: Updated Parking Management Plan

New Business - none

Matters from City Staff

Commissioner Roundtable

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.

Attend in person: See above for meeting location. Seating available on first-come, first-served basis.

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

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

For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



PLANNING AND ZONING COMMISSION MEETING MINUTES
March 18, 2025 at 5:30 PM
Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order, Roll Call and Pledge of Allegiance

Chairman Mose Dunkel called the meeting of the Sandpoint Planning and Zoning Commission to order at 5:30 p.m. on Tuesday, March 4, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

PRESENT

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

ABSENT

Commissioner Ivan Rimar

Chairman Dunkel led all present in the Pledge of Allegiance.

Announcements and Reports

Chairman Dunkel announced that an amendment to the agenda had been proposed and an amended agenda was posted earlier in the day, adding a Consent Calendar, moving the item that was previously under Old Business regarding the Ridley Village Court Planned Unit Development Preliminary Development Plan to the Consent Calendar, and reverting this item to an action item for the Commission's review and approval of the written decision as prepared by City staff. Because the amendment was made less than 48 hours prior to the meeting, pursuant to Idaho Code § 74-204(4)(b), before the amended agenda could become effective, the Commission would need to vote to accept the amendment.

Motion made by Commissioner Benner, Seconded by Commissioner Simmons.

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

Consent Calendar

Chairman Dunkel then proceeded with the Consent Calendar. No items were removed, and the Consent Calendar was **approved**, as noted below.

Motion made by Commissioner Benner, Seconded by Commissioner Weber

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

Abstaining: Commissioner Weber

1. The minutes from the Commission's March 4, 2025, meeting were approved as presented.

DRAFT

2. The written decision for Ridley Village Court Planned Unit Development Preliminary Development Plan (City File #PPUD24-0002), following the Commission's decision during their March 4, 2025, meeting to recommend City Council approval with conditions, was approved as proposed and presented by City staff.

Matters from the Public/General Public Comments

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

Public Hearing

3. Public Hearing/Recommendation Decision: Area of Impact Boundary Adjustment

Chairman Dunkel announced that the next item on the agenda was a public hearing and a decision on a recommendation to City Council regarding the City's proposed Area of Impact boundary adjustment and recited the order and procedure for the public hearing.

Sandpoint Community Planning and Development Director Jason Welker provided a staff presentation and fielded questions from Commissioners.

Following the Staff presentation and Commissioner questions, Chairman Dunkel recited instructions for the public hearing, reminding all in attendance of the City's rules of civility and meeting decorum and providing for up to three (3) minutes of testimony from each speaker, with the option for those in the room to donate their time to another speaker in the room, for a total of up to six (6) minutes for a speaker who received gifted time.

The Chairman then **opened the public hearing**.

Comments from City resident Rich Neher was the sole testimony on this matter.

With confirmation that all who wished to speak had an opportunity to do so, Chairman Dunkel **closed the public hearing**.

Following closure of the public hearing, the Commissioners deliberated, and City staff, including City Attorney Fonda Jovick, fielded questions.

Commissioner Simmons then made a motion to approve the recommended changes to the Area of Impact for consideration by the City Council, which was then seconded by Commissioner Benner, with the resulting vote as follows:

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

New/Old Business – none

Matters from City Staff

There were no general matters from staff for the Commission.

Commissioner Roundtable

Commissioners and Staff spoke, in general, regarding anticipated matters and topics for Planning and Zoning Commission meetings in the near future.

Adjourn

With no further business before the Commission, the meeting was adjourned at 6:35 p.m.

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

Mose Dunkel, Chair

Attest: Hayley Keys, Deputy City Clerk

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Staff Report

To: Planning & Zoning Commission

Prepared by: Daren Fluke, Consulting City Planner

Report: April 8, 2025

Hearing: April 15, 2025

Item: PCUP24-0004: A public hearing to consider a Conditional Use Permit application for a multi-family development consisting of 156 units on 6.53 acres.

I. Introduction

Clearwater Engineering on behalf of Little Sand Creek, LLC, is seeking approval of a Conditional Use Permit for four (4) multi-family residential apartment buildings containing a total of 156 units on approximately 6.53 acres. The site is undeveloped and is situated at the existing terminus of Samuelson Road in the extreme northwest corner of the Sandpoint city limits. The property is zoned Residential Multi-Family (RM) which requires a conditional use permit for multi-family developments of more than eight (8) units.

The 6.53 acre site is comprised of a single tax parcel (RPS38180000010A) and is legally described as 3/10-57N-2W SCHWEITZER RANCH LOT 1 SHORT PLAT 1ST ADD.

Conditional use permits are considered and decided by the Planning and Zoning Commission, following public testimony and deliberation at a public hearing pursuant to Sandpoint City Code §9-9-1.

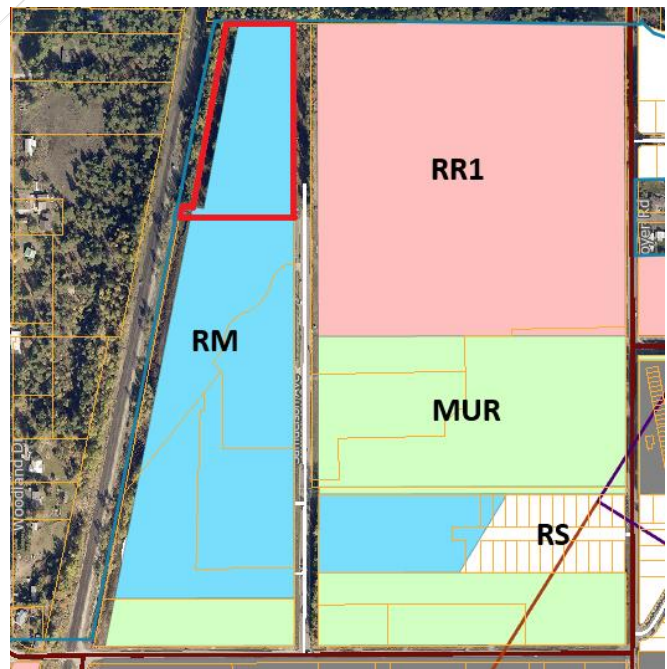


Figure 1 Vicinity & Zoning Map

II. Request

The conditional use permit application is a request for 156 multi-family units on 6.53 acres. The units are a mix of one and two-bedroom units distributed within four separate, standalone buildings that are arranged around a centralized parking area. The proposed site plan shows two driveway approaches to Samuelson Avenue providing access to the property. Samuelson Ave. currently ends at a stub at the southeast corner of the property and the applicant is required to dedicate 70' of right-of-way and extend Samuelson for 816' to the northeast corner of the property. The roadway will be constructed with two, 21' lanes with curb and gutter on both sides and will include a 12' asphalt multi-use path on the west side a detached, 6' concrete sidewalk on the east side. Although not shown on the site plan or road detail, the conditions of approval require a fire department approved turnaround at the northern terminus of the road.

The site is proposed with a total 196 car parks which exceeds the minimum code requirement by 40 spaces or 26%. The code requires 2 bike parks per residential unit which results in 312 required bike parks. **The applicant has submitted a waiver request to reduce the bike parking requirement by 75 spaces or 25% for a total of 237 spaces.** Of the 237 bike spaces proposed, 80 are proposed to be enclosed, secure facilities within in each building. The remaining 157 spaces are to be distributed across the site. Given the high quality of secure bike parking being proposed and the distribution of the remainder across the site the requested waiver seems like a reasonable compromise. The P&Z should consider the written request of the applicant included in the attachments.

All four apartment buildings have three stories and are 40' at their highest point. Each building includes a total of 8 private garages and 2 secure bike storage facilities that will accommodate 20 bikes each. All buildings include ground floor porches and second floor balconies. Exterior treatments include metal roofing and a mix of brick veneer, horizontal lap siding and board and batten siding with river rock stone wainscoting accents.

In addition to the four buildings accommodating the residential units, the applicant is proposing a 5,300sf clubhouse that accommodates a leasing/manager office and various other amenities, a pool, a 1,050sf maintenance building, 2 centralized mail kiosks, and trash enclosures. The required snow storage has been shown on the site plan.

Landscaping consists of a mix of trees, shrubs, and ground covers distributed along the property boundaries within the setbacks and interspersed throughout the parking areas. **The applicant has requested a waiver to the requirement to provide a 15' landscaped area between parking areas and buildings.** Instead, they propose a 10' planting area with a 5' sidewalk providing access to the buildings. The P&Z should consider the written request of the applicant included in the attachments.

Proposed Site Plan



Figure 2 Site Plan

Building Elevations



Figure 3 Building 1 and 3 Rear Elevation



Figure 4 Building 1 and 3 Front Elevation



Figure 5 Building 2 and 4 Rear Elevation



Figure 6 Building 2 and 4 Front Elevation



Figure 7 Clubhouse Elevations

III. Application Timeline and Notification

X/XX/XXXX	Pre-application Meeting
08/08/2024	Application Received
11/18/2024	Additional Information Requested
03/19/2025	Application Complete
03/20/2025	Hearing Notice Published and Notice of Application sent to Agencies and Property owners within 300 Feet
03/24/2025	Hearing Notice Sign Posted
4/15/2025	Planning and Zoning Commission Public Hearing

REVIEWING DEPARTMENTS & AGENCIES:				
City of Sandpoint	Local Agencies & Districts	State & Federal	Bonner County	Other
<input checked="" type="checkbox"/> Building <input checked="" type="checkbox"/> Fire Dept. <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> City Engineer <input checked="" type="checkbox"/> Operations	<input checked="" type="checkbox"/> Independent Highway District <input checked="" type="checkbox"/> Pend Oreille School District <input checked="" type="checkbox"/> Panhandle Health District <input checked="" type="checkbox"/> City of Dover <input checked="" type="checkbox"/> City of Ponderay	<input checked="" type="checkbox"/> ID Dept. Lands <input checked="" type="checkbox"/> Environmental Quality <input checked="" type="checkbox"/> ID Transportation Dept. (ITD) <input checked="" type="checkbox"/> USACE <input checked="" type="checkbox"/> ID Water Resources <input checked="" type="checkbox"/> ID F&G	<input checked="" type="checkbox"/> Surveyor <input checked="" type="checkbox"/> Sandpoint Airport <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> BC EMS <input checked="" type="checkbox"/> Commission	<input checked="" type="checkbox"/> Avista Utilities <input checked="" type="checkbox"/> Northern Lights <input checked="" type="checkbox"/> Various Utility/Service Providers <input checked="" type="checkbox"/> BNSF Railroad
X = Request for review/comments sent to department or agency.				

Consideration of written comments. At the time of this report, the city has received two (2) agency responses, see attachments. All comments received before the hearing will be forwarded to the Commission and added to the application website. The following agencies have provided comments for Commission and inclusion in the conditions of approval as necessary:

- Bonner County Assessor, GIS Div. requesting coordination on addressing and road naming
- Independent Highway District suggesting a turnaround on the north terminus of Samuelson Avenue and noting dimensional considerations within the site plan.

IV. Applicable Law & Findings of Fact

This application is subject to review and compliance/consistency with the following. Staff analysis is provided in bold.

A. City Code, Title 9, Chapter 9 - Zoning Administration

Notice of the request and public hearing date was provided as detailed above.

§9-9-6 provides specific procedures and requirements associated with a CUP, including a requirement that a CUP shall not be granted or denied unless the Planning and Zoning Commission makes specific findings of fact based directly on the particular evidence presented to it as to whether the standards and conditions identified in the code have been met by the applicant. Section 9-9-6-A.3 requires the affirmative finding of the following nine (9) criteria prior to the granting of a CUP.

It is noted that §9-9-6-7 states: *“Commencement Of Work: The proposed work shall commence within one year following the date of Planning Commission or City Council approval of the conditional use permit and shall be diligently pursued or said approval and permit shall be rendered automatically null, void and of no right or recourse.”* **It is the applicant’s stated intent to begin detailed design on the construction plans, specifications, and cost estimates once the CUP is approved and the conditions of approval restate this requirement.**

The applicant's narrative has been provided with the application materials and staff's analysis of the nine criteria are **bolded** below.

- 1) Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved. **The application establishes multi-family dwellings with 8 or more units which is identified as a conditional use pursuant to SCC 9-4-2-2.**
- 2) Will be harmonious with and in accordance with the general objectives, or with any specific objective of the comprehensive plan and/or applicable sections of the Sandpoint Code. **See Comprehensive Plan and code compliance review below.**
- 3) Will be designed, constructed, operated, and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area. **The request is to build a multifamily residential community within the RM zoning designation. §9-4-2.1 establishes the purpose of the RM zone and states: "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." (Note: The 2024 Comp Plan future land use designation is now High Density Residential). Furthermore, the property to the south is being developed in a similar manner and the property to the east is developed with Bonner County facilities including the fairgrounds. Nothing within the public record on this matter suggests that the proposed land use would inconsistent or incompatible with the character of surrounding land uses.**
- 4) Will not be hazardous or disturbing to existing neighboring uses. **The intended use as residential will not be hazardous or disturbing to existing neighboring uses because neighboring uses include the fairgrounds, a ralline, and multi-family development of a similar density.**
- 5) Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility. **The property is situated within the City of Sandpoint and public utilities and services are available and have adequate capacity to serve the proposed development. The conditions of approval require the applicant to dedicate right-of-way, design, and construct the extension of Samuelson Ave. to as a public street to provide adequate frontage and access to the property.**
- 6) Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community. **The applicant is required to pay for the extension and/or upgrades of the public utilities necessary to serve the development. This includes the extension of Samuelson Ave. as noted above.**
- 7) 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. **This fully residential development will not have an adverse effect on surrounding land uses or the general welfare of the community because the land use is similar to the surrounding uses and will be constructed in accordance with adopted building and zoning codes and regulations and will not contain land uses inconsistent with the Residential Multifamily zone district.**
- 8) Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads. **The proposed extension of Samuelson Ave. will accommodate 2 full-service driveways without interfering with traffic on surrounding public road. A traffic impact analysis will be required, pursuant to 10-1-6-A-18,**

before building permit issuance.

- 9) Will not result in the destruction, loss, or damage of a natural, scenic or historic feature of major importance. **The project is proposed to be developed is consistent with the intended land uses of the RM and zoning standards pertaining to such developments. Nothing in the public record indicates the destruction or loss or damage of notable features of the property.**

B. City Code, Title 9, Chapter 4 – Residential Multifamily

As previously noted, a multi-family development of eight (8) or more units is considered a conditional use in the RM zoning district.

Table 2 below provides a preliminary review of Title 9, Chapters 2 and 5, with those items noted as TBD that will receive closer evaluation at the building permit phase. From the materials submitted, it appears that the development will be able to meet all requirements.

§9-4-2 Residential Multifamily Zoning Standards			
Code Section	Code Requirement	Code Compliant	Staff Comment
9-4-2-2	Establishes the allowed land uses in the RM zone	Yes	Multi-family developments with 8 or more units are allowed through the Conditional Use process.
9-4-2-3	Establishes the design and dimensional standards of the RM zone including lot area, setbacks, lot coverage, and building height.	Yes	The proposed site plan and building elevations are compliant and will be verified at the building permit stage.
§9-4-2-3.H Additional Standards Applicable to Multi-family Development			
9-4-2-3.H.3	Building Mechanicals, Service Elements, and Resident Amenities	TBD	Site plan complies if the P&Z approves the bike parking waiver request, mechanical details to be verified with the building permit.
9-4-2-3.H.4	Pedestrian Circulation	Yes	Site plan complies, to be verified with the building permit.
9-4-2-3.H.5	Landscaping Open Space & Plantings	Yes	Site plan complies, to be verified with the building permit.
9-4-2-3.H.6	Neighborhood Scale	Yes	Building elevations comply, to be verified with the building permit.
9-4-2-3.H.7	Building Entrances	Yes	Building elevations comply, to be verified with the building permit.
9-4-2-3.H.8	Façade and Articulation	Yes	Building elevations comply, to be verified with the building permit.
9-4-2-3.H.9	Parking	TBD	Site plan complies if the P&Z approves the landscape buffer waiver request, parking details to be verified with the building permit.
9-4-2-3.H.3	Walls and Fences	N/A	None proposed.
§9-5 Off-street Parking			
9-5-2	Location for MF within 300 Feet	Yes	Site plan complies, details to be verified with the building permit.

9-5-4	Access and Maneuvering Area	Yes	Site plan complies, details to be verified with the building permit.
9-5-5	Setbacks - minimum 5 feet	Yes	Site plan complies, details to be verified with the building permit.
9-5-6	Hard Surfacing	Yes	Site plan complies, details to be verified with the building permit.
9-5-8	Lighting	TBD	Verified with building permit.
9-5-10	Signs	TBD	Verified with building permit.
9-5-11	Striping	TBD	Verified with building permit.
9-5-12	Landscaping- 10% minimum	TBD	Site plan conforms, details to be verified with the building permit.
9-5-13	Accessible parking	TBD	Verified with building permit.
9-5-14	Design & Dimensional Standards	Yes	Site plan conforms, details to be verified with the building permit.

Table 1 Code Requirement Evaluation

§9-4-2-3.H.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 findings noted below. **The applicant has requested two waivers. The first would reduce the bike parking requirement by 75 spaces or 25% resulting in a total of 237 bike parks to serve 156 units, a ratio of 1.5 bike parks per dwelling unit. The second waiver request would reduce the required 15’ landscape buffer between parking areas and buildings by 5’. The result is a 10’ landscape buffer and 5’ sidewalk in lieu of 15’ of landscaping. Should this waiver be granted, staff would work with the developer to ensure that the overhang from vehicle parking would not encroach into a clear path of travel for pedestrians, which could result in the landscaping being reduced to 8 ft and the sidewalk increased to 7 ft. The Commission should consider the applicant’s statement of justification attached with the application materials and the more detailed staff analysis on page 2 of this report when considering the required findings below.**

- 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

C. City Code, Title 8 - Building and Fire Regulations

All buildings will be reviewed during the building permit process and will be required to meet fire department access in accordance with fire code, including full NFPA13 automatic fire sprinkler systems. The buildings and site will be required to meet all accessibility requirements in accordance with the Americans with Disabilities

Act. Due to the proximity of the residential development to the railroad tracks, a condition of approval has been added to mitigate noise.

D. City Code, Title 7 - Public Ways and Property

A traffic impact analysis will be required, pursuant to 10-1-6-A-18, before building permit issuance. Any required off-site improvements specified in the final approved traffic impact study will be added as a condition on the building permit.

Vehicular access into the site will be provided through the extension of Samuelson Avenue, built to the standards laid out in Chapter 2.

New curb and gutter, a 12' multi-use pathway, and a 6' detached sidewalk will be constructed along the west and east sides of Samuelson Avenue as shown in the Samuelson road extension submitted with the application.

E. City Code, Title 11 - Development Regulations

A preliminary storm water management plan was included with the submitted materials. The development will utilize an underground infiltration and detention facility, with overflow to the existing drainage ditch and easement along the railroad tracks to the west. Applicant will be required to submit a final stormwater plan and report demonstrating compliance with Title 11 Chapter at the time a building permit application is submitted.

F. City of Sandpoint Comprehensive Plan

The future land use map designation for the property is High Density Residential (HDR). The HDR designation is intended to “support larger scale multifamily residential development located along collector or arterial streets, where transit is available.” The approximate Density Range is 15-30 du/ac. The proposed project achieves an overall gross density of approximately 24 du/ac and is consistent with the plan’s support for infill development within the existing City Limits.

In addition to the future land use map, the comprehensive plan has other goals and objectives relevant to the proposed development, most particularly in Chapter 4 pertaining to land use and growth, and Chapter 5 pertaining to housing and neighborhoods, Chapter 6 pertaining to transportation, and Chapter 9 pertaining to jobs and economic development. The proposal is broadly consistent with vision of the plan and does not conflict with the relevant goals and objectives of these sections.

V. Draft Conditions of Approval

Per City Code §9-9-6, the Planning and Zoning Commission may impose conditions including those that address, but are not limited to, the following:

1. Minimizing adverse impact on other development.
2. Controlling the sequence and timing of development.
3. Controlling the duration of development.
4. Assuring that development is maintained properly.
5. Designating the exact location and nature of development.
6. Requiring the provision for on-site or off-site public facilities or services.
7. Requiring more restrictive standards than those generally required in an ordinance.

The following conditions are recommended by staff to ensure compliance with the nine (9) CUP criteria and to address issues as noted in the staff report:

1. Pursuant to §9-9-6-7 of Sandpoint City Code, once a CUP is approved, work shall commence within one (1) year following the date of approval and shall be diligently pursued or said approval and permit shall be rendered null, void and of no right or recourse.

2. Complete and submit a Traffic Impact Study at or before submittal of a building permit application.
3. The development shall be completed and certificates of occupancy issued within three (3) years of issuance of the first building permit.
4. Pursuant to the 2018 International Building Code, Section 1206.2, due to the proximity of the residential development to the railroad tracks, exterior walls shall have a sound transmission class (STC) of not less than 50, or not less than 45 if field tested, for airborne noise. Penetrations or openings in construction assemblies shall be sealed, lined, insulated, or otherwise treated to maintain the required ratings.
5. Detailed analysis will occur throughout the design process. The analysis of layout, design, engineering and other factors may result in the need to revise a variety of plan elements. In addition, revisions may be necessary at the time of construction improvement plans. If city staff determines the revisions are substantial, these changes will require an amendment to the conditions by the Planning and Zoning Commission. If the city staff determines that the revisions are minor, the changes may be approved, disapproved, or approved with modifications administratively. The authority to make the determination of when a revision is minor versus substantial is the city's.
6. Owner shall dedicate 70' of right-of-way and extend Samuelson for approximately 816' to terminate at the north boundary of the property. Developer shall construct the entire Samuelson Avenue roadway extension within the new right-of-way dedication, including curb and gutter on both sides a multi-use path on the west side of Samuelson to match the existing path to the south, and a detached 6' concrete sidewalk on the east side of Samuelson. In general, the roadway typical section shall match the existing Samuelson Avenue typical section already established to the south. The road shall terminate in a fire department approved turnaround, which may include designating portions of private property in an easement to ensure clear space for an adequate public turnaround. A final road plan for the extension of Samuelson Avenue, prepared by a licensed professional engineer, will be required before issuance of a building permit.
7. Any proposed gates on private property shall be located to ensure that there is enough room for a vehicle to queue at the gate without extending into the right of way or blocking the multiuse trail on the west side of Samuelson.
8. A final utility plan, prepared a licensed professional engineer, will be required before issuance of a building permit. The utility plan shall include the public water and sewer main extensions, as well as details on individual utility service connections to the new development.

VI. Action

Following public testimony and subsequent deliberations, the Planning & Zoning Commission shall make findings and take one of the following actions in accordance with Sandpoint City Code:

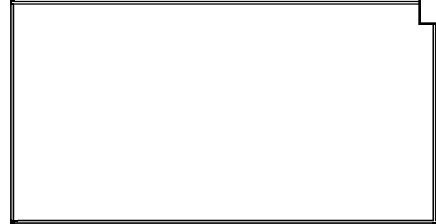
1. Approve the application with conditions.
2. Postpone action on the application to a date certain, with specific direction on additional information needed, or
3. Deny the application.

VII. Attachments

The public record on this matter includes all of the following documents that can be viewed at www.sandpointidaho.gov/samuelsoncup

1. Application materials as submitted by the applicant including:
 - a. CUP application form & narrative
 - b. Waiver request

- c. Samuelson Avenue Schematic Design set including site plan, parking plan, floor plans, and building elevations
 - d. Landscape plan
 - e. Samuelson civil preliminary design narrative
 - f. Conceptual Samuelson Ave extension, conceptual utility layout, and conceptual storm plan
 - g. Property deed & owner authorization form
2. Public hearing notices & postings
 3. Agency & public comments received



File #: _____

CONDITIONAL USE PERMIT APPLICATION

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

Applicant Information:

Applicant's Name: Little Sand Creek, LLC
Address: 600 Olde Hickory Road, Lancaster, PA 17601
Phone: (H) (509) 447-0694 (W) _____
E-mail: ndboyd@boydwilson.com

Holder of Legal Title: Little Sand Creek, LLC
Address: 600 Olde Hickory Road, Ste. 100, Lancaster, PA 17601
Phone: (H) (509) 447-0694 (W) _____
E-mail: ndboyd@boydwilson.com

Representative Information:

Business Name: Clearwater Engineering, LLC - Nicole Costello
Surveyor: _____
Address: P.O. Box 2006, Post Falls, ID 83877
Phone: (H) (406) 690-5249 (W) _____
E-mail: clearwatereng.idaho@gmail.com

Project Information:

Legal Description of Site: Lot(s) 1 Block # 000 Addition _____
(or) Schweitzer Ranch 1st Addn Short Plat
Section 3 Township 57 N Range 2 W
Total Size of Parcel: 6.53 acres

Current Zoning:

- | <u>Residential</u> | <u>Commercial</u> | <u>Industrial</u> |
|---|--|---|
| <input type="checkbox"/> Rural Residential RR2 | <input type="checkbox"/> Mixed Use Residential (MUR) | <input type="checkbox"/> Industrial General (IG) |
| <input type="checkbox"/> Rural Residential RR1 | <input type="checkbox"/> Commercial A (CA) | <input type="checkbox"/> Industrial Business Park (IBP) |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial B (CB) | <input type="checkbox"/> Industrial Technology Park (ITP) |
| <input checked="" type="checkbox"/> Residential Multi-Family (RM) | <input type="checkbox"/> Commercial C (CC) | |

Current Comprehensive Plan Designation:

- Very Rural
 - Context Area 2
 - Context Area 4
 - Context Area 1
 - Context Area 3
 - Context Area 5
 - Context Area 1.5
 - Context Area 3B
 - Industrial
- X High Density Res. (HDR) per updated Comp. Plan

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

North: Single family detached - lot size 49.55 acres

South: Multi-family senior living - lot size 6.971 acres

East: Bonner County Fairgrounds - lot size 43.030 acres

West: Single family detached on lots ranging from 1.643 to 8.10 acres

What Zones border the project site?

North County (Suburban) South RM - Residential East RR1-Rural Res. West County (Suburban)

Existing Structure(s) (Size & Use): There are no existing structures.

Brief description of proposal: To develop the property with four (4) multi-family residential apartment buildings consisting of a total of 156 units - the development will be fronted by an extension of Samuelson Avenue for the length of the property frontage.

Describe how the site is accessed: The site is accessed from Samuelson Avenue. Samuelson Avenue will be extended to the north property line simultaneously with the proposed site development.

Indicate the availability of public services and utilities to the site: There are utilities stubbed to the south property line in the Samuelson Avenue right-of-way.

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

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



 Signature of Applicant

09.09.2024

 Date

Clearwater Engineering, LLC

P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
clearwatereng.idaho@gmail.com
clearwaterengineeringidaho.com

**CONDITIONAL USE PERMIT – CIVIL PRELIMINARY DESIGN NARRATIVE**

Samuelson Apartments

Sandpoint, Idaho

August 8, 2024

The purpose of this letter is to provide the City of Sandpoint Planning Department with a brief overview of the site design infrastructure plans for the proposed Samuelson Apartments development in Sandpoint, Idaho.

ROADWAY EXTENSION: Samuelson Avenue will be extended for the length of the parcel frontage to the north boundary of the parcel. The 70' right-of-way (ROW) section will tie into the existing section to the south and continue north for approximately 816 linear feet (LF). The proposed Samuelson Avenue roadway extension and cross-section is shown in the Conceptual Samuelson Road Extension plan attached herein.

WATER LAYOUT: The existing water main in Samuelson Avenue is a 10" PVC pipe that dead ends at the parcel's south boundary. This project will extend the 10" PVC water main into the development and serve each of the 6 buildings with an individual domestic water service and 5 of the buildings with an individual fire service line. Two fire hydrants are proposed within the development. There is an existing fire hydrant at the dead end of the existing water main in Samuelson Avenue as well. An Ability-to-Serve Application has been submitted to the City Planning Department for review and assessment of the site and estimated water demands. Further details are provided in the attached Conceptual Utility Layout plan.

SANITARY SEWER LAYOUT: The existing sanitary sewer main in Samuelson Avenue is a 10" PVC pipe that dead ends at the parcel's south boundary. This project will extend the 10" PVC sanitary sewer main into the development and serve each of the 6 buildings with an individual sanitary sewer service. Further details are provided in the attached Conceptual Utility Layout plan.

STORMWATER MANAGEMENT: On-site stormwater management will consist of catch basins located at designated low-points within the asphalt parking area that will be directed to a mechanical treatment unit prior to entering an underground detention facility. The underground detention facility will discharge through a flow-control manhole that will release runoff at a rate equal to the pre-development runoff rate into the existing stormwater system in Samuelson Avenue.

Stormwater from the Samuelson Avenue road development will be routed to curb inlets at designated low points in the road that will be connected to the existing stormwater system in Samuelson Avenue.

The existing stormwater system in Samuelson Avenue discharges to a large regional stormwater detention swale located within a 20' easement along the southern boundary of the Ponderosa Apartments development. The swale then discharges into a piped system that follows the southern parcel boundaries of Lots 2 & 3 of Schweitzer Ranch 1st Addition Subdivision within the 20' drainage easement. From there, the stormwater is piped north along the property boundaries within the 20' drainage easement before discharging to Little Sand Creek. When the existing stormwater system was designed, it factored in the future development of Samuelson Avenue to the north and accounted for the flows from this development. Additionally, discharge from the project site will discharge at a rate equal to the pre-development runoff rate as it has historically.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Costello". The signature is fluid and cursive, with the first name being more prominent.

Nicole Costello, P.E.

Encl: Conceptual Samuelson Road Extension Plan
Conceptual Utility Layout
Conceptual Overall Stormwater Management Plan



City of Sandpoint Planning Dept.
Attn: Bill Dean & Daren Fluke
1123 Lake Street
Sandpoint, ID 83864

February 28, 2025

RE: CUP24-004 Samuelson Multi-Family - Waiver Requests

Mr. Dean,

The purpose of this letter is to provide a description of the two (2) waivers being requested for CUP24-004 Samuelson Multi-Family project and the reasoning for the requests along with a brief overview of the developers of this project.

Boyd Wilson was established in 1982. Boyd Wilson is a family-owned commercial real estate developer, owner, operator and property management company. Boyd Wilson has a proven long-term business model based on a robust pipeline of opportunistic developments, strategic expansion and reinvestment in existing properties. Boyd Wilson currently owns and manages more than 3,200 apartment homes concentrated in Central Pennsylvania. Norris D Boyd, a founding partner, has made his home in the Northwest for over 28 years and is very excited to be working on a project in Sandpoint.

Hess Home Builders was established in 1964. Hess Home Builders has been constructing homes and developing neighborhoods of the highest standard throughout the Central Pennsylvania region since 1964. For every home Hess builds, they incorporate years of residential construction know-how, open and productive communication, and an incredible attention to detail. Hess Home Builders has developed more than 3,400 single-family homes and apartments.

Since 2012, Boyd Wilson and Hess Home Builders have partnered to develop 454 apartment units with an additional 751 units currently in the development pipeline of which includes Samuelson Avenue (CUP24 – 0004 Samuelson Multi-Family).

The waiver requests are as follows:

- 1. A waiver request for City Code 9-4-2-3.H.3.c stating that, “Bike racks shall be provided and shall include space for at least two (2) bikes per unit.”**

There are 156 units proposed, therefore 312 bike parking spaces would be required by this Code. The applicant is requesting a waiver to reduce this requirement by 75 spaces down to 237 total - a 25% reduction. The applicant has provided reasoning for this request below:

We feel that the number of bike racks is excessive and will create a cluttered appearance on the grounds and become a maintenance problem. The prospect of an apartment resident having 2 bicycles that they are willing to store outside year-round is inappropriate. Our management experience indicates that expensive bicycles will be typically stored in the apartment. Though this practice is not ideal from a management standpoint, it is the reality.

According to the development standards Samuelson Avenue would require 312 bike parking stalls for 156 units. 100 of the 156 units are one-bedroom apartments. We feel it is appropriate to assume that at least 75% of these will be occupied by a single person and likely will have only one bike to secure. That would reduce the total requirement down to 237. In addition, to reduce the clutter on the grounds we are setting aside one garage in each building to house 20 bicycles in a secure, weatherproof facility. This would reduce the exterior parking of bikes by another 80 parking spaces. These interior parking spaces would be included in the overall count of parking spaces. Therefore, the request is to reduce the total number of bike parking spaces to 237 with 80 of them in secure facilities.

2. A waiver request for City Code 9-4-2-3.H.9.a stating that, "Parking areas shall be separated from primary buildings by a landscaped buffer of at least fifteen feet (15') in width."

There is a fifteen (15) foot buffer proposed between the primary buildings and parking area, however, ten (10) feet is landscaping and five (5) feet is concrete sidewalk. The applicant is requesting a waiver to reduce the landscape buffer to 10 feet with a 5 foot sidewalk - a 33% landscape reduction. The property is burdened with a 20 foot drainage easement on the west property boundary forcing the buildings to be placed further east and thus narrowing up the parcel and parking area. Adding an additional 5 feet of landscape buffer in front of each building would narrow up the drive/parking areas by 10 feet. This would ultimately eliminate the northern landscape median. The landscape medians provide safety and security for both vehicle and pedestrian traffic. In the winter when striping may not be visible, the median helps to provide traffic flow direction and protect pedestrians within the development. The medians also serve as ideal locations for the central mailbox units so that they can be monitored by video surveillance for security purposes. Section 9-5-12.F.1 of the Code also requires that parking "be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area". Please consider allowing a 10 foot landscape buffer instead of a 15 foot buffer for this site to allow for both pedestrian and vehicle safety.

Thank you for your consideration of these requests.

Please let me know if you have any questions.

Sincerely,



Nicole Costello, P.E.
Clearwater Engineering, LLC
Applicant Representative

SAMUELSON AVENUE

BOYD WILSON SANDPOINT ID SCHEMATIC DESIGN SET



- SHEET INDEX**
 A101 COVER SHEET
 SP01 SITE PLAN
 PP01 PARKING PLAN
 A301 UNIT PLANS
 A302 UNIT PLANS
 A303 UNIT PLANS
 A304 UNIT PLANS
 A413 BUILDING ELEVATIONS -OPT 1
 A413 BUILDING ELEVATIONS -OPT 2
 A420 BUILDING PLANS
 A801 CLUB HOUSE FLOOR PLAN
 A802 CLUB HOUSE ELEVATION
 A803 AUXILIARY BUILDING PLANS



SAMUELSON AVENUE						BOYD WILSON	2022066
UNIT TABULATION - 2/3 STORY STAK HOUSE BUILDING							2/4/25
UNIT NAME	UNIT TYPE	NET AREA(SF)	UNIT COUNT	PERCENTAGE	TOTAL AREA	% BREAKDOWN	
A1	1br/1ba	735	36	23%	26,460	64%	
A2	1br/1ba	777	64	41%	49,728		
B1	2br/2ba	1,074	8	5.1%	8,592	36%	
B2	2br/2ba	1,135	8	5.1%	9,080		
B3	2br/2ba	1,072	8	5.1%	8,576		
B4	2br/2ba	1,072	8	5.1%	8,576		
B5	2br/2ba	1,030	8	5.1%	8,240		
B6	2br/2ba	1,135	8	5.1%	9,080		
B7	2br/2ba	1,196	8	5.1%	9,568		
TOTALS			156	100%	137,900		

UNIT AVERAGE NET SF : 884

* NET AREA IS COMPUTED TO INCLUDE SQUARE FOOTAGE FROM EXTERIOR FACE OF ALL EXTERIOR FRAME WALLS THAT ENCLOSE A/C SPACE. IT DOES NOT INCLUDE PATIOS, BALCONIES, PATIO/BALCONY STORAGE.

PROJECT DATA

UNIT AVERAGE NET SF :	884 S.F.
PARKING:	
REQUIRED	156 SPACES (Units under 1200sf=1/unit; Units over 1200sf =1.4/unit)
GARAGE PARKING	36 GARAGE SPACES
TANDEM PARKING	22 GARAGE SPACES
SURFACE PARKING	138 SURFACE SPACES
PROVIDED	196 SPACES
	1.26 SPACES/UNIT
BIKE PARKING REQD/PROVIDED	237 STALLS (157 SURFACE + 80 COVERED)
IMPERVIOUS AREAS:	
1. STREET	101,202 SF (2.3 AC)
2. SIDEWALKS	11, 288 SF (0.3 AC)
	112,490 SF (2.6 AC)
% IMPERVIOUS=	2.6AC / 6.5AC (TOTAL AC) = 40%
BUILDING COVERAGE=	1.89 AC/6.5 AC(TOTAL AC) = 28%

SCREENING AND/OR LANDSCAPING NOTES:

F. 3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.

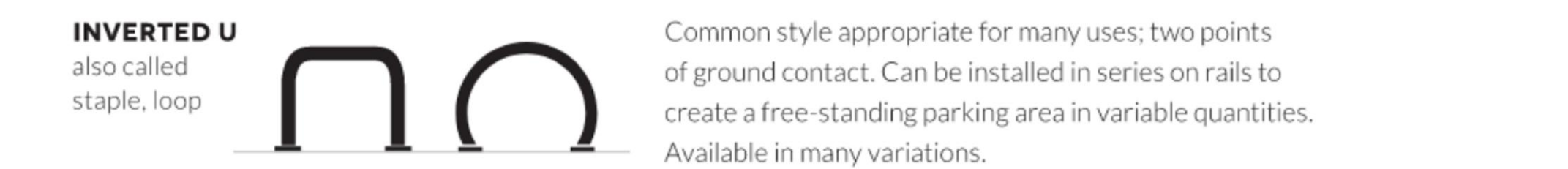
G. Parking Lot Directional Signs: Parking lots not visible from streets must have clearly visible directional signs approved during the site plan review process.

BIKE PARKING:

H. Additional Standards Applicable To Multi-Family Development:

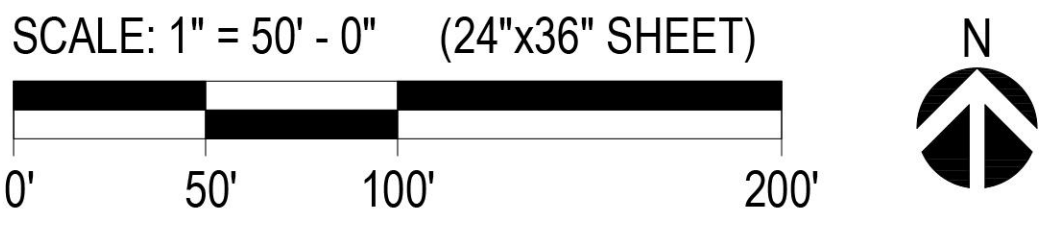
- Purpose And Intent: The following design standards were established to improve the appearance, quality, and functions of multi-family housing. The standards herein apply to the development of multi-family housing in the "RM" zone of four (4) or more units including, but not limited to, apartments and condominiums.
- Conflicting Standards: In the event that other standards of this title conflict with standards in this provision, the standards within this provision shall prevail.
- Building Mechanicals, Service Elements, And Resident Amenities:
 - 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.
 - 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 (1') higher than the container but not higher than six feet (6'), however roofed enclosures may exceed this limit.
 - Bike racks shall be provided and shall include space for at least two (2) bikes per unit.
 - Bike racks shall be located near building entries, shall not interfere with pedestrian circulation, and shall be well lit

BIKE PARKING CALCULATION:
 BASED ON "ESSENTIALS OF BIKE PARKING"
 REV 1.0, SEPTEMBER 2015



EXTERIOR SEATING:

REQUIRED: 1 SEAT PER 3 UNITS = 156 / 3 = 52
 PROVIDED: 64 WITHIN POOL AREA + 4 WITHIN GREEN = 68

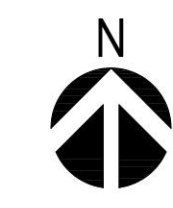
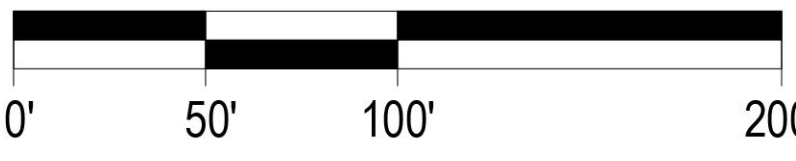




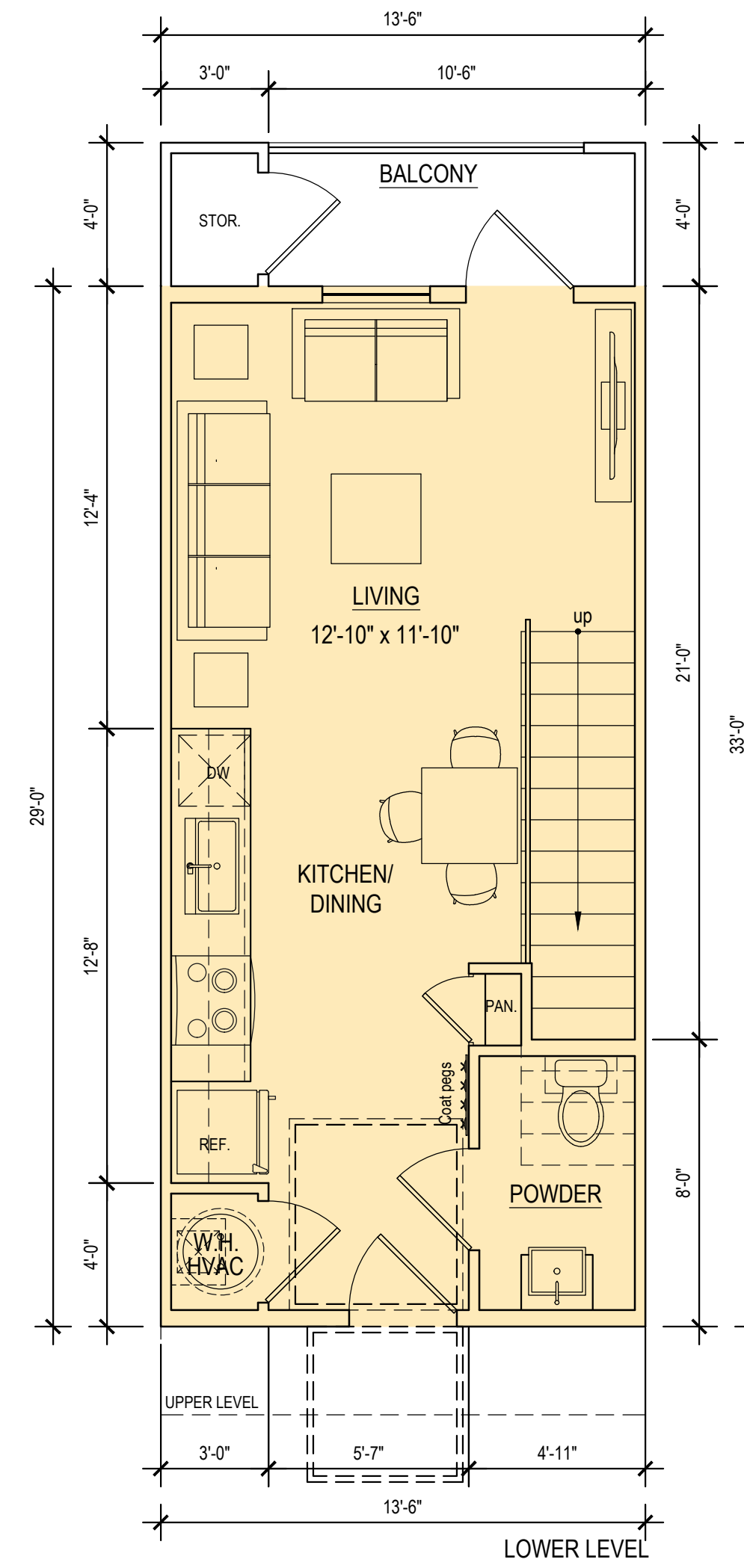
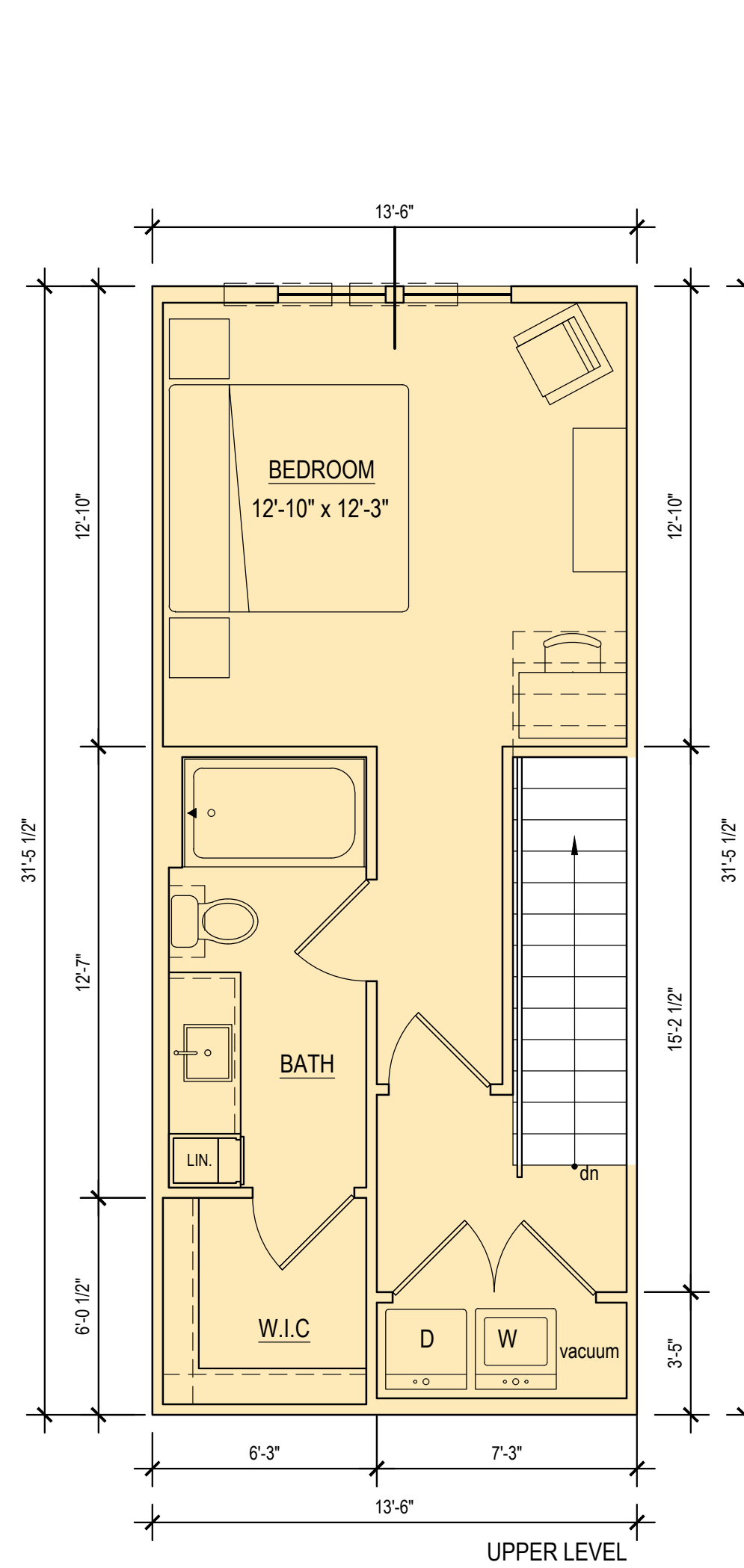
LIGHTING NOTES:

- A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated to avoid accidents. Residential uses are exempt from this requirement.
- B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.
- C. Parking lot lighting must be designed to provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking lot lighting requirements must also apply to interior drives and other areas on the property used by vehicles.
 1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
 2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
 3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy. (Ord. 1360, 12-5-2018)

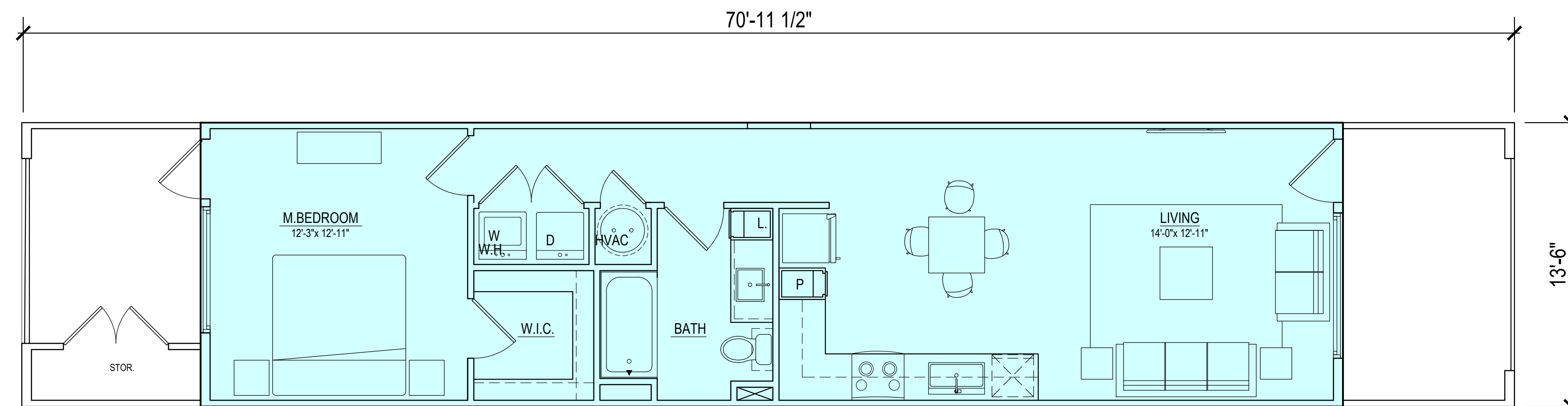
SCALE: 1" = 50' - 0" (24"x36" SHEET)



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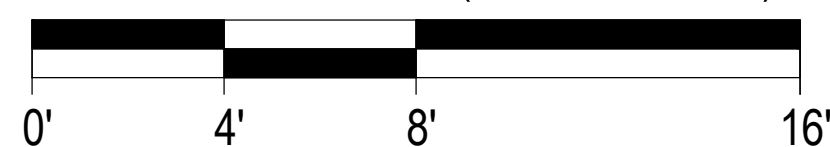


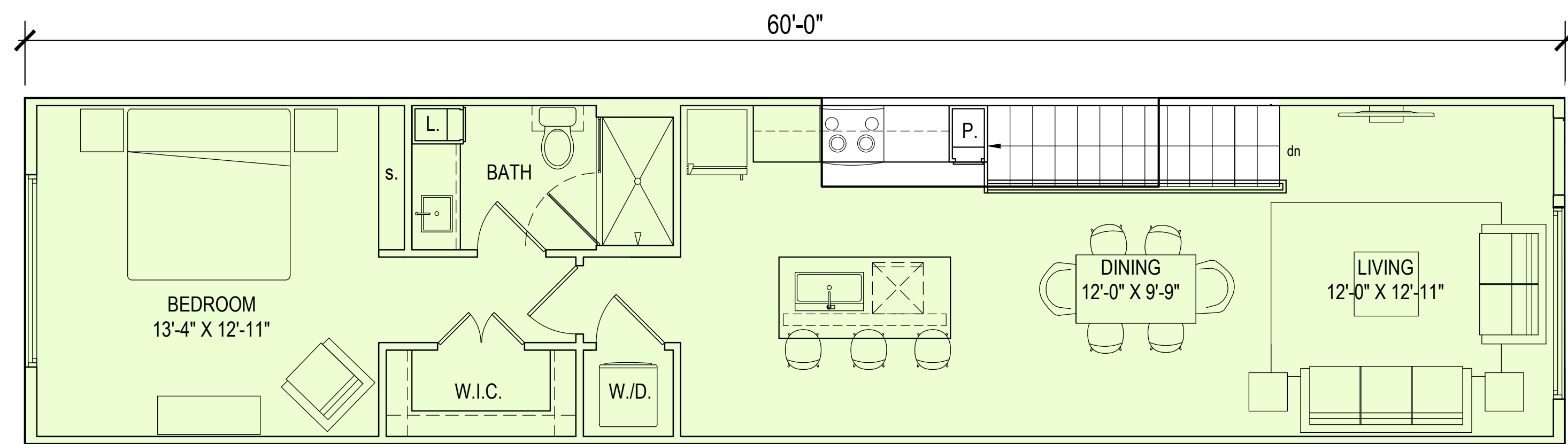
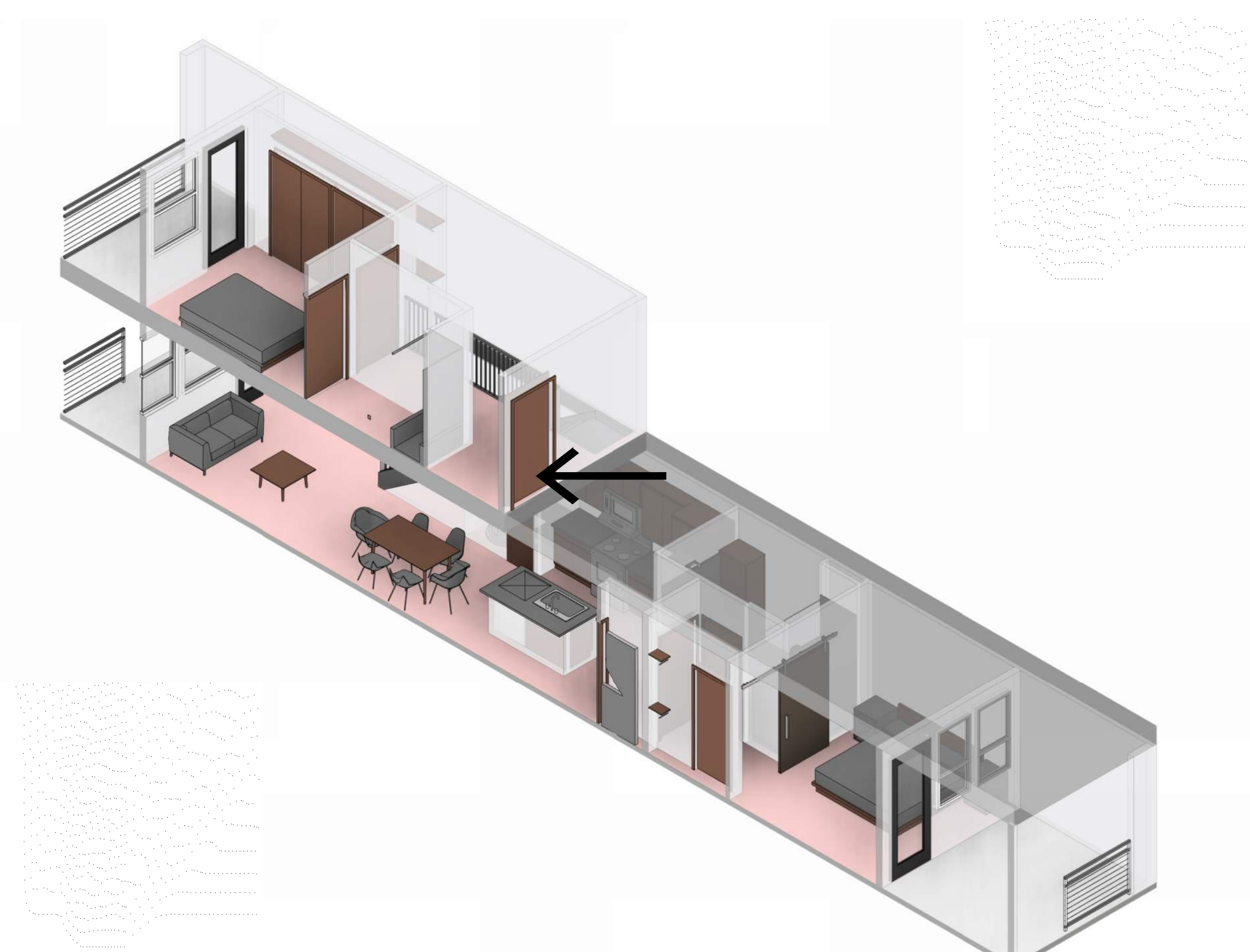
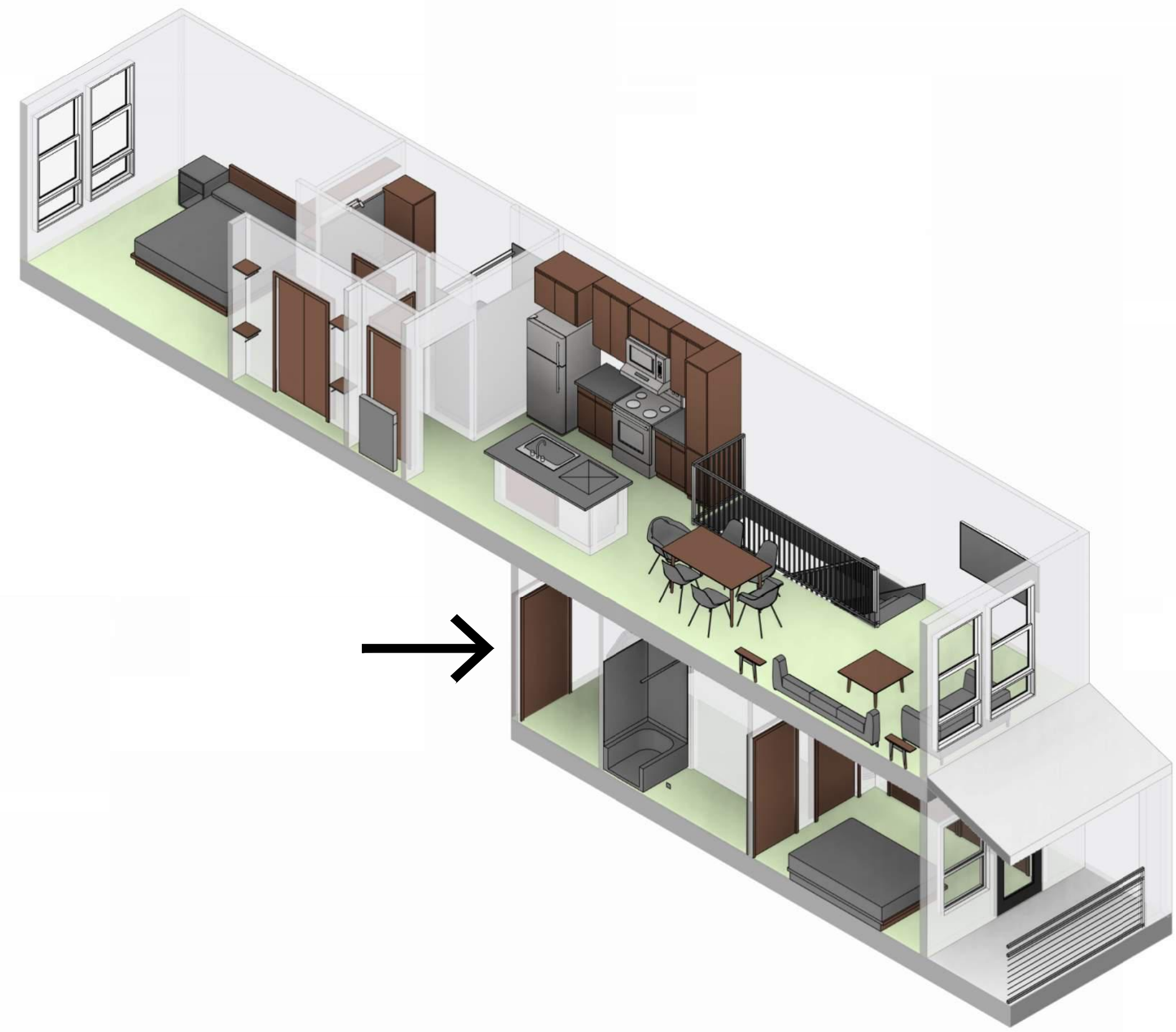
UNIT A2
 LOWER LEVEL: 392 S.F.
 UPPER LEVEL: 385 S.F.
 NET: 777 S.F.
 BALC.: 68 S.F.
 GROSS: 845 S.F.
 SCALE: 1/4" = 1'-0"



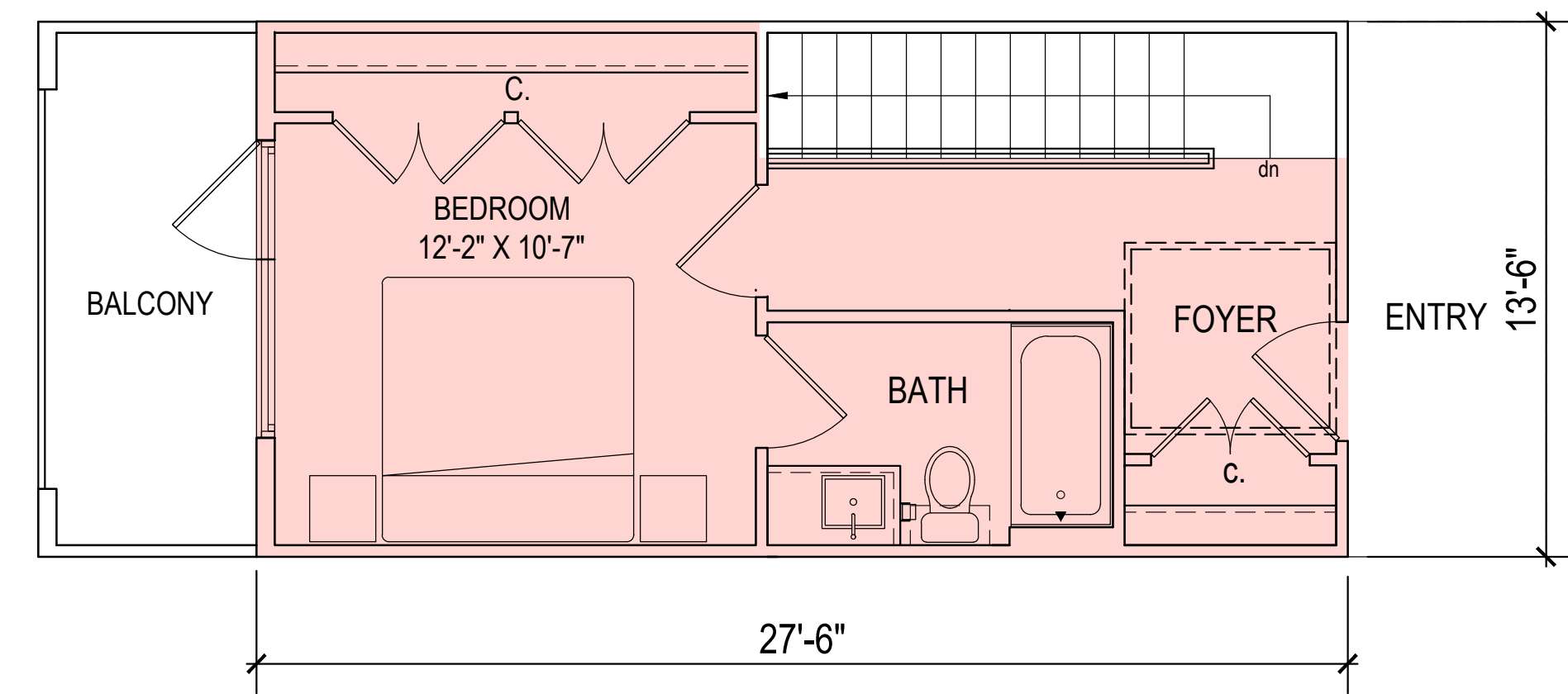
UNIT A1
 NET -735 sf

SCALE: 1/4" = 1'-0" (24"x36" SHEET)



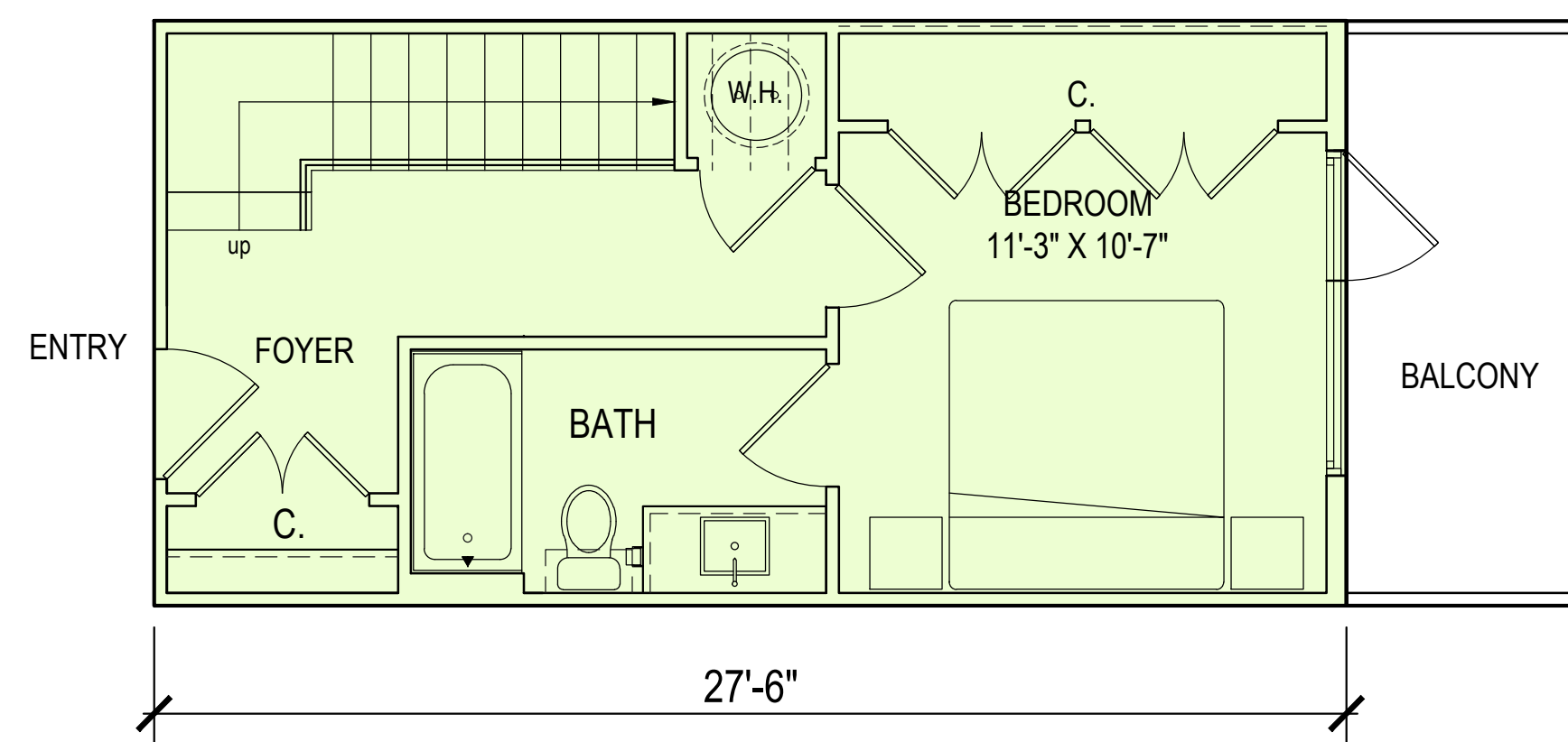


60'-0"



27'-6"

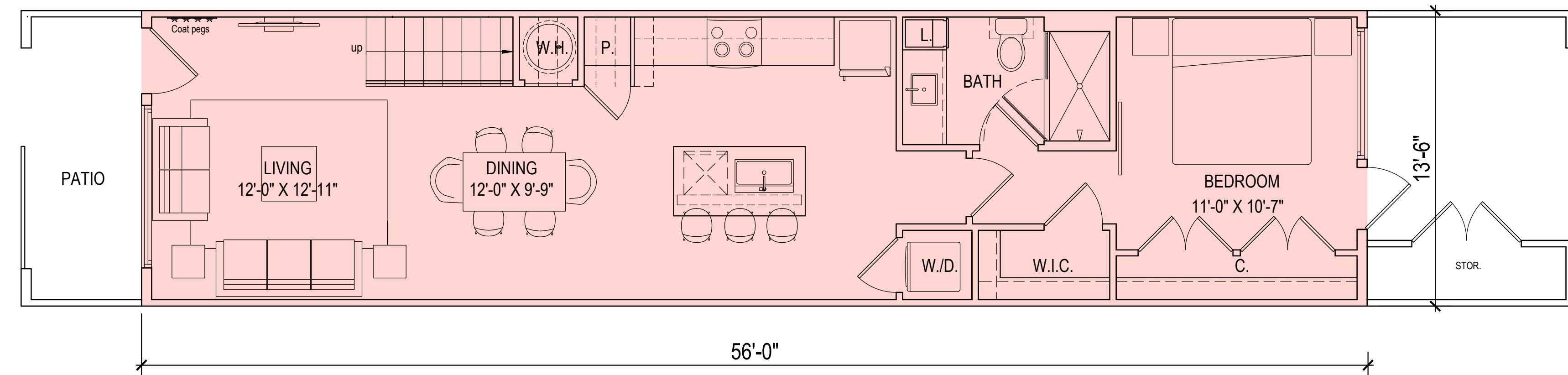
13'-6"



27'-6"

UNIT B2

1st level-371 sf
 2nd level-764 sf
 total net -1135 sf

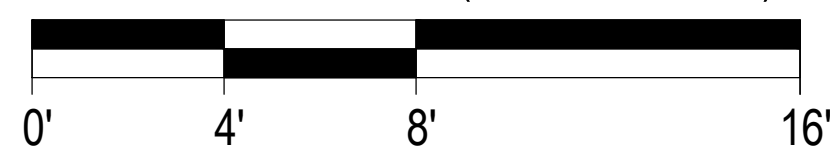


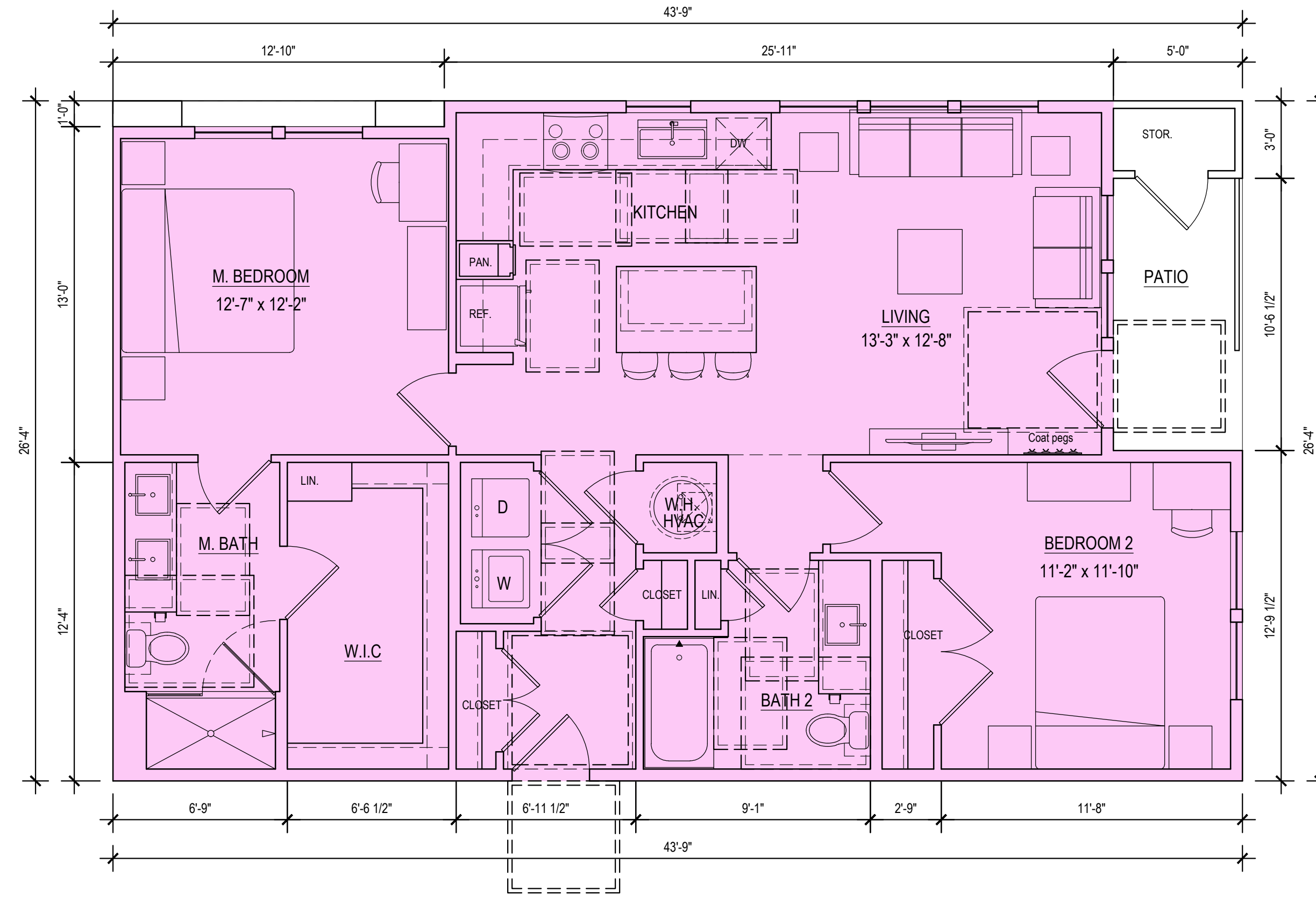
56'-0"

UNIT B1

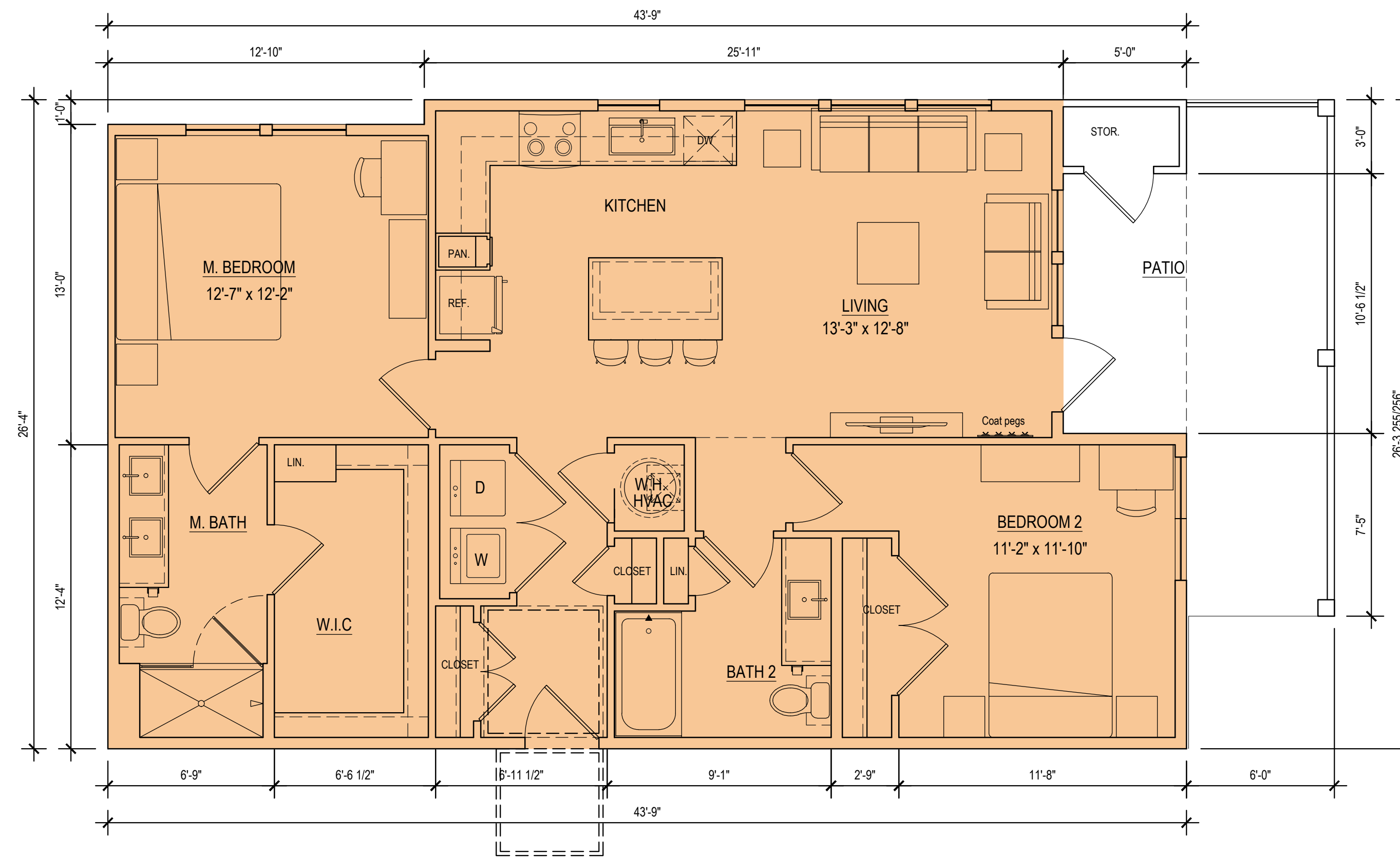
1st level-755 sf
 2nd level-319 sf
 total net -1074 sf

SCALE: 1/4" = 1'-0" (24"x36" SHEET)



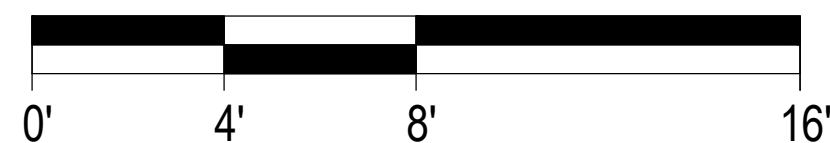


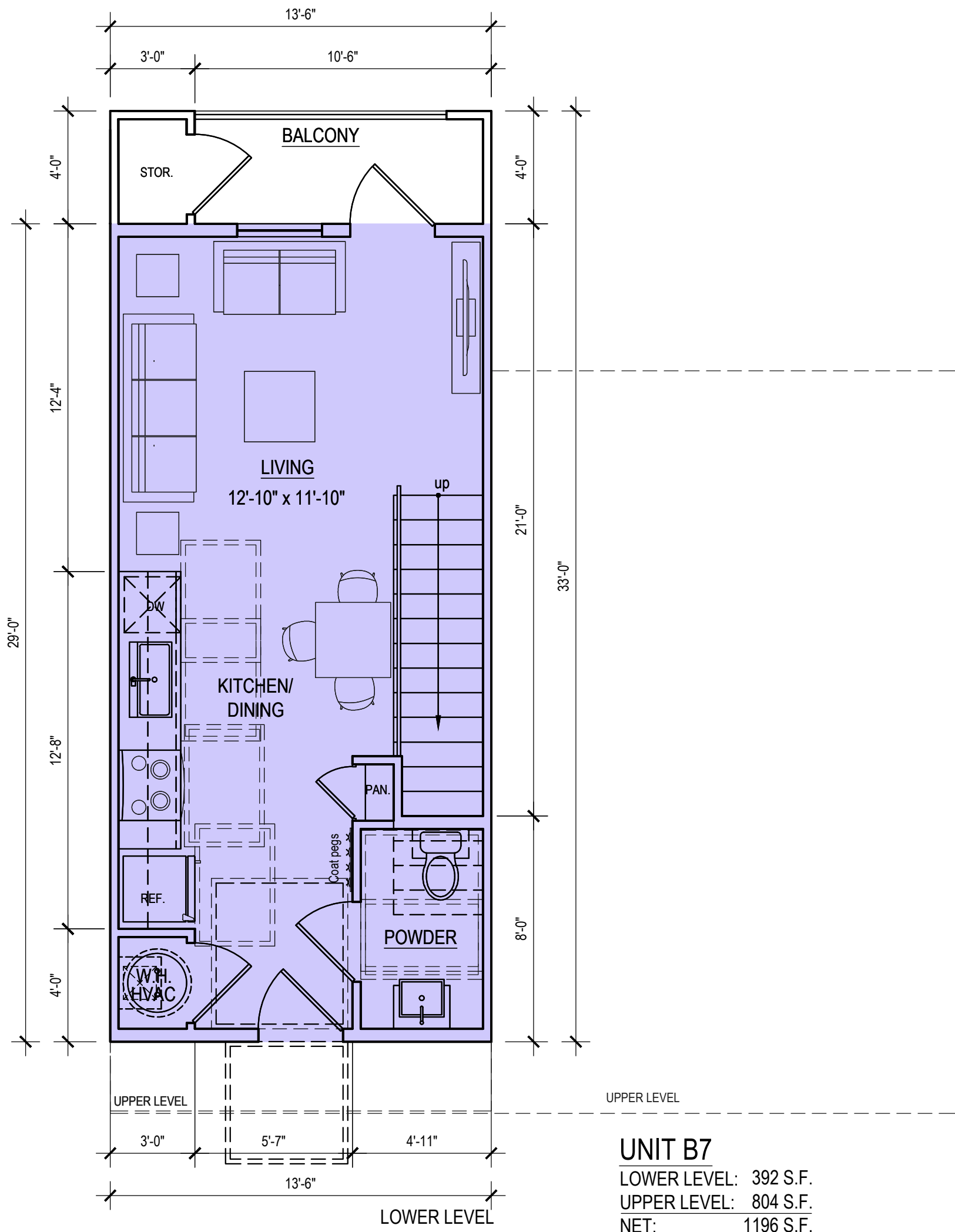
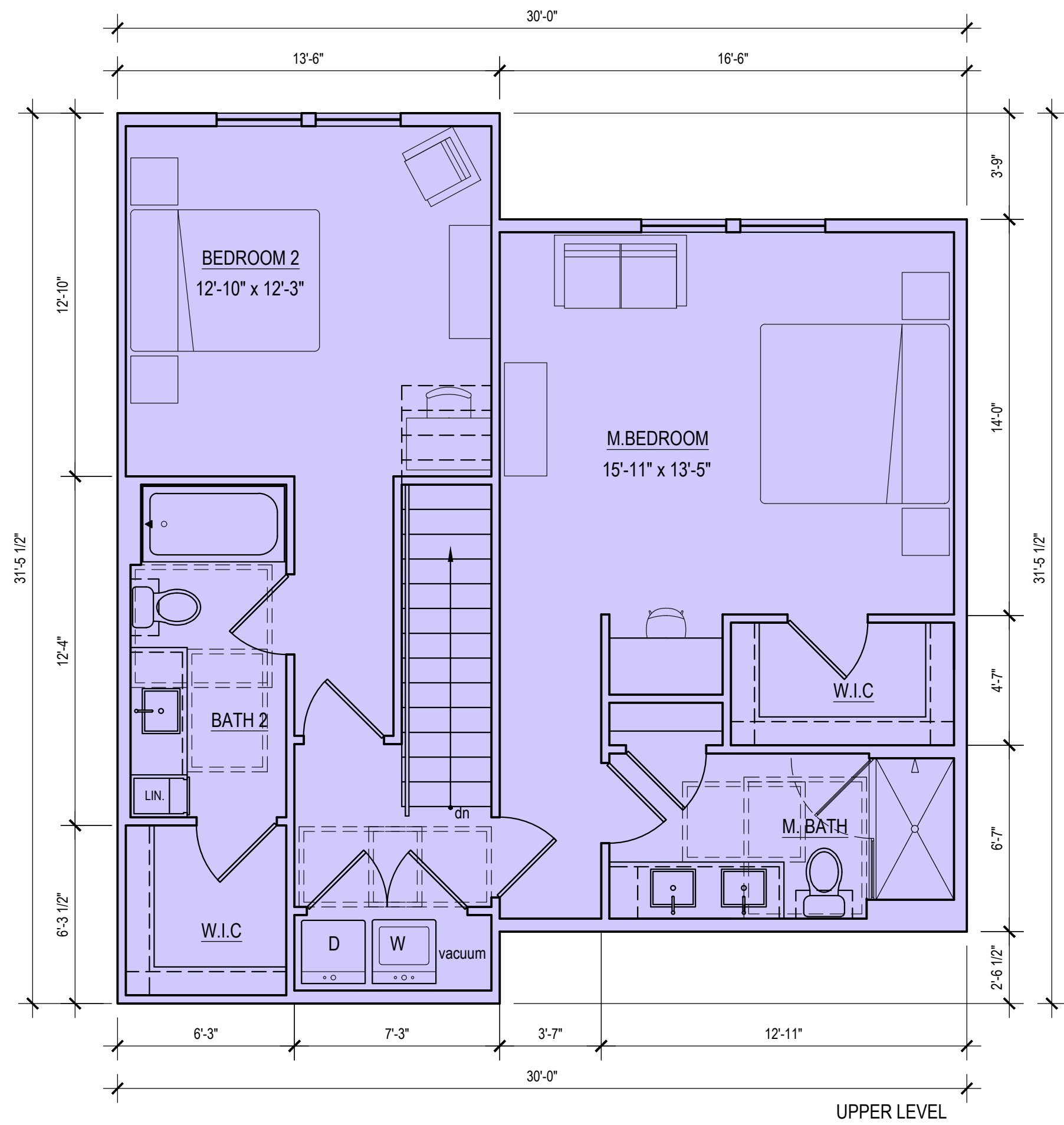
UNIT B3
 NET: 1072 S.F.
 BALCONY: 68 S.F.
 GROSS: 1140 S.F.
 SCALE: 1/4" = 1'-0"



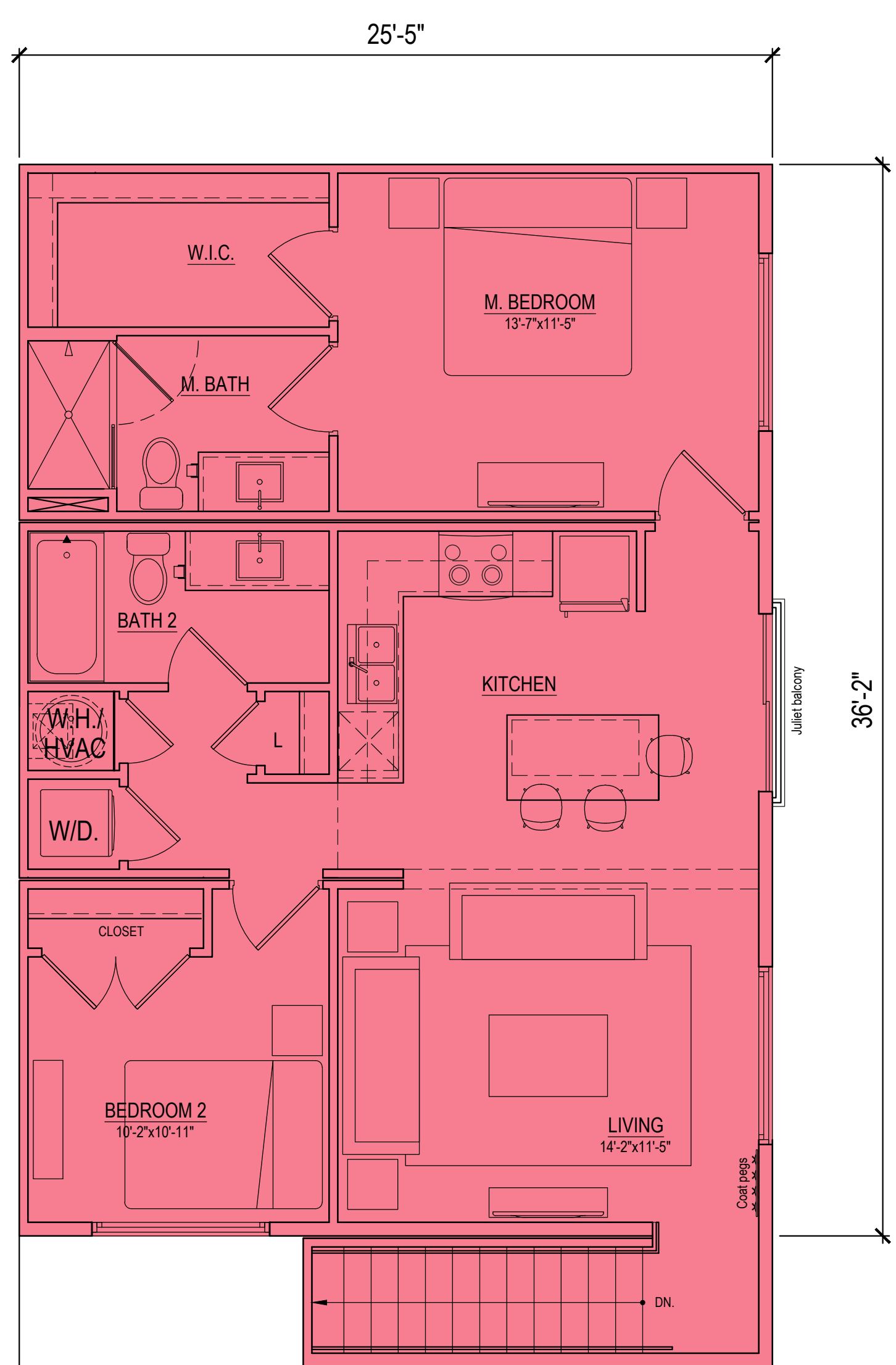
UNIT B4
 NET: 1072 S.F.
 BALCONY: 226 S.F.
 GROSS: 1298 S.F.
 SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0" (24"x36" SHEET)

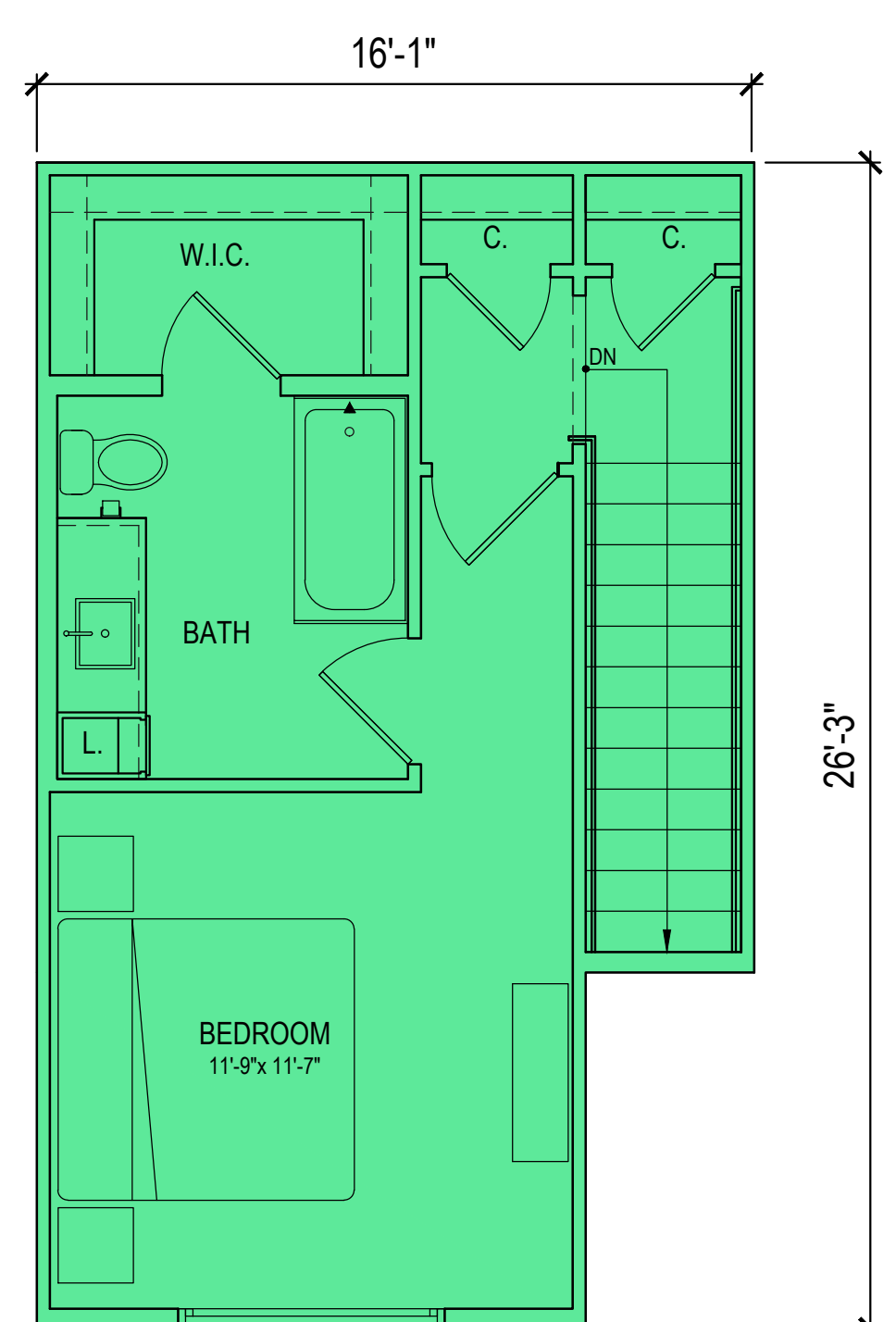




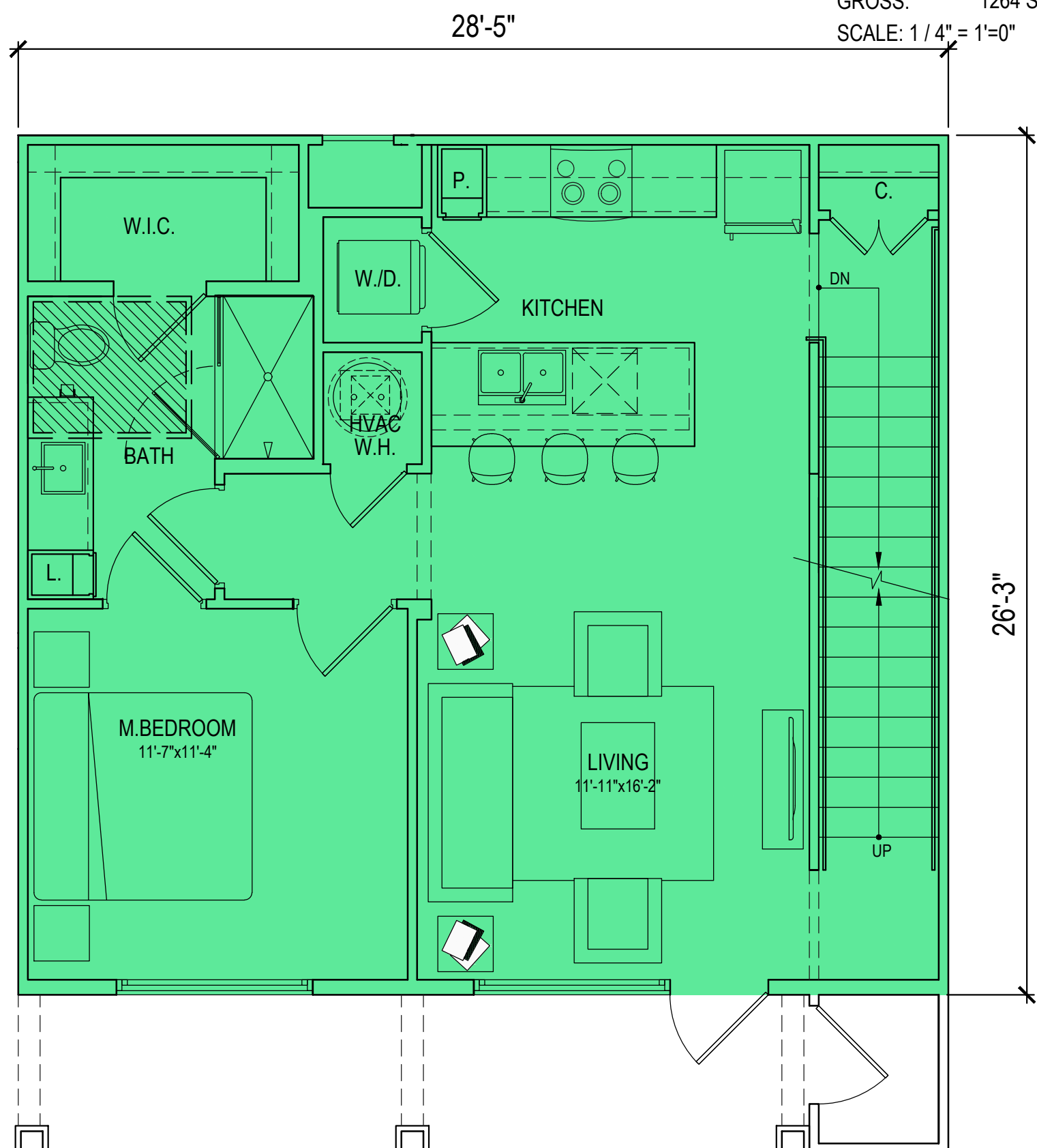
UNIT B7
 LOWER LEVEL: 392 S.F.
 UPPER LEVEL: 804 S.F.
 NET: 1196 S.F.
 BALC.: 68 S.F.
 GROSS: 1264 S.F.
 SCALE: 1/4" = 1'-0"



UNIT B5
 NET- 1030 sf



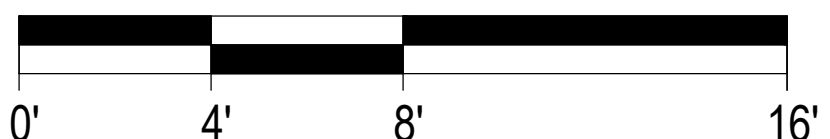
Mezzanine level



1st level

UNIT B6
 1st level 745 sf
 mezzanine 390 sf
 total net 1135 sf

SCALE: 1/4" = 1'-0" (24"x36" SHEET)



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.
 - ✓ (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.



Articulated entry REAR ELEVATION

See A420 - Third Floor for Step Facade more than 4'



Articulated entry LEFT ELEVATION



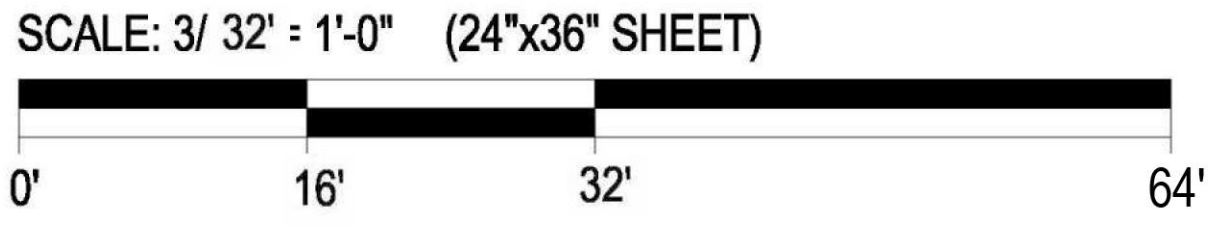
Articulated entry FRONT ELEVATION

See A420 - Third Floor for Step Facade more than 4'



Bike storage RIGHT ELEVATION

Articulated entry



COLOR OPTION 1 FOR BLDG 1 & 3

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Articulated entry REAR ELEVATION

See A420 - Third Floor for Step Facade more than 4'

Articulated entry LEFT ELEVATION

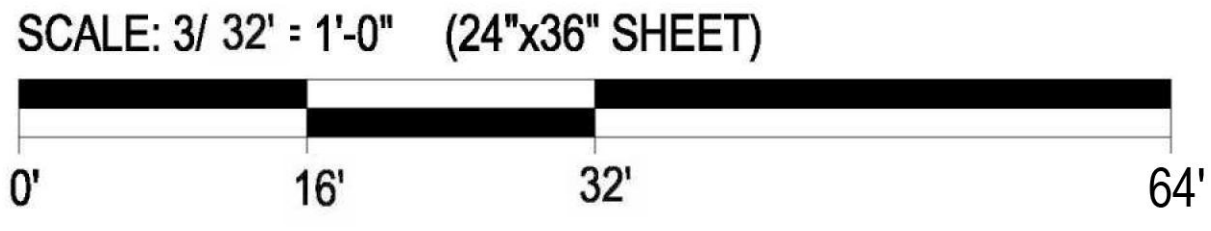
Bike storage



Articulated entry FRONT ELEVATION

RIGHT ELEVATION

Articulated entry

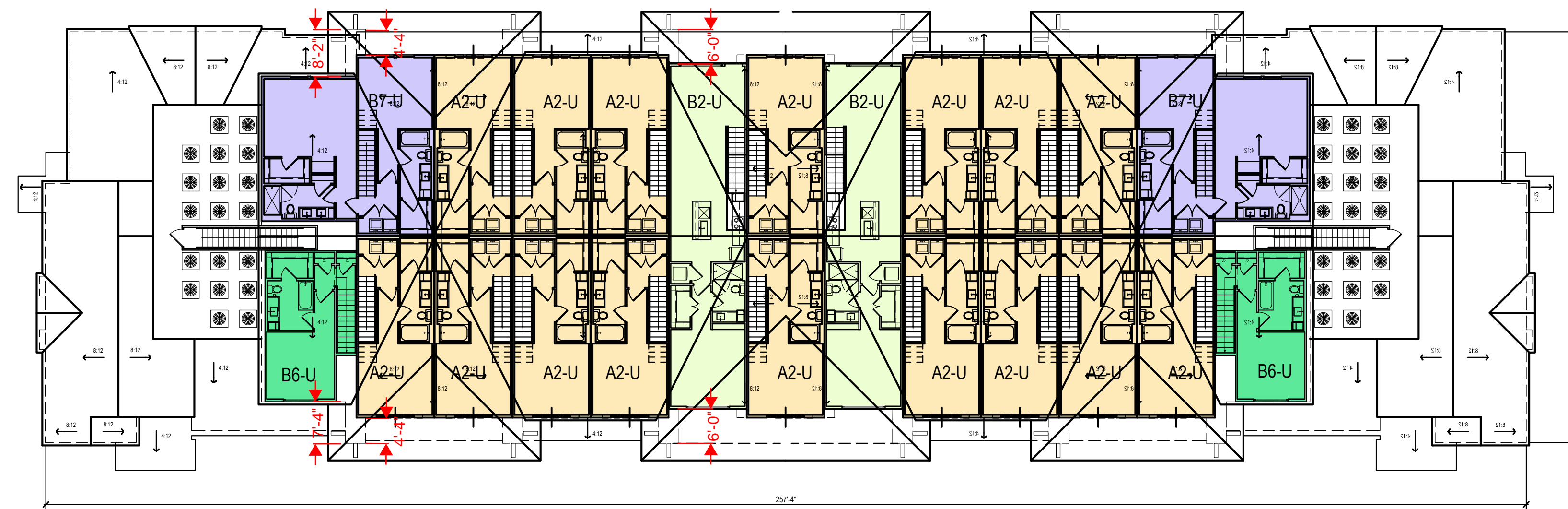


**COLOR OPTION 2
FOR BLDG 2 & 4**

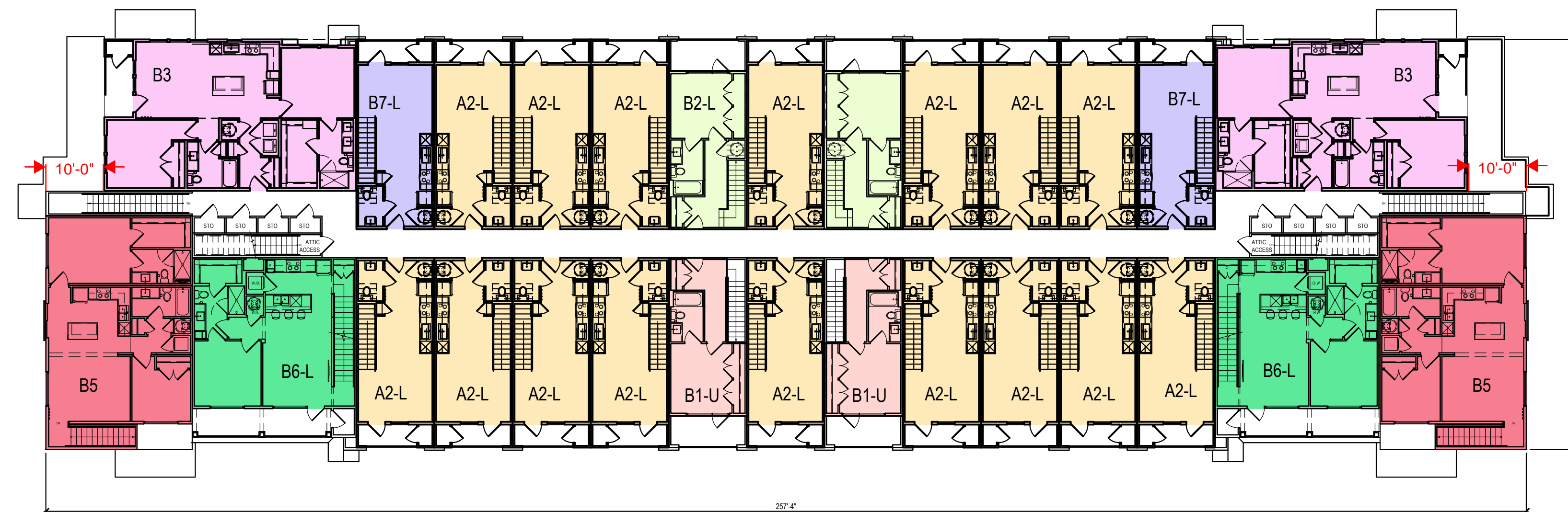
BUILDING ELEVATIONS - OPTION 2

February 25, 2025 4

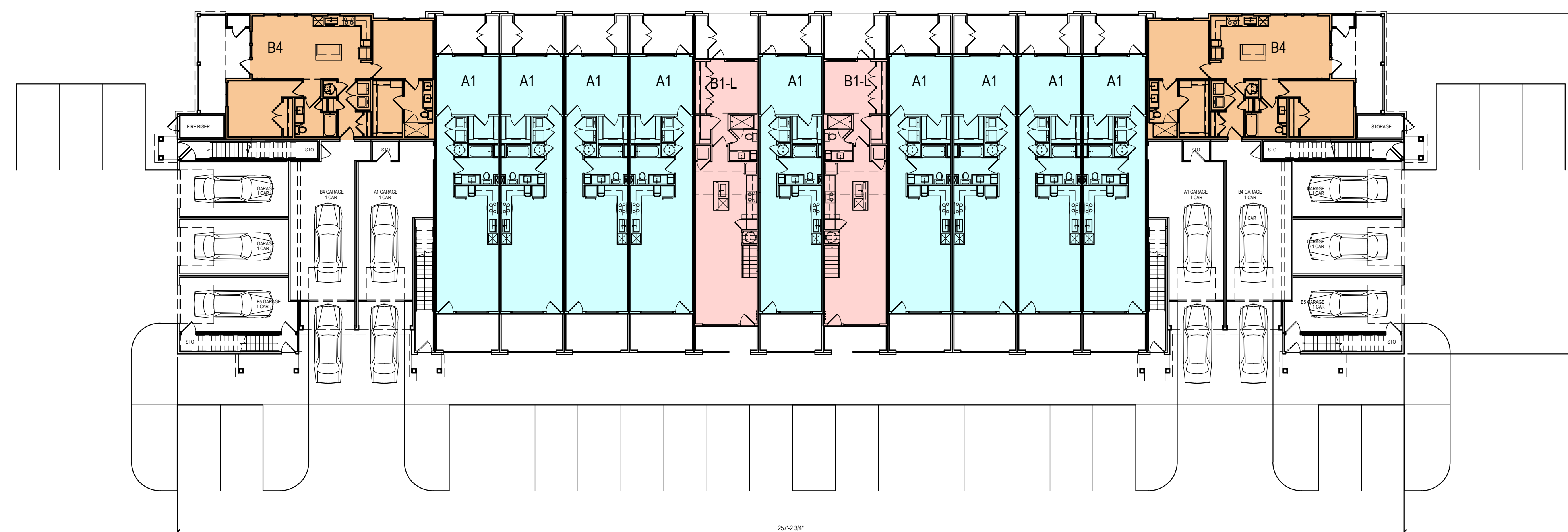
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BLDG TYPE I- THIRD FLOOR

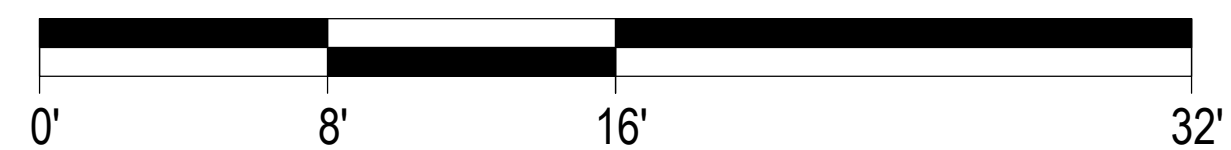


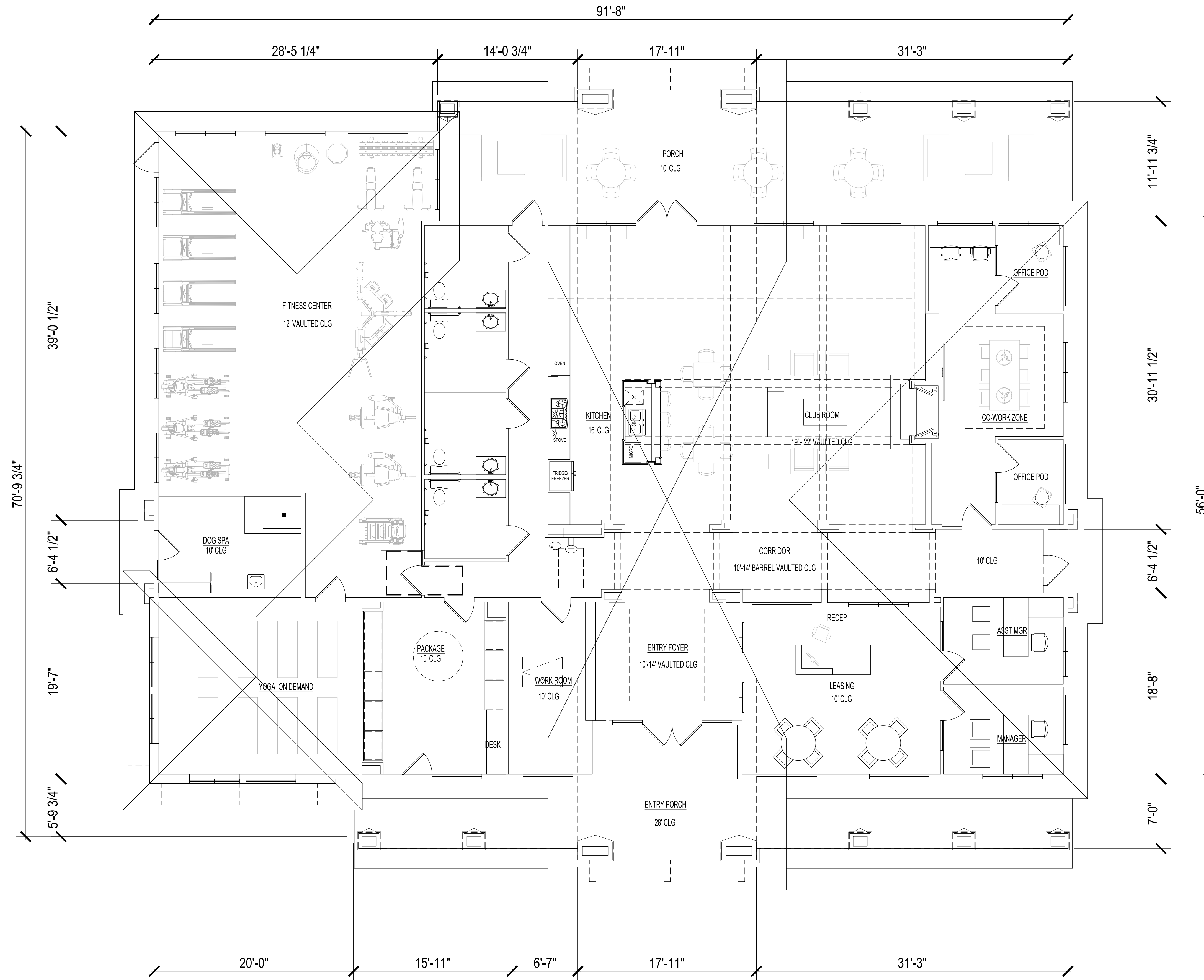
BLDG TYPE I- SECOND FLOOR



BLDG TYPE I- FIRST FLOOR

SCALE: 1/16" = 1'-0" SHEET-SIZE





CLUBHOUSE FLOOR PLAN
NET - 5302 SF

A801



3 WEST ELEVATION
SCALE: 3/16" = 1'-0"



4 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"

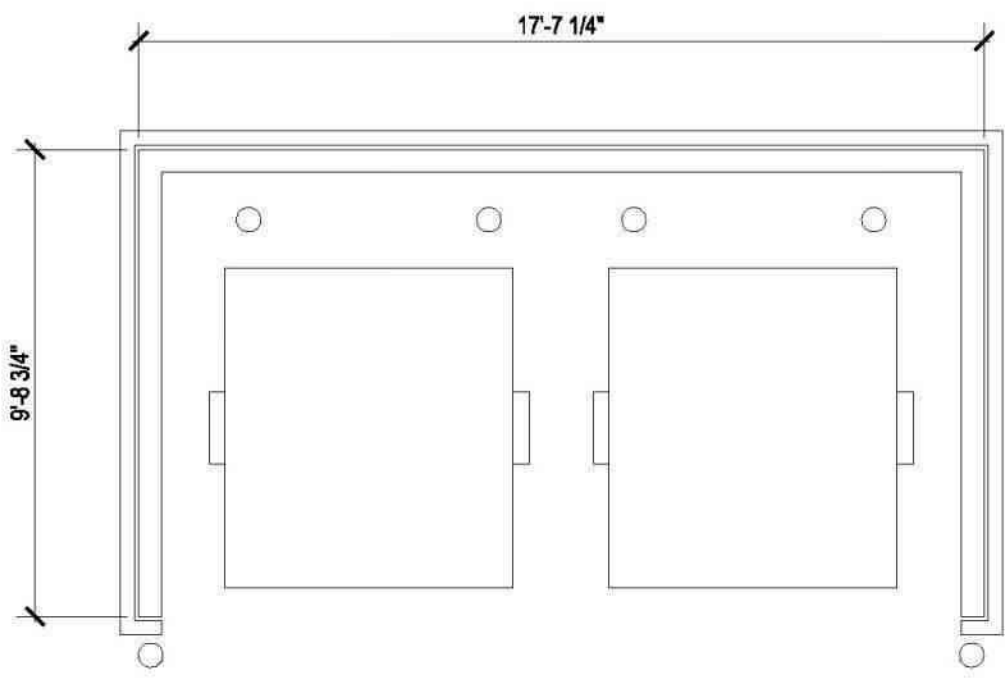


2 EAST ELEVATION
SCALE: 3/16" = 1'-0"



1 NORTH ELEVATION
SCALE: 3/16" = 1'-0"

A802



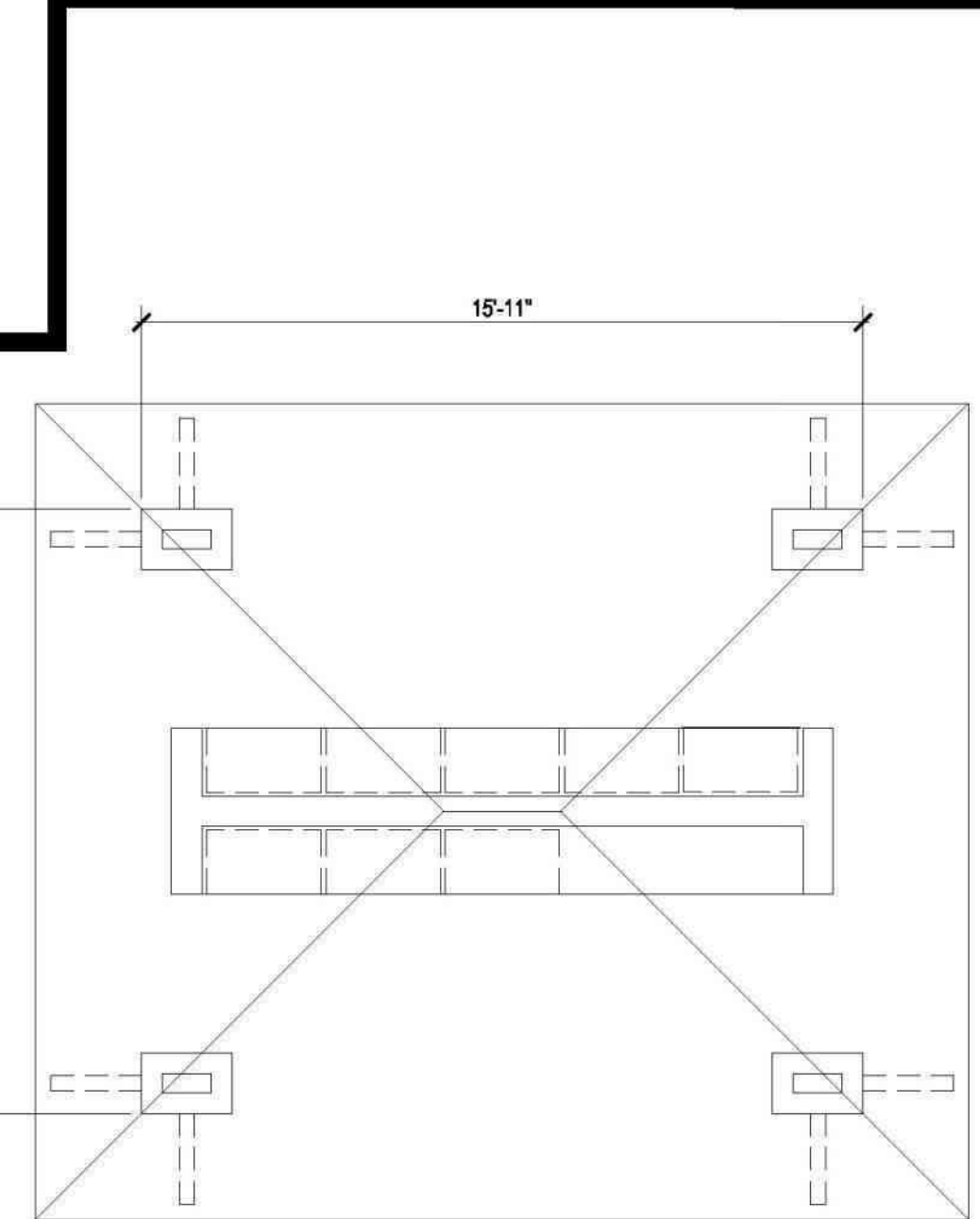
12 FRONT ELEV-TRASH ENCL
SCALE: 1/4" = 1'-0"



13 RIGHT/LEFT ELEV TRASH ENCL
SCALE: 1/4" = 1'-0"

14 REAR ELEV-TRASH ENCL
SCALE: 1/4" = 1'-0"

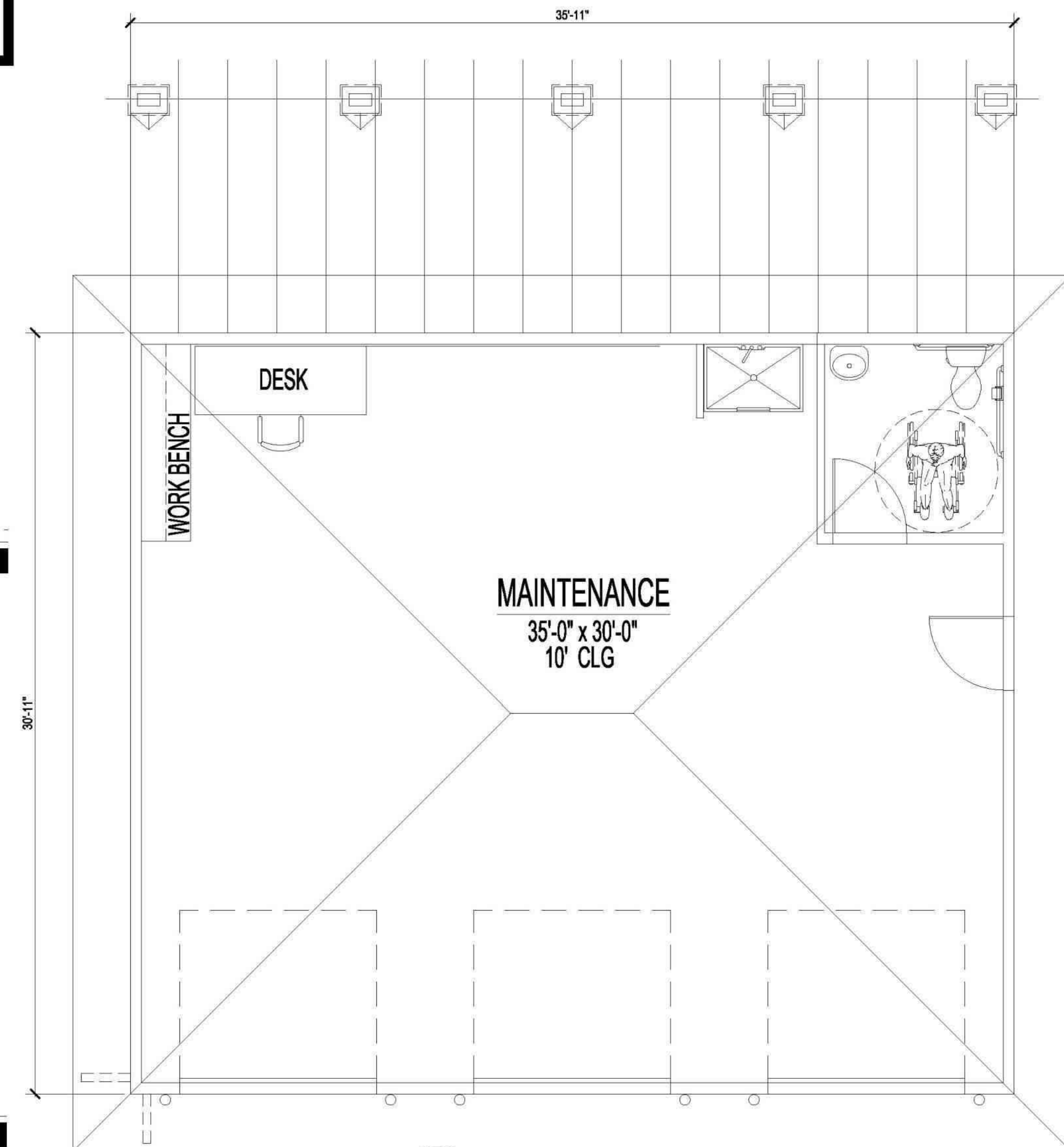
11 TRASH ENCLOSURE PLAN
SCALE: 1/4" = 1'-0"



6 MAIL KIOSK PLAN
SCALE: 1/4" = 1'-0"



5 RIGHT ELEV- MAINTENANCE
SCALE: 1/4" = 1'-0"



1 MAINTENANCE FLOOR PLAN
SCALE: 1/4" = 1'-0"



10 LEFT ELEV- MAIL KIOSK
SCALE: 1/4" = 1'-0"

7 FRONT ELEV- MAIL KIOSK
SCALE: 1/4" = 1'-0"



4 LEFT ELEV- MAINTENANCE
SCALE: 1/4" = 1'-0"



9 RIGHT ELEV- MAIL KIOSK
SCALE: 1/4" = 1'-0"

8 REAR ELEV-MAIL KIOSK
SCALE: 1/4" = 1'-0"



3 REAR ELEV- MAINTENANCE
SCALE: 1/4" = 1'-0"

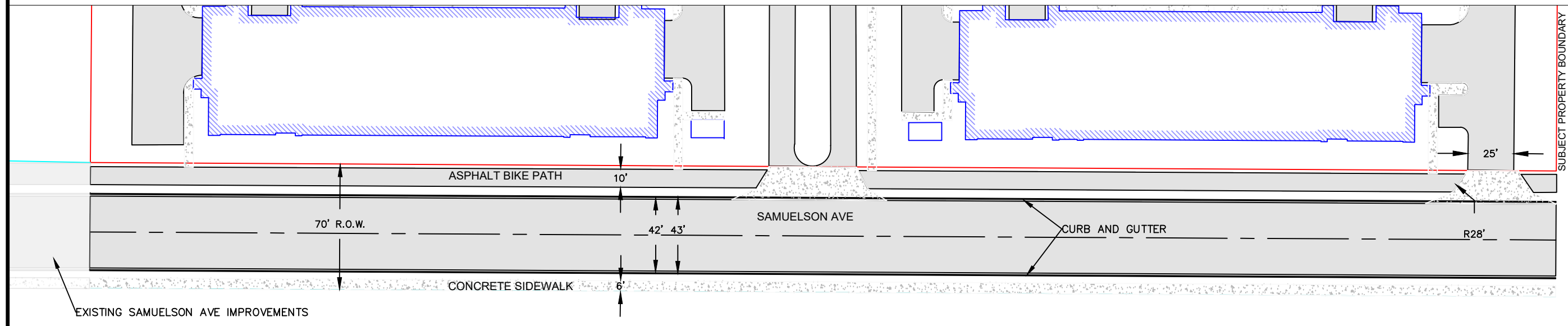


2 FRONT ELEV- MAINTENANCE
SCALE: 1/4" = 1'-0"

A803

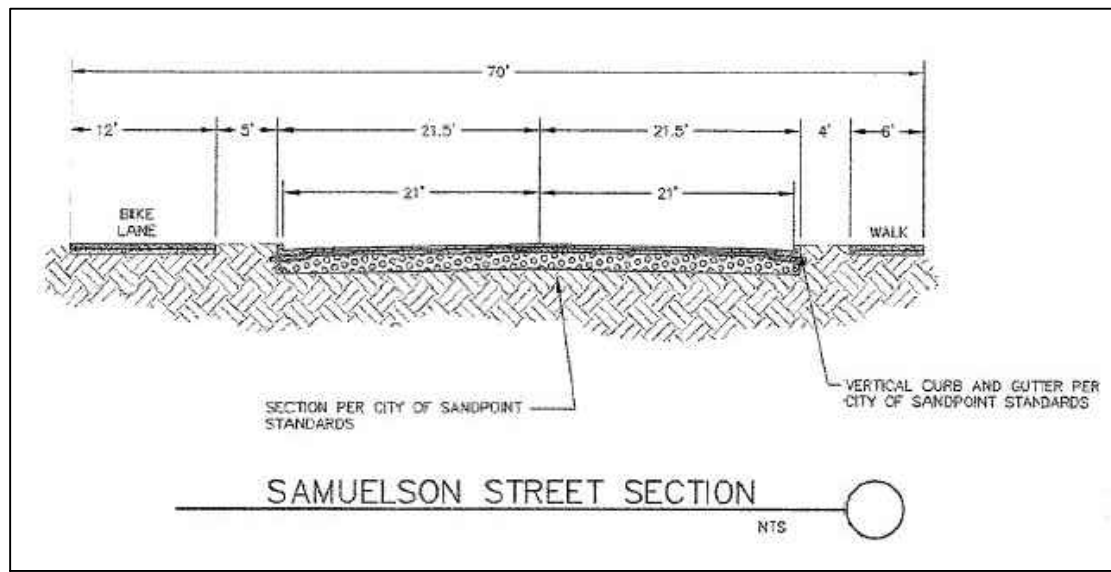
PRELIMINARY
NOT FOR
CONSTRUCTION

NOTES:
1. NORTHERN SITE APPROACH SHOWN AS FIRE APPARATUS ACCESS ROAD TURNAROUND PER FIGURE D103.1 OF THE 2018 IFC AS ADOPTED BY THE CITY OF SANDPOINT AND THE IDAHO STATE FIRE MARSHAL

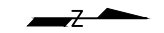


PROJ. NO.	REVISION	DATE	BY:	SHEET
CW186.1			NMC	1 OF 1
		12/20/2024		DWG. NO. C-1

SAMUELSON APARTMENTS
CONCEPTUAL SAMUELSON ROAD EXTENSION



Clearwater Engineering, LLC
 P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
 clearwatereng.idaho@gmail.com



0 70' 140'
 SCALED FOR 22" X 34" DRAWING SHEET

PRELIMINARY
NOT FOR
CONSTRUCTION

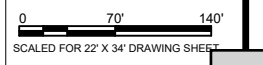
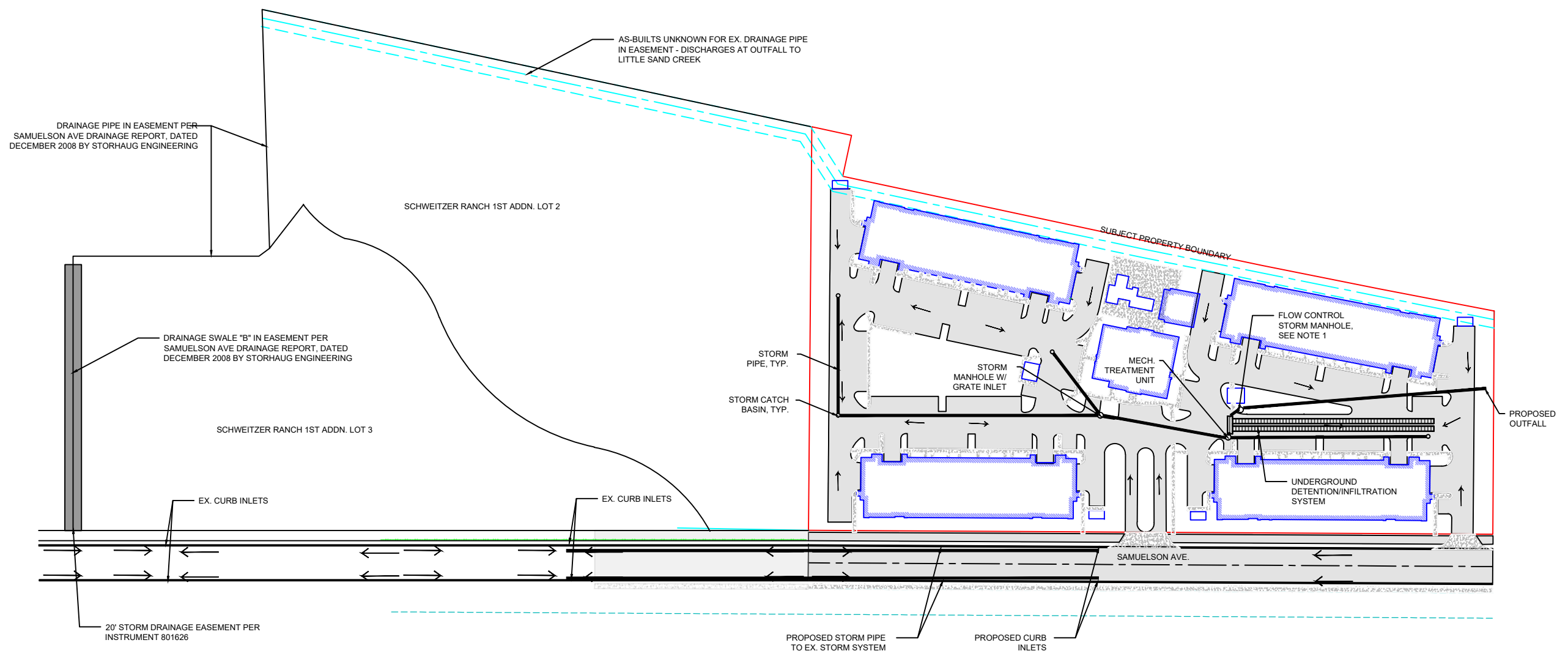
- NOTES:
1. STORM MANHOLE SHALL CONTAIN INTERNAL FLOW CONTROL WEIR AND ORIFICE TO DISCHARGE OFF-SITE AT THE PRE-DEVELOPMENT RUNOFF RATE

PROJ. NO.	REVISION	DATE	BY	SHEET
CW186.1				1 OF 1
DWN. BY	NMC	DATE	12/30/2024	DWG. NO.
				C-1

SAMUELSON APARTMENTS
CONCEPTUAL STORMWATER PLAN

Clearwater Engineering, LLC

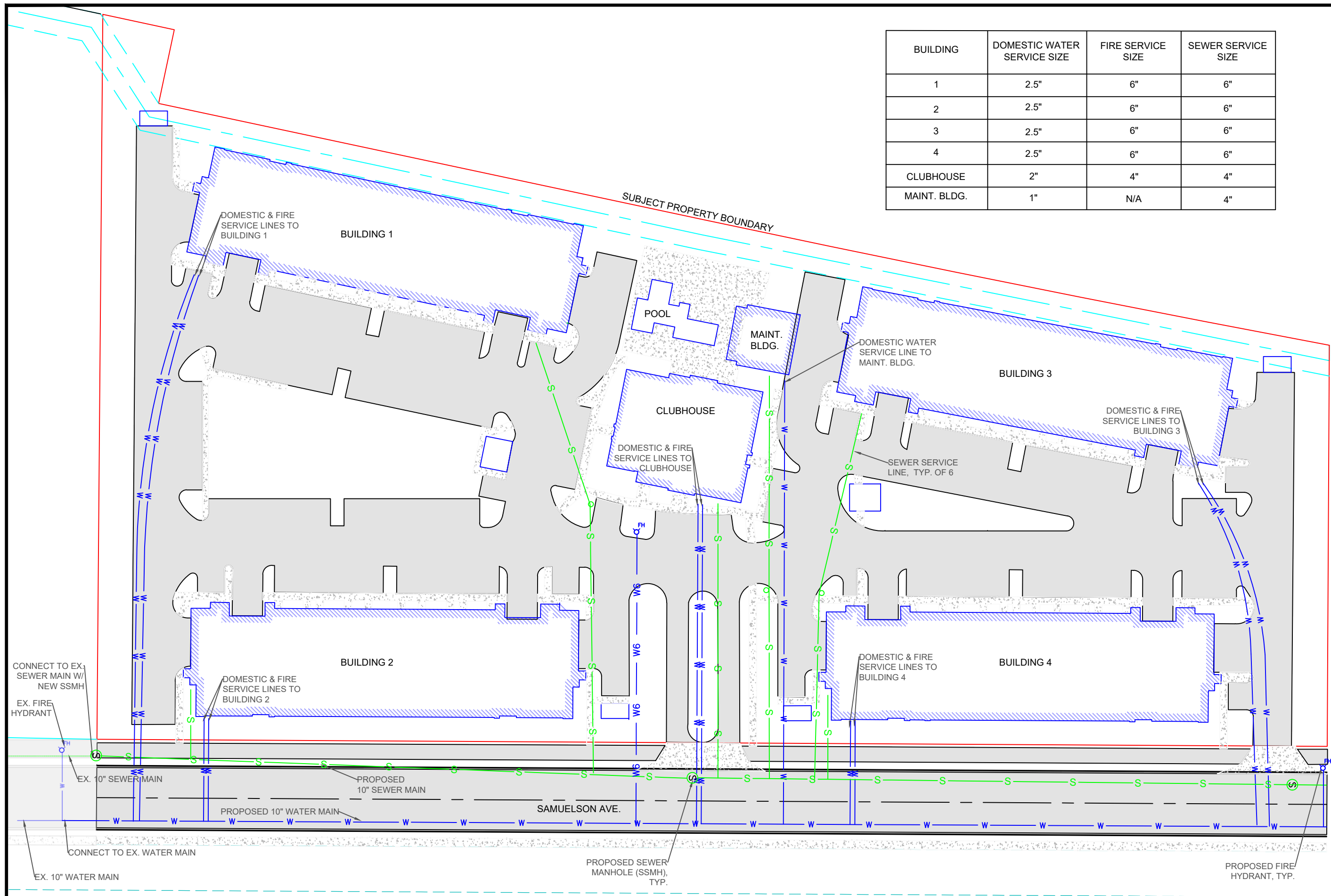
P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com

PRELIMINARY
NOT FOR
CONSTRUCTION

BUILDING	DOMESTIC WATER SERVICE SIZE	FIRE SERVICE SIZE	SEWER SERVICE SIZE
1	2.5"	6"	6"
2	2.5"	6"	6"
3	2.5"	6"	6"
4	2.5"	6"	6"
CLUBHOUSE	2"	4"	4"
MAINT. BLDG.	1"	N/A	4"

PROJ. NO.	REVISION	DATE	BY	SHEET
CW186.1				1 OF 1
DWN. BY				DWG. NO.
NMC		12/30/24		C-1



**SAMUELSON
APARTMENTS**

CONCEPTUAL UTILITY LAYOUT

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com



0 30' 60'
SCALED FOR 22" X 34" DRAWING SHEET

Clearwater Engineering, LLC

P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
clearwatereng.idaho@gmail.com
clearwaterengineeringidaho.com

**CONDITIONAL USE PERMIT – CIVIL PRELIMINARY DESIGN NARRATIVE**

Samuelson Apartments

Sandpoint, Idaho

August 8, 2024

The purpose of this letter is to provide the City of Sandpoint Planning Department with a brief overview of the site design infrastructure plans for the proposed Samuelson Apartments development in Sandpoint, Idaho.

ROADWAY EXTENSION: Samuelson Avenue will be extended for the length of the parcel frontage to the north boundary of the parcel. The 70' right-of-way (ROW) section will tie into the existing section to the south and continue north for approximately 816 linear feet (LF). The proposed Samuelson Avenue roadway extension and cross-section is shown in the Conceptual Samuelson Road Extension plan attached herein.

WATER LAYOUT: The existing water main in Samuelson Avenue is a 10" PVC pipe that dead ends at the parcel's south boundary. This project will extend the 10" PVC water main into the development and serve each of the 6 buildings with an individual domestic water service and 5 of the buildings with an individual fire service line. Two fire hydrants are proposed within the development. There is an existing fire hydrant at the dead end of the existing water main in Samuelson Avenue as well. An Ability-to-Serve Application has been submitted to the City Planning Department for review and assessment of the site and estimated water demands. Further details are provided in the attached Conceptual Utility Layout plan.

SANITARY SEWER LAYOUT: The existing sanitary sewer main in Samuelson Avenue is a 10" PVC pipe that dead ends at the parcel's south boundary. This project will extend the 10" PVC sanitary sewer main into the development and serve each of the 6 buildings with an individual sanitary sewer service. Further details are provided in the attached Conceptual Utility Layout plan.

STORMWATER MANAGEMENT: On-site stormwater management will consist of catch basins located at designated low-points within the asphalt parking area that will be directed to a mechanical treatment unit prior to entering an underground detention facility. The underground detention facility will discharge through a flow-control manhole that will release runoff at a rate equal to the pre-development runoff rate into the existing stormwater system in Samuelson Avenue.

Stormwater from the Samuelson Avenue road development will be routed to curb inlets at designated low points in the road that will be connected to the existing stormwater system in Samuelson Avenue.

The existing stormwater system in Samuelson Avenue discharges to a large regional stormwater detention swale located within a 20' easement along the southern boundary of the Ponderosa Apartments development. The swale then discharges into a piped system that follows the southern parcel boundaries of Lots 2 & 3 of Schweitzer Ranch 1st Addition Subdivision within the 20' drainage easement. From there, the stormwater is piped north along the property boundaries within the 20' drainage easement before discharging to Little Sand Creek. When the existing stormwater system was designed, it factored in the future development of Samuelson Avenue to the north and accounted for the flows from this development. Additionally, discharge from the project site will discharge at a rate equal to the pre-development runoff rate as it has historically.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Costello". The signature is fluid and cursive, with the first name "Nicole" written in a larger, more prominent script than the last name "Costello".

Nicole Costello, P.E.

Encl: Conceptual Samuelson Road Extension Plan
Conceptual Utility Layout
Conceptual Overall Stormwater Management Plan



Instrument # 1011289
Bonner County, Sandpoint, Idaho
09/12/2022 10:31:19 AM No. of Pages: 2
Recorded for: ALLIANCE TITLE - SANDPOINT
Michael W. Rosedale Fee: \$15.00
Ex-Officio Recorder Deputy bcentorbi
Index to: WARRANTY DEED

WARRANTY DEED

Alliance Title & Escrow, LLC Order No.:598629

FOR VALUE RECEIVED

Lewis Land & Resources LLC, an Idaho limited liability company

the grantor(s), do(es) hereby grant, bargain, sell and convey unto

Little Sand Creek, LLC, an Idaho limited liability company

whose current address is: 600 Old Hickory Rd Ste 100, Lancaster PA 17601

the grantee(s), the following described premises, in Bonner County, Idaho, TO WIT:

Lot 1 of Schweitzer Ranch 1st Addition, according to the official plat thereof, filed in Book 9 of Plats at Page 126, records of Bonner County, Idaho

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee(s), that (s)he is/are the owner(s) in fee simple of said premises; that they are free from all encumbrances Except: Current Year Taxes, conditions, covenants, restrictions, reservations, easements, rights and rights of way, apparent or of record.

And that (s)he will warrant and defend the same from all lawful claims whatsoever.

Dated: September 9, 2022

Lewis Land & Resources LLC
Kim M. Cox - MANAGER
Kim M. Cox, Manager

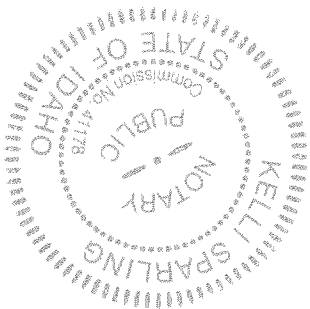
D. Sandy Seagle, Manager

State of Idaho } ss
County of Bonner }

On this 9 day of September, 2022, before me, KELLI SPARLING, a Notary Public in and for said state, personally appeared Kim M. Cox and D. Sandy Seagle known or identified to me to be the Managing Member in the Limited Liability Company known as Lewis Land & Resources LLC who executed the foregoing instrument in said LLC name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

KELLI SPARLING Notary
Notary Public for the State of Idaho
Residing at: _____ Residing at: Post Falls, Idaho
Commission Expires: _____ Commission Expires: 11/22/2027



NOTARIAL



WARRANTY DEED

Alliance Title & Escrow, LLC Order No.:598629

FOR VALUE RECEIVED

Lewis Land & Resources LLC, an Idaho limited liability company

the grantor(s), do(es) hereby grant, bargain, sell and convey unto

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TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee(s), that (s)he is/are the owner(s) in fee simple of said premises; that they are free from all encumbrances Except: Current Year Taxes, conditions, covenants, restrictions, reservations, easements, rights and rights of way, apparent or of record.

And that (s)he will warrant and defend the same from all lawful claims whatsoever.

Dated: September 9, 2022

Lewis Land & Resources LLC

Kim M. Cox, Manager

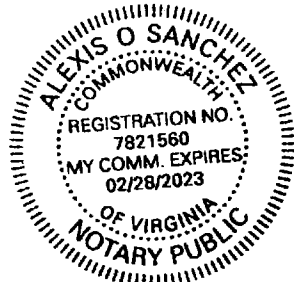
D. Sandy Seagle
D. Sandy Seagle, Manager

State of Virginia } ss
County of Prince William }

On this 9 day of September, 2022, before me, Alexis O Sanchez, a Notary Public in and for said state, personally appeared Kim M. Cox and D. Sandy Seagle known or identified to me to be the Managing Member in the Limited Liability Company known as Lewis Land & Resources LLC who executed the foregoing instrument in said LLC name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Alexis O Sanchez
Notary
Notary Public for the State of Virginia
Residing at: 9155 Linton Ave Manassas VA 20108
Commission Expires: 02/28/2023





OWNER AUTHORIZATION FORM

Application Number: _____ (Filled by City)

Owner Information:

Name: Little Sand Creek, LLC
Address: 600 Olde Hickory Road, Lancaster, PA 17601
Phone: (H) (509) 447-0694 (W) _____
E-mail: ndboyd@boydwilson.com

Owner Information:

Name: _____
Address: _____
Phone: (H) _____ (W) _____
E-mail: _____

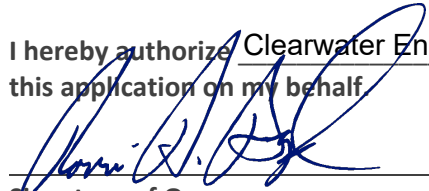
Project Information:

Project Address: _____
or
Parcel Number: RPS38180000010A
or
Legal Description of Site: Lot(s) _____ Block # _____ Addition _____

Work Description: Conditional Use Permit

I am the owner of the property described above and consent to the application referenced above.

I hereby authorize Clearwater Engineering, LLC - Nicole Costello to act as a representative for this application on my behalf.



Signature of Owner

8/12/24

Date

Signature of Owner

Date



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 4, 2025

MEETING DATE: April 15, 2025

TO: Chairman Mose Dunkel, members of the Planning and Zoning Commission

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Update on Parking Management Plan: executive summary and implementation steps

DESCRIPTION/BACKGROUND:

In January this year the Planning and Zoning Commission was presented with an initial draft of a Parking Management Plan for downtown Sandpoint. Subsequent public engagement has included presentations and discussions at the Parks & Recreation Commission, the Sustainability Committee, the Pedestrian and Bicycle Committee, the Greater Sandpoint Area Chamber of Commerce, the Downtown Business Association, and a community survey that received over 1,800 responses (53% of which were from City of Sandpoint residents).

Staff is now ready to prepare a final draft of the Parking Management Plan to bring to City Council for discussion and to consider for adoption at a May meeting. The plan proposal has changed significantly since the early January draft last presented to the PZ Commission. Below is an executive summary of the Plan's various components and changes that have been implemented based on community engagement:

EXECUTIVE SUMMARY:

The proposed parking management plan can be understood as a policy document that lays out the reasons for and specific policies required to address challenges around the availability of and allocation of demand for public parking in downtown Sandpoint. The plan includes three elements that, if adopted, will require action to implement in the years ahead:

1. **Paid parking:** Included in the plan is a proposal to implement paid parking at the City's off-street parking facilities across five public parking lots downtown and along the waterfront. Options for participating in the paid parking plan include:
 - Sandpoint taxpayer parking passes
 - Non-City resident parking passes
 - Downtown business and downtown resident parking passes
 - Marina slip holder passes
 - Hourly parking fees for all non-passholders
 - Boat launch fees and annual boat launch passes
2. **Changes to time limits on some street parking:** Downtown curbside parking (on-street) is regulated by time limits in Sandpoint. The proposal includes converting all 4-hour limit spaces in Sandpoint (186 total) to all-day parking, with the goal being to provide downtown business

employees with more options for leaving their vehicles parked while they work their full-day shifts.

3. **Introduction of off-street parking requirements and parking in-lieu fees for residential development downtown:** At present, all developments within Sandpoint's downtown parking exempt zone are exempt from having to provide any off-street parking for new development or redevelopment of existing properties. The proposal includes restoring parking requirements for *residential development only* within this zone, with the number of spaces required tied to total square footage of residential development to incentivize more compact, affordable housing developments in the downtown area. Parking in-lieu fees reflecting the true cost of providing structured off-street parking are also being proposed downtown to ensure that as residential development expands in Sandpoint, parking to accommodate this growth is either provided by the developers behind it or that the City is adequately reimbursed for the cost of maintaining and expanding access to public parking.

IMPLEMENTATION STEPS:

If adopted, the Parking Management Plan will require several additional steps before its policies may be fully implemented. The table below shows the likely timeline for implementation of a plan from today through its eventual approval by Council and in the months that follow.

- **April 15th:** Feedback from PZ Commission on draft plan and draft ordinance amending Sandpoint City Code Title 9, Chapter 5, "Off-street parking requirements."
- **April 21st:** Notice public hearing on Title 9 code amendment for May 6th PZ meeting.
- **May 7th:** Presentation of draft Parking Management Plan to Sandpoint City Council for feedback and deliberation.
- **May 7th – 21st:** Staff implements CC feedback in preparation for a request for Council to adopt plan at May 21st meeting.
- **May 20th:** Public hearing at PZ Commission on proposed ordinance amending Title 9, Chapter 5, "Off-street parking requirements."
- **May 21st:** City Council considers final Parking Management Plan for adoption.
- **May 26th:** Public notice of a hearing at June 18th City Council meeting on ordinance amending Title 9, Chapter 5.
- **Late May:** Incorporate fees in adopted Parking Management Plan into fiscal year 25/26 fee schedule.
- **June 18th:** Public hearing at City Council meeting on proposed ordinance amending Title 9, Chapter 5, "Off-street parking requirements."
- **June – August:** Request for proposals for implementation of paid parking policy, change signage necessary to implement changes to time limits on downtown curbside parking, public awareness campaign.
- **Fall 2025 – Spring 2026:** Selected contractor installs technology necessary to implement paid parking and parking pass with aim of beginning paid parking in spring 2026.

STAFF REQUEST:

At this time staff is looking for final feedback from the PZ Commission on both the plan itself and the associated code amendments to Title 9, Chapter 5. Staff will use Commission feedback to further improve the Plan and the proposed code amendment, and bring the code amendment to the first PZ meeting in May for a public hearing and a recommendation by the Commission to City Council.

ACTION:

No Commission action is being taken, feedback and information only.

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

ATTACHMENTS:

- Latest draft of Parking Management Plan
- Proposed amended code language for SSC Title 9, Chapter 5
- Survey Results Analysis
- Calculation worksheet for residential in-lieu fee
- 2012 City of Boise In-Lieu study.

City of Sandpoint Parking Management Plan

Proposal for Mayor Grimm and Sandpoint City Council

Jason Welker, Planning & Community Development Director

Draft updated 4/7/2025

Introduction

Sandpoint's downtown paid off-street parking policy is intended to increase availability and convenience at Sandpoint's public parking lots for Sandpoint residents who pay taxes to maintain City infrastructure. The "free parking" model currently employed has resulted in a misallocation of demand away from relatively abundant street parking to off-street parking, resulting in a peak season occupancy rate at the City's parking lots of 97%, while street parking is occupied at only 51%. This policy's primary objective is to reallocate non-resident demand for public parking away from off-street and towards on-street parking to increase availability and convenience of City parking lots to local taxpaying residents.

The policy's secondary objective is to provide a funding mechanism to support the ongoing maintenance and development of public off-street parking facilities. A combination of affordable City taxpayer parking passes, non-resident parking passes, downtown business and resident passes, and paid hourly parking for all non-passholders, combined with a proposal to introduce parking in-lieu fees for residential developments downtown, will generate hundreds of thousands of dollars annually that can be put towards maintaining and improving the City's public parking infrastructure, while providing a funding source for the eventual development a public parking structure for downtown Sandpoint.

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

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

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

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

City Parking: An Asset or Liability?

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

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

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

Who Pays for Sandpoint's "Free" Parking?

Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces falls on the City's **General Fund**, the **Parks Fund** (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to benefit from these facilities without contributing to their upkeep. **Maintaining Sandpoint's public parking lots currently costs City of Sandpoint residents around \$85 per household per year, while non-residents, who make up the bulk of the users at City parking lots, pay nothing.**

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

Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately **\$290,375, or \$575 per parking space**. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around \$400 per parking stall. The eventual 20-year replacement cost is

estimated at **\$3,500 per stall (annualized to \$175 per year)** based on local construction costs from recent parking lot projects completed in Sandpoint including Travers Park parking lot.

This policy has been developed to correlate to the anticipated maintenance costs the City already bears (or in most cases, defers) in its provision of off-street parking, NOT as a general revenue source to be allocated to capital projects unrelated to downtown parking and related amenities. Based on projections, implementing paid parking is expected to generate approximately **\$324,834 in annual revenue**, fully covering maintenance and replacement costs while providing additional funds to enhance the City's parking facilities and infrastructure, which presently have not seen meaningful investment or basic maintenance in decades due to the lack of available funding mechanisms.

Applicability

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

1. **City Lot at Third and Church Streets**
2. **Sand Creek Lot**
3. **Bridge Street lot**
4. **City Beach / RV Campground lot**
5. **Dock Street parking (Windbag Marina)**
6. **Pend Oreille Bay Trail Lot**

Peak season pricing will be implemented on weekends during peak periods (May 1 – September 30) for high-demand waterfront lots, including the **Sand Creek Lot, Dock Street parking, City Beach Lot and Dock Street Lot.**

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

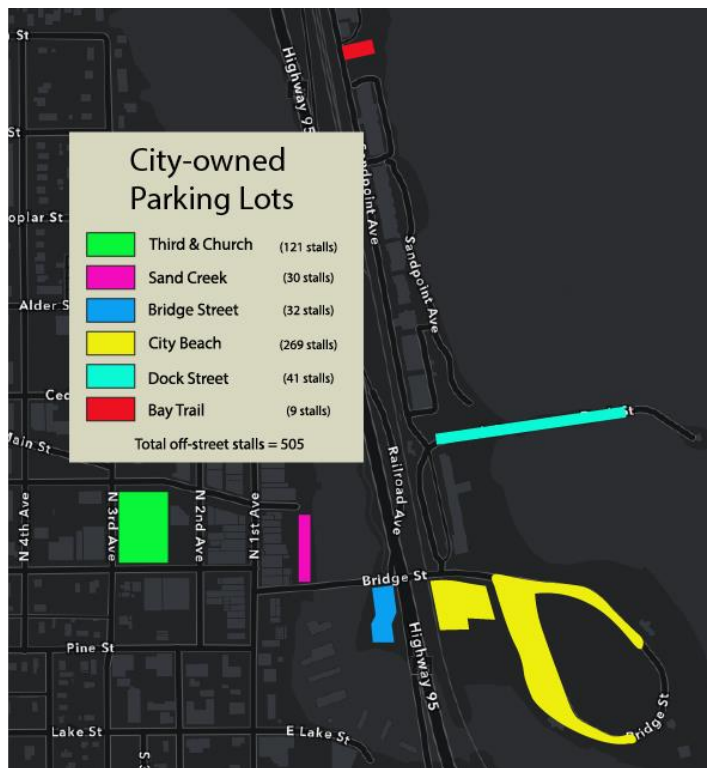


Figure 1: City-owned parking lots at which parking fees and passes are being proposed

Parking Fees

The proposed parking fee model is based on a base **hourly rate of \$2**, with **peak season** pricing applying at the waterfront parking lots at City Beach, Sand Creek (Gunning's Alley), Bridge Street, and Dock Street. **Pricing of \$3 per hour** will apply **during the weekends in the peak summer months (May 1 – September 30)** at the waterfront lots.

Daily maximums of \$16 for the City Lot, Sand Creek Lot, and Pend Oreille Bay Trail Lot will apply, while the **Dock Street Lot and City Beach Lot will have a daily maximum of \$24**.

Parking Pass Options

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

City taxpayer and non-City taxpayer passes

For City of Sandpoint **taxpayers**, passes allow for up to **three or six hours** of free parking per visit (**depending on the lot**), providing a cost-effective solution for short-term parking while still generating revenue for the City. **Non-city taxpayer passes are available for a modest price and allow for two or three hours of free parking per visit.** Beyond the free parking included with a resident or non-resident pass, all users will pay the regular hourly rate.

Downtown business and resident passes

Downtown business and resident passes, offered exclusively to businesses and full-time residents who live in the Commercial A zoning district, enable employees and residents to park at all City-owned lots for **either a monthly fee or** a flat annual fee, supporting local economic activity and reducing administrative burden for daily parkers. **Rates for business parking passes are benchmarked against existing private off-street parking passes in the downtown core and are priced competitively to reflect the central location of the City lot at Third and Church Streets. Business and resident passes also allow for all-day parking in certain time restricted curbside parking zones.**

Marina slip occupant passes

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

DRAFT

Summary of Parking Pass Options

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

*Vehicles with boat trailers will be subject to passholder time limits for parking and will be charged at 2x the regular hourly rate of a passenger vehicle.

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

City-owned Parking Lots – Hourly rates

Lot	Hourly Rate	Applicability
City Lot at Third & Church Street	\$2	Year-round
Waterfront Lots (Sand Creek lot, Bridge Street lot, RV Park lot, Main City Beach Lot, and Dock Street)	\$2 / \$3	October 1 – April 30 / Weekends and Holidays from May 1 – September 30
Pend Oreille Bay Trail lot	\$3	Year-round

Proposed Changes to Curb-side Parking

Downtown Sandpoint includes **1,097 curb-side parking stalls** between Poplar Street in the north and Lake Street in the south, First Avenue in the east and Sixth Avenue in the west, demand for which is **regulated through time limits rather than price**. Feedback from many downtown businesses has been that the time limits on Sandpoint's downtown street parking create a system where many employees engage in what is described as the **“three-hour shuffle,”** whereby they leave their work every three hours to move their car to a new parking space to avoid parking tickets.

To better allocate demand for on-street parking by downtown business employees away from the spots intended to be available for downtown shoppers (those two and three-hour stalls along First, Second, and Third Avenues), this proposal eliminates the time limits on street stalls along the periphery of downtown, converting all spaces that currently limit parking to 4 hours to allow for all-day parking. Downtown business employees requiring all-day parking will thus have two options:

- 1) Purchase a \$40 per month parking pass allowing for all-day parking at City-owned parking lots and in the 3-hour zones.
- 2) Park for free all-day along streets proposed to be converted from 4-hour time limits to no time limit.

Eliminating time limits on the parking stalls currently limited to 4-hours of free parking will increase the number of no-limit street parking spaces downtown by 65% from 279 to 461.



Figure 2: Current time limits on downtown street parking



Figure 3: Proposed time limits on downtown street parking

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

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

Under current City code (Title 9, Chapter 5 “Off-street parking requirements”), no developments, residential or non-residential, within the downtown parking exempt zones, are required to provide off-street parking. This proposal includes the implementation of an off-street parking requirement for **residential development** within this zone, with the option for developers to pay parking in-lieu fees to support the City’s Parking Improvement Fund.

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

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

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

- For the 1,200 square foot units:

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

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

- For the 1,800 square foot unit:

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

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

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

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

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

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

In-Lieu Fees for Downtown Residential Development

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

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

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

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

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

Use of Funds

Revenue generated from the in-lieu parking fee shall be allocated to the **City's Parking Improvement Fund**, revenue for which is **used to improve public parking in the downtown area, to purchase or lease land, and to improve or expand city parking facilities.**

This policy ensures that as downtown Sandpoint continues to grow, residential development contributes equitably to the cost of maintaining a functional and accessible parking system while allowing flexibility for developers to provide their own off-street parking where feasible.

Revised Downtown Parking Exempt and Residential In-Lieu Zone

Exempted non-residential use and residential in-lieu area boundaries are described as follows: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.

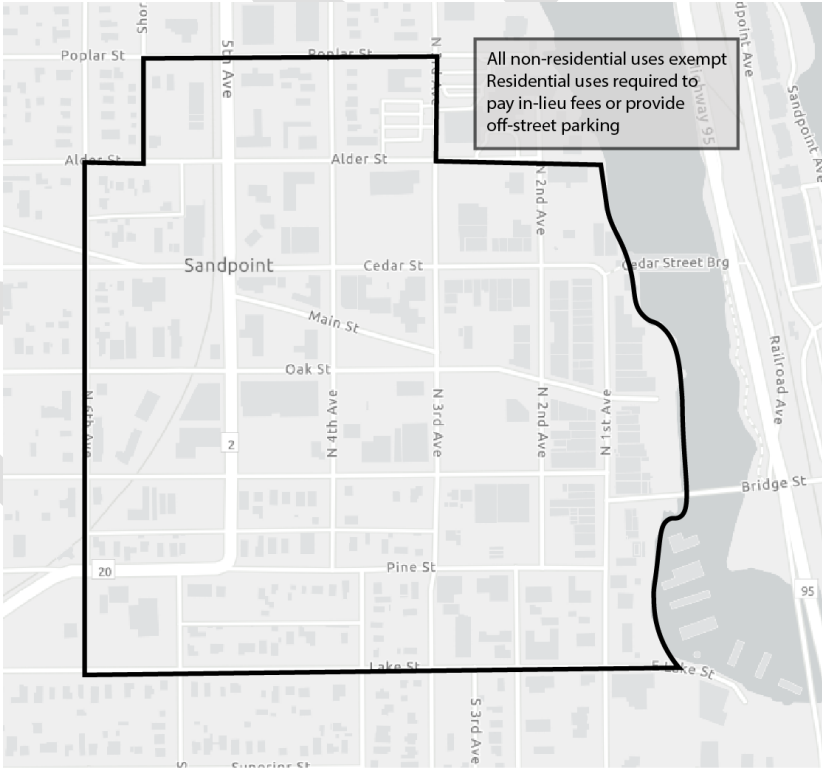


Figure 4: Non-residential parking exempt area

Compliance with LWCF Guidelines

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

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

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

Summary

Under the current free parking system, access to Sandpoint's public parking lots is rationed through a "first come, first serve" model that has led to a situation where, during peak demand periods, 97% of off-street parking stalls are occupied. Meanwhile, downtown on-street parking is occupied at only 51% at summer peak hour. Sandpoint's parking problem is an *allocation problem*, not a *supply problem*. The total number of public parking spaces downtown is adequate to meet the total peak demand for parking, as there are 559 empty parking spaces at the peak summer hour. The problem is that 545 of these are on-street stalls, and only 14 off-street. To solve this misallocation of demand for public parking, a paid parking plan that applies only to off-street parking is being proposed.

By attaching a price to what is currently an un-priced amenity, demand is expected to shift from scarce off-street parking to relatively abundant street parking, **increasing convenience and availability of off-street parking at highly valued waterfront and downtown parking lots to Sandpoint taxpayers**, who, with a resident parking pass will find it easier to park at the public facilities their property taxes are already going towards the maintenance and provision of.

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

Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning

Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

Furthermore, this policy addresses what staff believes is a failure of our current parking exempt zone regulations to account for the likelihood that residential development will create large increases in demand for public parking facilities in the downtown area. While the 2022 parking study considered the possibility that some parking that is currently available would be lost (specifically the 110 spaces at the north and south ITS lots between Fifth and Sixth Avenues), it did not take into account the possibility of dozens or even hundreds of new residences being developed within the parking exempt zone without providing adequate off-street parking for their residents. The proposal to introduce parking requirements and parking in-lieu fees for residential development downtown will relieve the City's public parking infrastructure from bearing the increased burden of increase residential demand for parking and require developers to contribute a fair share towards providing parking directly or supporting the City's eventual investment in a public parking structure through parking in lieu payments.

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

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

TITLE 9 - ZONING
CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

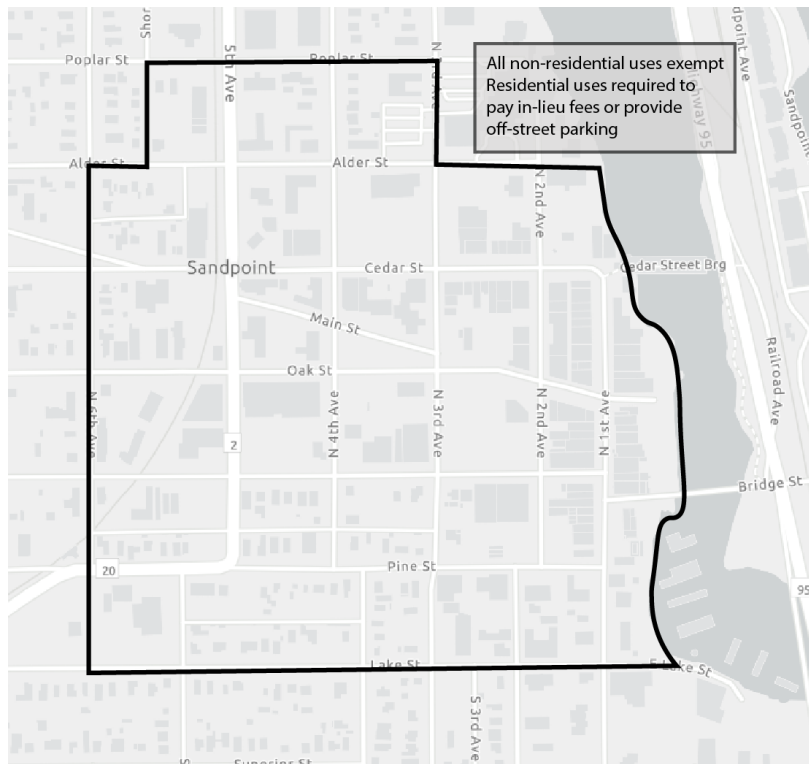
9-5-1: General Provisions:

- A. Off-Street Parking and Loading Spaces Provided: No building or structure shall be erected, substantially altered (requiring a building permit), or its use changed unless permanently maintained off-street parking and loading spaces have been provided in accordance with the provisions of this chapter.
- B. Additional Parking After Enlargement or Change: Whenever a building or structure existing prior to the effective date of this chapter changes use or is enlarged up to fifty percent (50%) in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, additional parking and loading spaces must be provided on the basis of the enlargement or change.
- C. ~~Buildings Enlarged Meet Requirements: Whenever a building or structure existing prior to the effective date of this chapter is enlarged to the extent of fifty percent (50%) or more in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.~~ This section makes no sense. What does “comply with the full parking requirements” mean? Does it mean someone else is only complying with half of the requirements? I think this was a way to say insufficient parking is not allowed to be considered non-conforming, when greater than 50% of the structure is implicated. Or, this is intended to imply that greater than 50% enlargement means landscaping and other provisions apply, and under 50% don’t (just the required number would be applicable), but that is not how it is written.
- D. ~~Buildings With Other Changes Meet Requirements: Whenever a building or structure constructed after the effective date of this chapter changes use or is enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.~~
- E.C. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council upon completion of a Parking Demand Analysis demonstrating the actual demands of the project are less than the minimum or more than the maximum requirements of this code. A Parking Demand Analysis must be prepared by a registered professional traffic engineer licensed in the State of Idaho and must include analysis of multi-modal transportation and proximity to transit. Public notice for any development application utilizing this provision shall include reference to the Parking Demand Analysis and the reduction or expansion of required parking sought by the applicant.
- F.D. Exemptions: ~~Buildings~~ Non-residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter. Residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter, provided in-lieu payments are made pursuant to section 9-5-18: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the

intersection of Alder St and Short Ave; thence north to the point of beginning. First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (1/2) block extending outward are exempt from the parking minimum requirements of this chapter.

G. Exempted Non-Residential Use Boundaries: Non-residential uses within the following boundaries are exempt from the parking minimum requirements of this chapter: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (1/2) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.

HE. Map of Exempted Areas: Map of exempted minimum parking space requirements per subsections D F and G of this section:



I. Construction and Repaving: Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code. Moved to 9-5-6 Surfacing section

(Ord. 1360, 12-5-2018)

9-5-2: Location of Parking Spaces:

The following regulations shall govern the location of off-street parking spaces and areas:

- A. Parking spaces for all residential dwelling units with a density of less than ten (10) units per acre must be located on the same site as the use which they are intended to serve.

- B. Parking spaces for apartments, dormitories, or similar residential uses with a density of greater than ten (10) units per acre must be located not more than three hundred feet (300') from the principal use.
- C. Parking spaces for commercial, industrial or institutional uses must be located not more than one thousand feet (1,000') from the principal use.

(Ord. 1360, 12-5-2018)

9-5-3: Shared Parking Reduction:

- A. Shared Parking or Parking Facilities Approval: Subject to compliance with other applicable requirements of city codes, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve shared development or use of parking facilities for two (2) or more uses if:
 1. A convenient pedestrian connection between the properties or uses exists; and
 2. The properties are within one thousand feet (1,000') of each other.
- B. Parking Requirements; Hours: Where the uses to be served by shared parking do not overlap their hours of operation, the property owner or owners must provide parking stalls equal to the greater of the applicable individual parking requirements. Where a use change occurs within the development causing an overlapping of use hours, parking requirements must be reassessed. For the purposes of this provision, residential parking use hours shall be from five o'clock (5:00) p.m. to sixty thirty-o'clock (6:30) a.m. daily.
- C. Parking Stall Reduction: Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve a reduction of the total required parking stalls if the reduction is supported by a parking demand analysis performed by a registered professional traffic engineer licensed in the State of Idaho.
- D. Documentation Required: Prior to establishing shared parking or any use to be served thereby, the property owner or owners must file with the County Recorder's Office or its successor agency, a written agreement approved by the Planning Director providing for the shared parking use. A copy of the written agreement must be retained by the planning director in the project file. The agreement must be recorded on the title records of each affected property.

(Ord. 1360, 12-5-2018)

9-5-4: Access and Maneuvering Area:

- A. Any parking area must be designed in such a manner that any vehicle entering or leaving the parking area from or onto a public or private street must be traveling in a forward motion. Residential uses with a density of less than ten (10) units per acre are exempt from this requirement.
- B. Access of driveways for parking areas or loading spaces must be located in such a way that any vehicle entering or leaving such lot must be clearly visible for a reasonable distance to any pedestrian or motorist approaching the access or driveway from a public or private street.
- C. All maneuvering areas, ramps, access drives, etc., must be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area.

(Ord. 1360, 12-5-2018)

9-5-5: Minimum Distance and Setbacks:

- A. No portion of any parking facility, except driveways and approaches, shall be located within five feet (5') of the front or side property lines. Commercial and industrial uses are exempt from this requirement. (conflicts with garage standards. If intent is to address parking on front lawns, then we should discuss alternate language, if any)
- B. No portion of any parking facility shall obstruct the visibility, for a reasonable distance, of motorists using any public or private street.

(Ord. 1360, 12-5-2018)

9-5-6: Surfacing:

- A. Hard surfacing or paving of all parking facilities shall be required. All hard surfacing or paving must comply with all other applicable city codes including the Stormwater Management Code. (need to define acceptable "hard surfacing", and define "paving"). Hard surfacing is defined as follows: XXXXX. Paving is defined as follows: XXXXX
1. All hard surfacing or paving must be completed before a certificate of occupancy is issued. In the event that hard surfacing or paving cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing or paving is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable in the circumstances including a requirement that the hard surfacing or paving be completed within six (6) months of the agreement and if not that the city in the city's sole discretion use the security to complete the hard surfacing or paving.
- B. Driveways and approaches to a parking facility abutting a street improved with curbs and gutters must be paved with hard surfacing to their full width for a minimum of twenty feet (20') in depth from the street right-of-way, or where there is a lesser setback, the hard surfacing paving must be from the street to the parking facility.
- C. ~~Any building lot in a Commercial Zone used in whole or in part as a parking facility and which abuts a city street with curbs and gutters must be improved with sidewalks in accordance with city specifications. This should be addressed in terms of frontage improvements, not here.~~
- D. Exceptions to hard surfacing or paving requirement of parking spaces:
1. Within the Industrial General (IG) Zone, the hard-surfacing or paving requirement may be waived, with certain conditions, by the city engineer.
 2. A detached single-family homes with or without an ADU, a duplexes with or without an ADU, accessory dwelling units and any residential parking area within a Residential Zone that is not accessed from a street or is accessed from an alley shall be exempted from the hard-surfacing requirement. Any residential development more intense shall be required to adhere to the hard surfacing or paving requirements.
- E. Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code. (Moved from Section 9-5-1 General Provisions)

(Ord. 1360, 12-5-2018)

9-5-7: Maintenance:

- A. The owner of property used for parking and/or loading shall maintain the facility in accordance with good practice without holes and free of all snow, dust, trash and other debris.
- B. Failure to keep the parking lot surfaces reasonably clean of snow and debris, failure to keep storm catch basins properly clean and functioning, and failure to remove and replace dead plant material or to remove noxious weeds shall be specifically included in the term "failure to maintain the facility in accordance with good practice" and shall be deemed a violation of this title and therefore subject to the penalties as established.

(Ord. 1360, 12-5-2018)

9-5-8: Lighting:

- A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated in accordance with the regulations set forth below, and in Title 8, Sandpoint Outdoor Lighting Code. to avoid accidents. Residential uses are exempt from this requirement.
- B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.
- C. Parking lot lighting must be designed to provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking lot lighting requirements must also apply to interior drives and other areas on the property used by vehicles.
 1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
 2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
 3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy.

(Ord. 1360, 12-5-2018)

9-5-9: Wheel Blocks:

- A. Whenever a parking lot extends to a property line, wheel blocks or other suitable devices must be installed to prevent any part of a parked vehicle from extending beyond the property line.
- B. Where parking stalls abut sidewalks or walkways that leave less than a four foot (4') wide pedestrian travel zone due to vehicle overhang, wheel blocks or other suitable devices may be required by the city in order to maintain accessibility. Wider sidewalks or pathways, however, shall be preferred.

(Ord. 1360, 12-5-2018)

9-5-10: Signs:

- A. The entrances and exits to the parking area must be clearly marked.

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- B. Parking areas having more than one aisle or driveway must have directional signs or markings in each driveway or aisle.
 - C. Parking area directional signs must have a maximum size of four (4) square feet.
- (Ord. 1360, 12-5-2018)

9-5-11: Striping:

- A. All parking areas with a capacity over ten (10) vehicles must be striped with double lines, two inches (2") in width and six inches (6") both sides of center between stalls, to facilitate the movement into and out of the parking stalls.
- (Ord. 1360, 12-5-2018)

9-5-12: Screening and/or Landscaping:

- A. Parking Lot Minimum Landscaping: A minimum of ten percent (10%) of gross paved areas used for parking lots within the City of Sandpoint must be landscaped. Slopes and other areas between a parking area and sidewalks, street rights-of-way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. **The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb.** Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.
- B. Proximity Standards: Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a Residential District, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any Residential District must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement.
- C. Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the Public Works and/or planning department [Director](#) may require suitable landscaping abutting the street right-of-way.
- D. Material and Planting Requirements: Parking lot landscaping must consist of, but not be limited to, a mix of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the Urban Forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.
- E. Parking Lots Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.

- F. **Parking Lots Exceeding Thirty Spaces:** The following additional regulations apply:
1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from Residential Zones, and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.
 2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking lot.
 3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- G. **Parking Lot Directional Signs:** Parking lots not visible from streets must have clearly visible directional signs approved during the site plan review process.
- H. **Screening Equipment; Noise:** Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.
- I. **Snow Storage:** Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.
- J. **Pedestrian Access:** Parking lots must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. This must be accomplished utilizing decorative pavers or sidewalk type walkways. The planning commission may waive this requirement for lots smaller than thirty (30) spaces when it creates undue hardship.
- K. **Exemptions:**
1. **Single-Family Residential:** Single-family residential off- street parking areas are exempt from this subsection.
 2. **Auto and Vehicle Dealers:** Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.
 3. **Landscaping Requirement Modifications:** Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.
 4. **Industrial General Zone:** Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A, "Parking Lot Minimum Landscaping", of this section.
 5. **Existing Parking Lots:** Expansions of existing parking lots shall not be exempt.

(Ord. 1360, 12-5-2018)

9-5-13: Accessible Parking Spaces:

- A.** All parking facilities must provide accessible parking spaces as required by the ADA Standards for Accessible Design of the Americans With Disabilities Act.

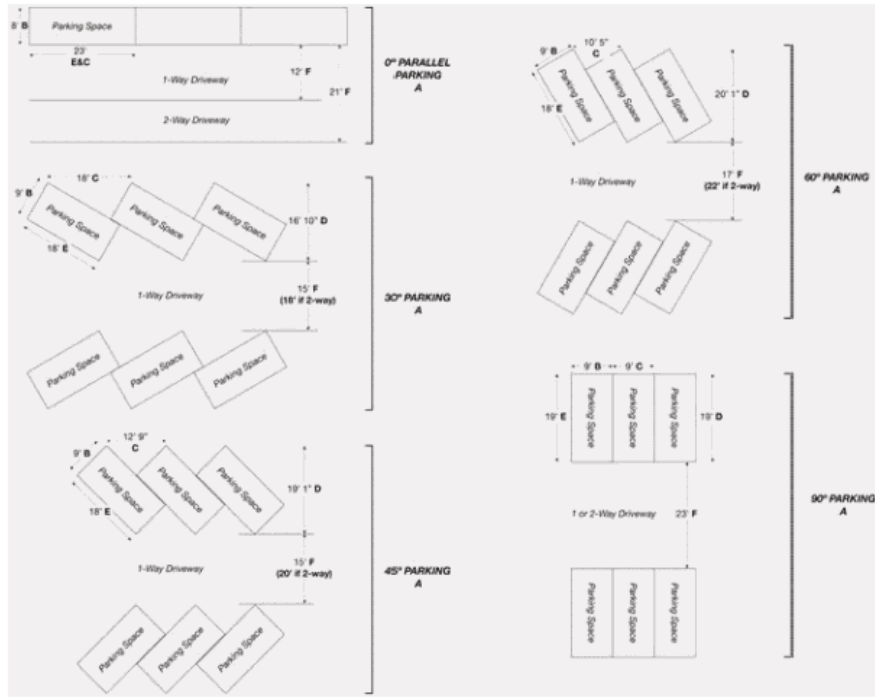
(Ord. 1360, 12-5-2018)

9-5-14: Design and Dimensional Standards:

- A. City Standards Mandatory: All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.
- B. ~~Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side-by-side racks should be thirty-six inches (36") or greater. The minimum distance between end-to-end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit.~~
- CB.** Minimum Standards: Letters in the following chart are referenced in subsection D of this section. Off-street parking spaces must be provided in accordance with the following minimum standards:

Parking Angle A	Parking Space Width B	Curb Length Per Stall C	Stall Depth From Curb Edge D	Parking Space Depth E	1-Way Driveway Width F	2-Way Driveway Width F
For standard vehicles:						
0°	8 feet	23 feet	8 feet	23 feet	12 feet	21 feet
30°	9 feet	18 feet	16 feet, 10 inches	18 feet	15 feet	18 feet
45°	9 feet	12 feet, 9 inches	19 feet, 1 inch	18 feet	15 feet	20 feet
60°	9 feet	10 feet, 5 inches	20 feet, 1 inch	18 feet	17 feet	22 feet
90°	9 feet	9 feet	19 feet	19 feet	23 feet	23 feet
For compact vehicles:						
0°	7 feet, 6 inches	18 feet	7 feet, 6 inches	18 feet	12 feet	21 feet
30°	7 feet, 6 inches	15 feet	14 feet	15 feet	15 feet	18 feet
45°	7 feet, 6 inches	10 feet, 7 inches	15 feet, 11 inches	15 feet	15 feet	20 feet
60°	7 feet, 6 inches	8 feet, 8 inches	16 feet, 9 inches	15 feet	15 feet	22 feet
90°	7 feet, 6 inches	7 feet, 6 inches	15 feet	15 feet	23 feet	23 feet

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



E. Additional Standards for Compact Car Parking:

1. If the total number of required parking spaces is less than ten (10), no compact car spaces shall be provided.
2. If the total number of required parking spaces equals ten (10), then one parking space may be for compact cars. For each four (4) spaces in excess of ten (10), one space for compact cars may be provided.
3. Each compact car parking space shall be marked for such use.

(Ord. 1360, 12-5-2018)

9-5-15: Minimum and Maximum Surface Parking Space Requirements:

[A: Table 1: Required Parking by Land Use](#)

Type of Use	Parking Spaces Required
A.	Residential <u>outside of Exempt Area</u> : Values shall be held as the minimum:
	Accessory dwelling units
	1 for each unit
	Apartments, duplexes, townhouses or multi-family dwellings over 1,200 square feet of living space per unit
	1.4 for each unit
	Apartments, duplexes, townhouses or multi-family dwellings under 1,200 square feet of living space per unit
	1 for each unit
	Boarding, lodging, or rooming house
	1 for each sleeping room

	Cottage developments in accordance with chapter 4 of this title	1 for each unit
	Detached single-family homes with more than 3 bedrooms	2 for each unit
	Detached single-family homes with 3 bedrooms or less	1 for each unit
	Group homes	2 for each unit
B	Residential within Exempt Area	
	Any residential land use	1 for every 1000 sf, up to 1,500 sf per unit
BC.	Commercial: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements.	
	Banks, financial institutions and similar uses	1 for every 500 square feet of floor area
	Bowling alleys	2 for each alley
	Dance floors, skating rinks	1 for every 500 square feet of floor area
	Dining rooms, restaurants, taverns, nightclubs, etc.	1 for every 300 square feet of floor area
	Funeral parlors, mortuaries	1 for every 100 square feet of floor area open to the public
	Hostels	1 for every 4 beds
	Hotels, motels	1 space for each room or unit; plus, as required for accessory uses, such as restaurants, meeting halls, etc.
	Medical or dental clinics	1 for every 500 square feet of floor area of examination, treatment, office, and waiting rooms
	Offices, public or professional administration and services	1 for every 500 square feet of floor area
	Retail sales and services of large items, such as appliances, furniture and equipment	1 for every 800 square feet of floor area
	Retail stores	1 for every 350 square feet of floor area
	Service stations providing repair, public garages	1 for each 2 gasoline pumps and 2 for each service bay
	All other types of business or commercial uses permitted in any Commercial Zone	1 for each 350 square feet of floor area
CD.	Entertainment and Recreation: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements:	
	Auditoriums, sport arenas, theaters and similar uses	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Fitness centers	1 for every 400 square feet of floor area
	Private clubs or lodges	1 for every 350 square feet of floor area
	Swimming pools, public or community clubs	1 for each 5 persons' capacity plus 1 for each 4 seats or 1 for each 30 square feet of floor

		area used for seating purposes, whichever is greater
D.	Institutional: Values shall be held as the minimum:	
	Churches and other places of religious assembly	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Hospitals	1 for each bed
	Libraries, museums, art galleries	1 for each 500 square feet of floor area
	Sanatoriums, homes for the aged, nursing homes, children's homes and similar uses	1 for each 2 beds
E.	Schools (Public, Private Or Parochial): Values shall be held as the minimum:	
	Business, technical and trade schools	1 for each 2 students
	Colleges, universities	1 for each 4 students
	Elementary, high schools	1 for every teacher and employee, 1 for every 4 students normally enrolled that are over the legal driving age, and 1 for every 4 seats in auditoriums, gymnasiums or stadiums. Parking spaces provided for the school may be considered as parking for the public assembly areas
	Kindergartens, daycares, childcare centers, nursery schools and similar uses	Where the number of children plus employees is less than 13, 2 off-street parking spaces shall be provided. Where the number of children is equal to or greater than 13, 1 off-street parking space for each 5 children or a fraction thereof shall be provided
F.	Industrial: Values shall be held as minimum:	
	All types of manufacturing, storage, wholesale and freight uses permitted in any Industrial District	1 for each 1,000 square feet of floor area

Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the planning director.

B. Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit. **(Section moved from 9-5-14)**

(Ord. 1360, 12-5-2018)

9-5-16: Parking Credits:

- A. **Bicycle Parking:** For every six (6) nonrequired bicycle parking spaces created within any Commercial or Industrial Zone which adhere to the standards set forth in section 9-5-14, "Design and Dimensional Standards", of this chapter, motor vehicle parking space requirements may be reduced by one space; up to a maximum of two (2) off-street parking spaces.
- B. **Motorcycle Parking:** For every two (2) motorcycle parking spaces provided for any multifamily, commercial or industrial project, the number of standard vehicle spaces may be reduced by one space up to a maximum of two (2) spaces. Motorcycle parking spaces must be at least four feet (4') wide and ten feet (10') deep with a minimum of ten feet (10') of backup space provided.
- C. **Affordable Housing Deed Restrictions:** The minimum parking space requirements for developments that contain a deed restriction for affordable housing shall be reduced by twenty percent (20%). Such development must adhere to the following standards:
1. At least fifty percent (50%) of the units must be deed restricted to provide for affordable rental housing.
 2. At a minimum, the deed restriction must accommodate households making less than eighty percent (80%) of area median income according to the Department of Housing and Urban Development (HUD). Such accommodation must provide affordable units such that no more than forty percent (40%) of tenant household income shall go towards the payment of rent. The deed restriction must remain in effect for a minimum of ten (10) years.
 3. Applicants awarded this credit must submit annual reports verifying the standards above to remain in good standing of this provision.

(Ord. 1360, 12-5-2018)

9-5-17: Loading Areas:

- A. The required number of loading spaces are as follows:

Gross Floor Area (Square Feet)	Quantity	Type
14,000—36,000	1	A
36,001—60,000	2	A
60,001—100,000	2	A
	1	B
For each additional 75,000 or fraction thereof	1	B

- B. The size of off-street loading spaces shall not be less than the following, exclusive of access platform and loading area:

Type A spaces:	Length	35 feet
	Width	12 feet
	Height clearance	15 feet
Type B spaces:	Length	65 feet
	Width	12 feet
	Height clearance	15 feet

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(Supp. No. 1)

- C. Convenient access to loading spaces shall be provided and shall not be less than twelve feet (12') in width.
- D. Loading spaces may be located in required yards, providing such space is not roofed.
- E. Loading spaces shall be located entirely on the property they are intended to serve.

(Ord. 1360, 12-5-2018)

9-5-18: In Lieu Parking Fees:

- A. Purpose: ~~The~~ purpose of these provisions is to allow ~~businesses~~ development to satisfy the required off-street parking to be made in-lieu payments into a special dedicated fund the city will use to develop parking. ~~reduce the number of on-site parking spaces through payment so as to meet the requirements set forth in this chapter. These businesses allowed to make payments. These provisions may be utilized for parking required for new construction or for an increase in required parking resulting from the change of use of an existing building.~~
- B. Goals: The in-lieu program is voluntary and has the following goals:
 1. To creatively reduce parking requirements ~~where appropriate~~;
 2. To reduce the cost of development by reducing the funds required for building and maintenance of parking lots;
 3. To facilitate the construction and improvement of public parking;
 4. To improve urban design;
 5. To encourage shared parking; and
 6. To support historic preservation.
- C. Definitions:

IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for qualifying development, ~~a business within the defined parking in lieu area.~~

PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve ~~general~~ public parking in the designated parking in lieu area, to purchase or lease land for public parking, to improve, create, or expand city parking facilities, and to offset administrative expenses.

D. Applicability: These provisions may be utilized in lieu of providing parking in the following situations:

1. New residential development within the parking exempt area as defined in section 9-5-1-E.
2. Non-residential development and residential development outside the exempt area as defined in section 9-5-1-E.
3. Non-residential development within the exempt area shall be exempt from this section.

D. Payment Calculation:

1. The parking requirements set forth in the Parking Code may be satisfied in whole or in part by the payment of a nonrefundable parking ~~improvement~~ in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the Parking Improvement Fund. ten thousand dollars (\$10,000.00) per space.

2. Payment of fees must be made in conjunction with the issuance of a building permit. Upon payment of in lieu fees, applicant will receive a nontransferable certificate for each space that would otherwise be required by city parking requirements.
3. The city council may amend the fee by resolution to approximate increases in costs of providing parking.

E. Parking Fund Use:

1. The "Parking Improvement Fund", a dedicated fund, is hereby created to receive revenue from in lieu payments. The fund shall be used to provide and enhance public parking facilities, including buying or leasing land, constructing parking facilities, offsetting administrative expenses directly related to managing the account and the construction of facilities, coordinating parking planning, and erecting signage.

F. Limitations:

1. In the event a business an application for development outside of the parking exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of their development application review.
2. In the event an application for residential development within the exempt area intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of their development application review.
3. Proposed parking requests shall be reviewed at a regular meeting of the planning commission. Public Notice of the development application shall include mention of the parking reduction sought and such review shall be sent to all adjacent property owners of the property for which such parking in-lieu payment in excess of fifty percent (50%) is requested and affected property owners shall have the right to comment. Any such request for parking may be denied or reduced if the planning commission finds that permitting such request would have an adverse effect on the surrounding area or neighborhood.

(Ord. 1360, 12-5-2018)

Sandpoint Public Parking Satisfaction Survey

Response analysis

Introduction

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

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

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

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

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

City of Sandpoint Residents

Top 3 primary modes:

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

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

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

Top 3 primary modes:

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

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

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

Key Insights by Residence Group:

City of Sandpoint Residents

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

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

Non-Sandpoint Residents (Total = 729)

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

- **User fees:** 137 → **18.8%**
- **Privatization:** 17 → **2.3%**

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

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

City Residents

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

Non-City Residents

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

Key Takeaways:

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

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

Concern About Policy Decisions & Transparency

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

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

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

Questions About Paid Parking Implementation

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

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

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

Equity for Local vs. Tourist Use

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

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

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

Infrastructure Ideas

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

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

Seasonal and Use-Based Access

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

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

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

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

Prioritize Locals Over Tourists

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

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

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

Strong Opposition to Paid Parking

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

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

“No one feels good about paying for parking.”

Prefer User Fees Over Property Taxes

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

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

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

Encourage Alternatives to Driving

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

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

“Have free parking on the periphery.”

Support Downtown Business Vitality

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

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

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

Appreciation for Public Engagement

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

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

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

Basic Maintenance & Upkeep

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

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

More Shade, Trees, and Stormwater Features

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

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

Better Signage & Wayfinding

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

“Signage.”

“More visible time limits, clearly posted.”

Dedicated or Expanded Use Areas

Frequent requests included:

- **Separate parking for boat trailers vs. beachgoers**
- **Designated spaces for marina slip holders**
- **Angle parking to increase capacity**

“Windbag Marina slip owners need designated parking.”

“Angle parking provides more parking spaces.”

P Shuttle or Peripheral Parking Solutions

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

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

💡 Equity & Local Prioritization

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

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

“Time to prioritize locals over outsiders.”

🚲 Alternative Modes & Transit

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

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

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

🏠 City of Sandpoint Residents

Tone: Mixed — both critical and constructive

Themes:

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

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

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

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

Non-City Residents

Tone: More defensive or aggrieved

Themes:

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

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

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

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

Summary:

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

Summary:

Public feedback on the City's parking management efforts reveals a meaningful difference in tone between City of Sandpoint residents and those who live outside City limits. City residents expressed a mix of frustration and constructive suggestions,

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

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

Ratio of non-residential to residential:

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

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

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

2.23



City of Sandpoint Parking Study

Introduction

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

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

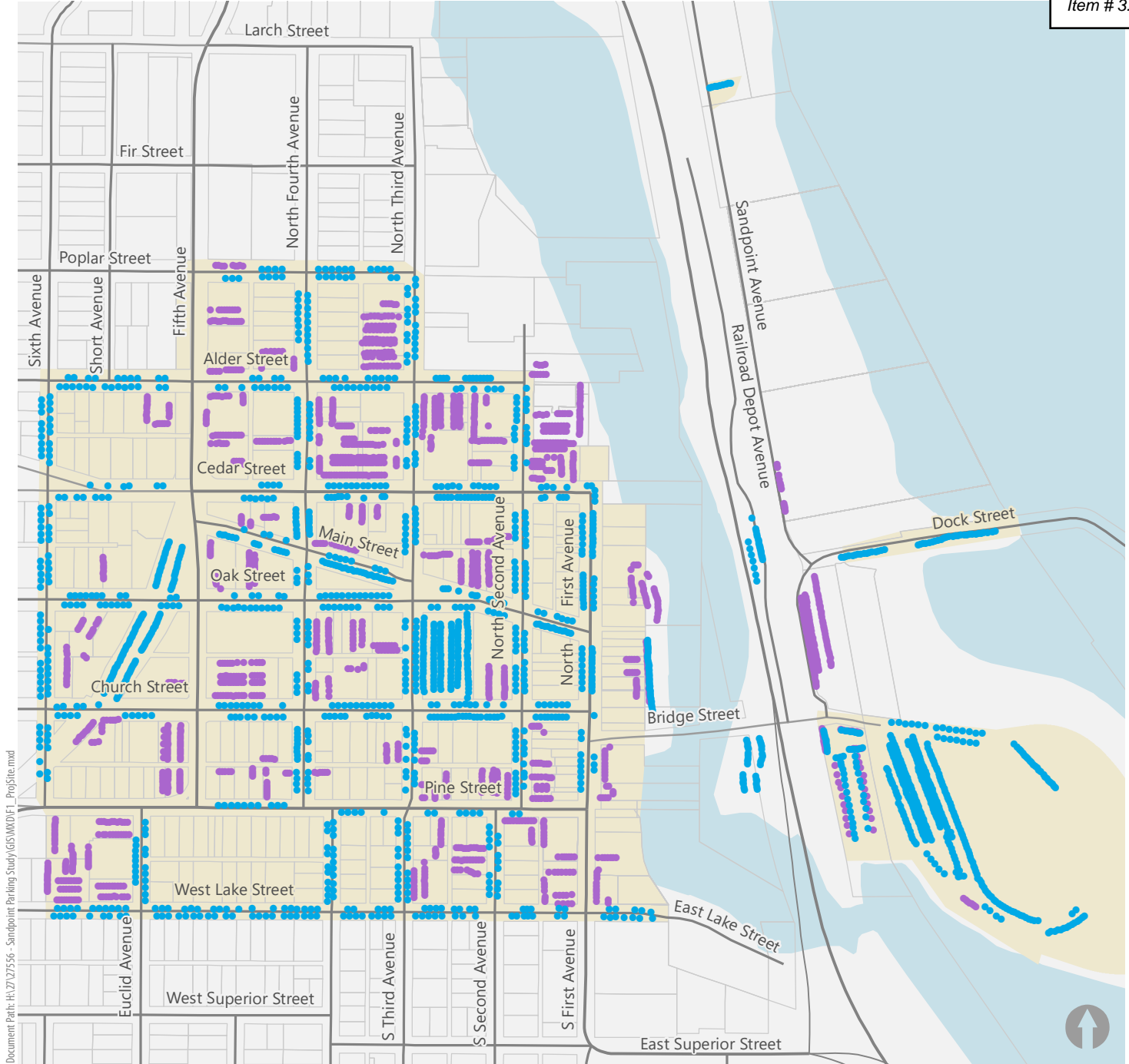
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light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

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

Parking Study

Study Area

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



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

- City Owned Parking
- Private Parking

Figure 1

Access Opportunities

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

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

Study Methodology

Data Collection

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

Parking Supply

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

Parking Demand

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

Occupancy

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

Duration of Stay

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

Turnover

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

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

Data Analysis

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

PARKING SUPPLY

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

Downtown Sandpoint

On-street Parking Supply

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

Table 1: On-Street Parking Supply – Downtown Sandpoint

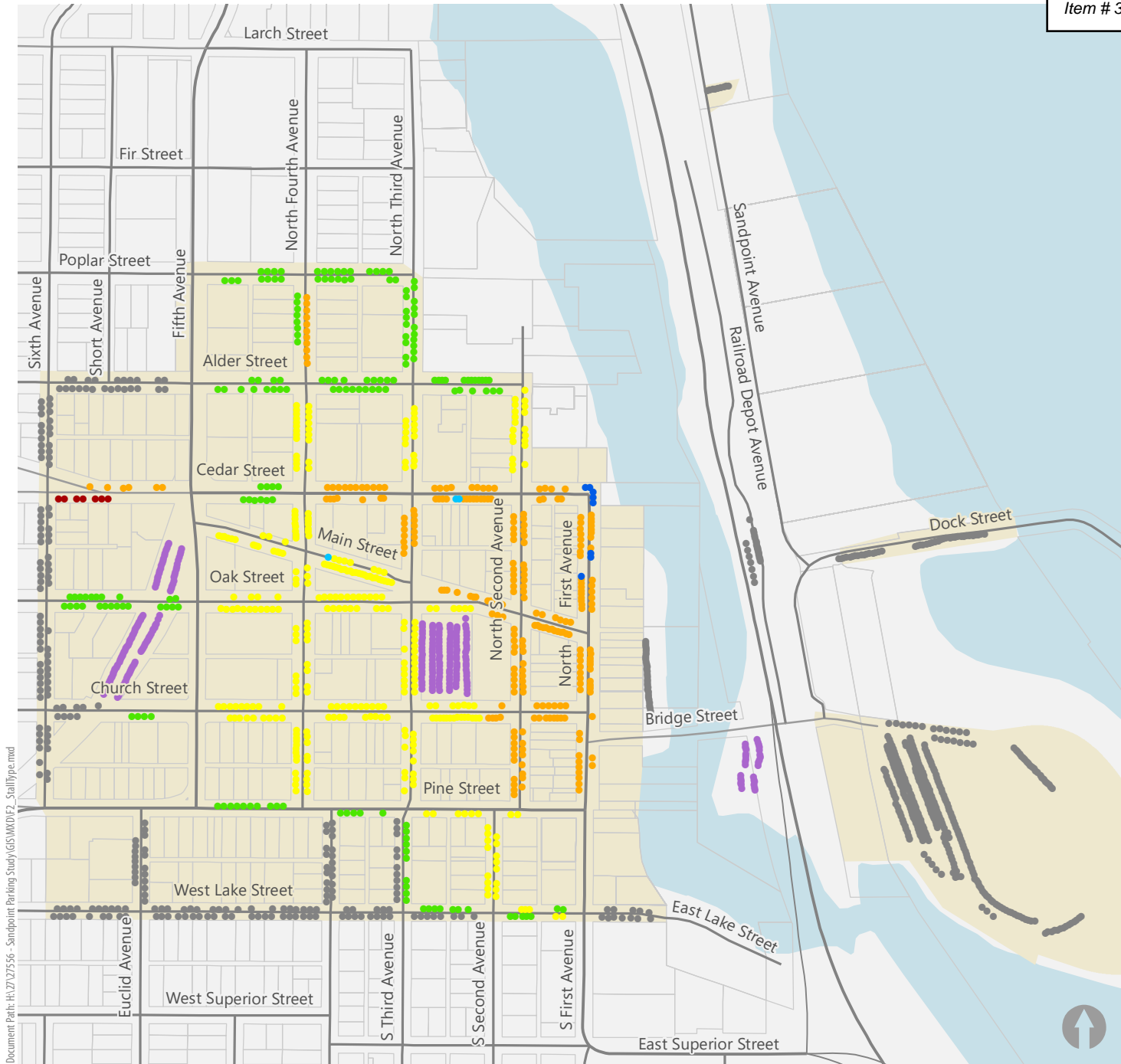
Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	1,052	92%
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	45	8%
Total On-Street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

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

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

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

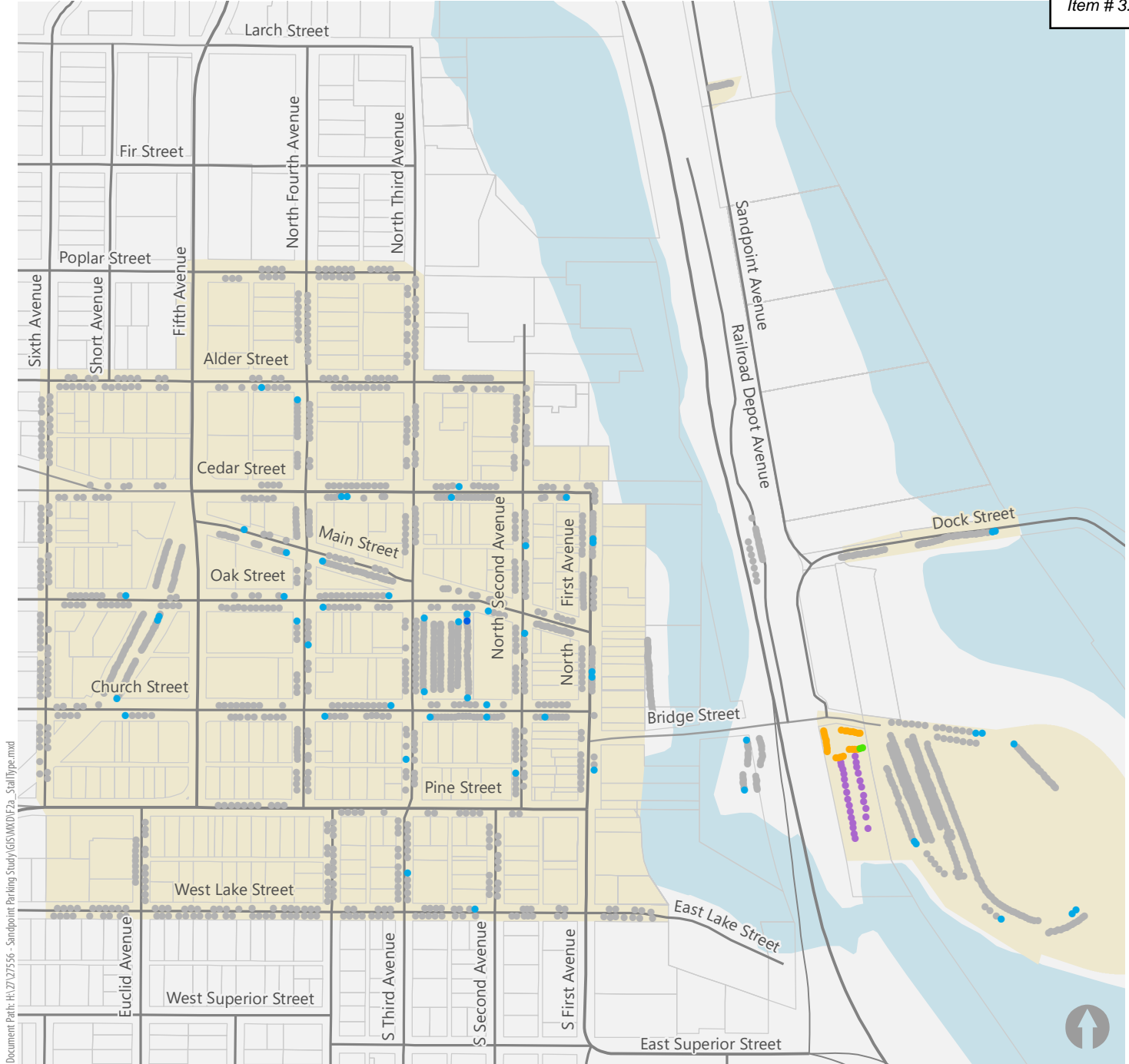
¹ Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply as well.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



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

Figure 2



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

Figure 2a

Future Parking Supply

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

Off-Street Parking Supply

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

Table 2: Off-Street Parking Supply – Downtown Sandpoint

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

Future Parking Supply

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

Waterfront Area

On-Street Parking Supply

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

Table 3: On-Street Parking Supply – Waterfront Area

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

Off-Street Parking Supply

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

Table 4: Off-Street Parking Supply – Waterfront Area

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

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

PARKING DEMAND

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

Downtown Sandpoint

On-Street Parking Demand

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

Occupancy

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

Chart 1: On-Street Parking Occupancy – Downtown Sandpoint

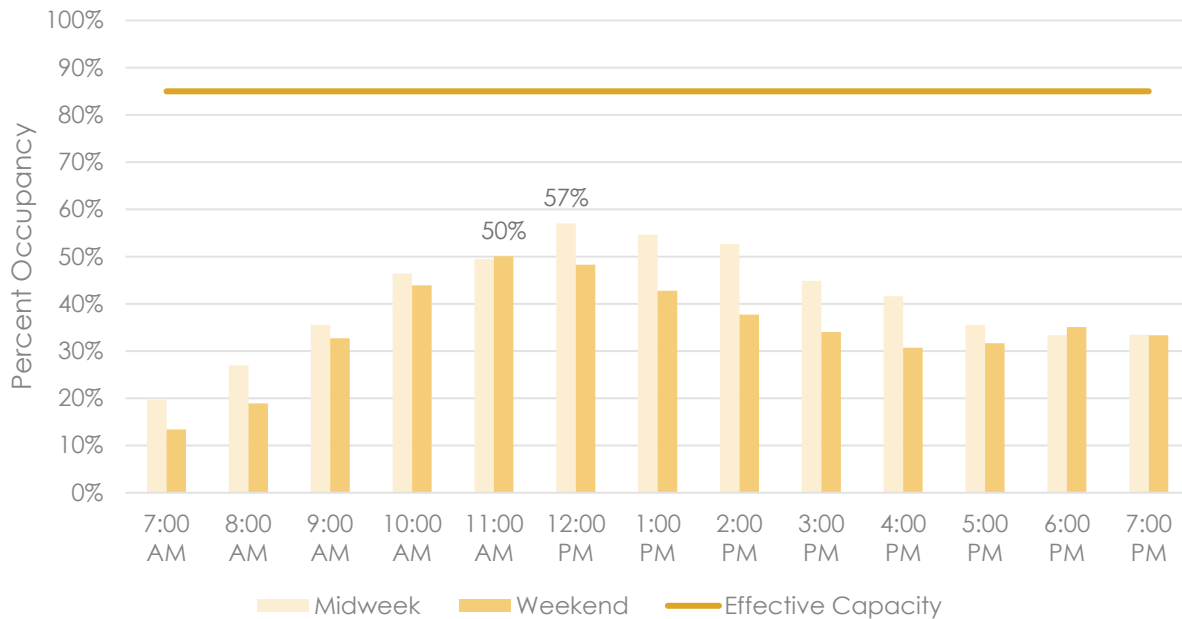
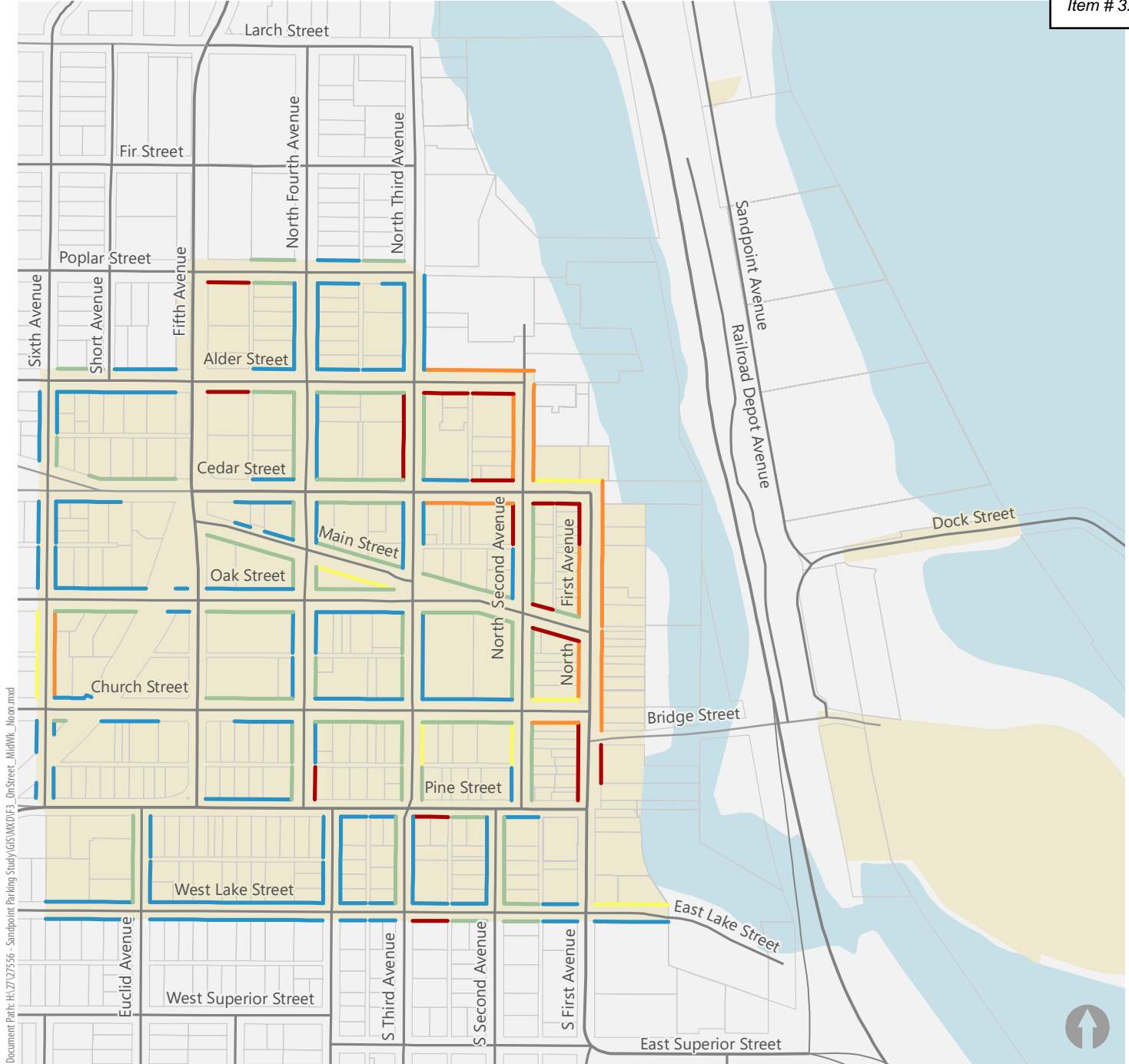


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM). Those that are at or above *effective capacity* are primarily located within the eastern portion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

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



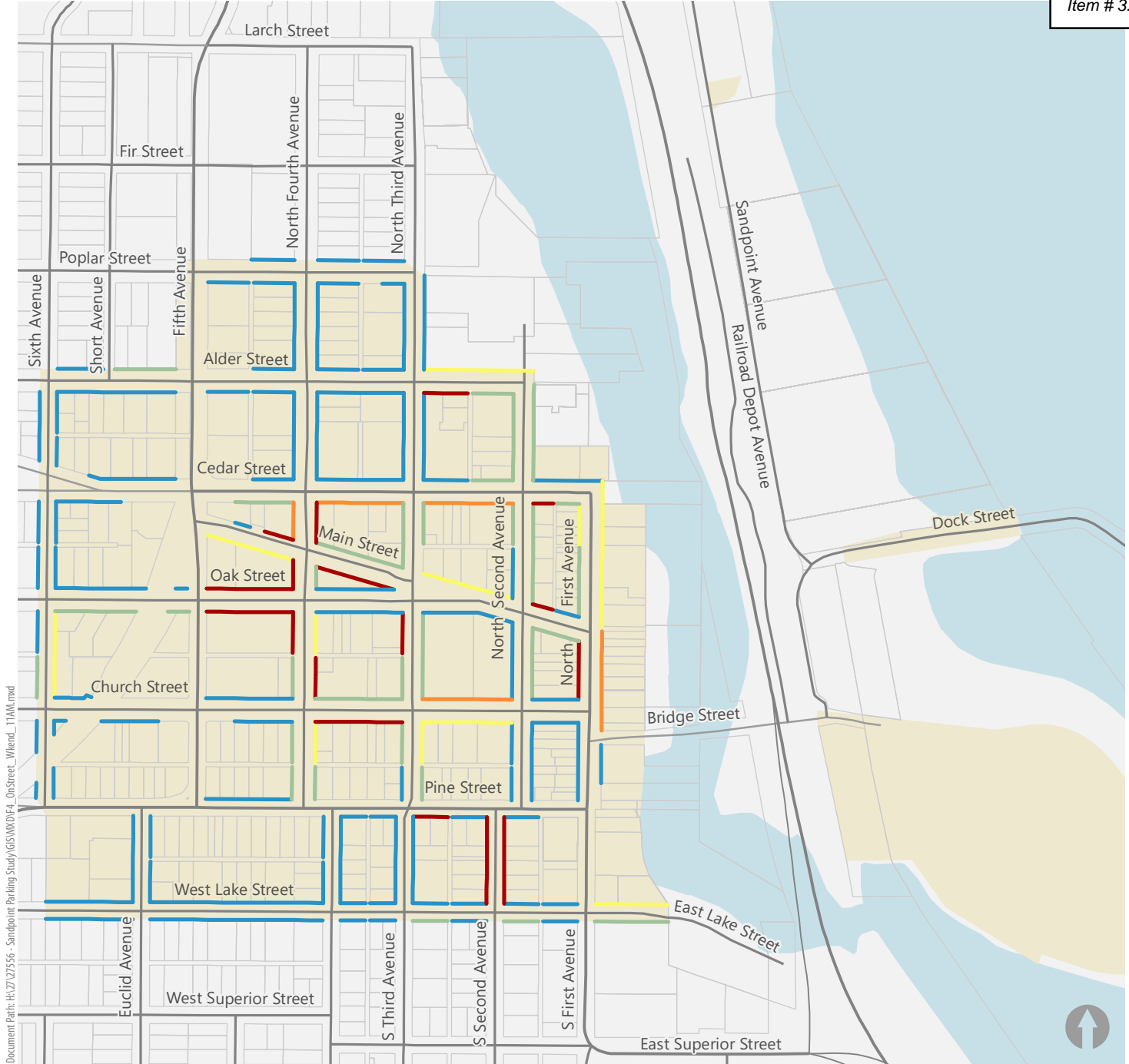
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Percent Occupied

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



Figure 3



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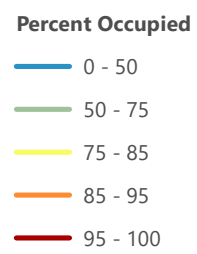


Figure 4

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

Table 5: On-Street Parking Occupancy – Downtown Sandpoint

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

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

Duration of Stay

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

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

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

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

Turnover

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

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

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

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

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

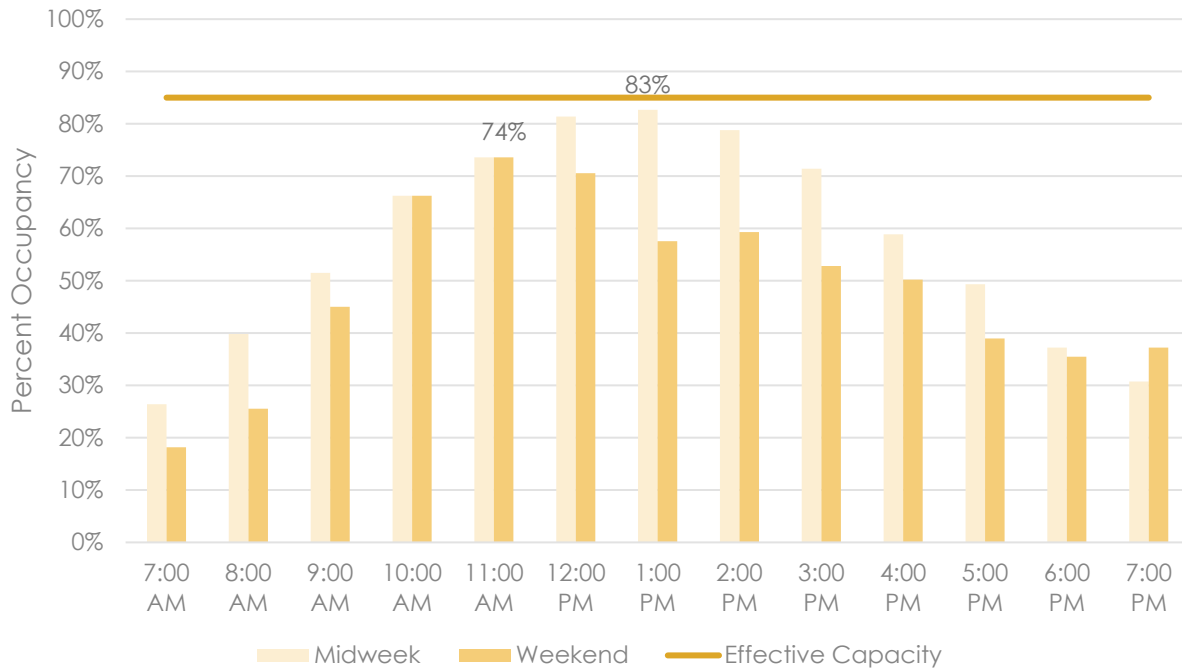
Off-Street Parking Demand

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

Occupancy

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

Chart 2: Off-Street Parking Occupancy – Downtown Sandpoint



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

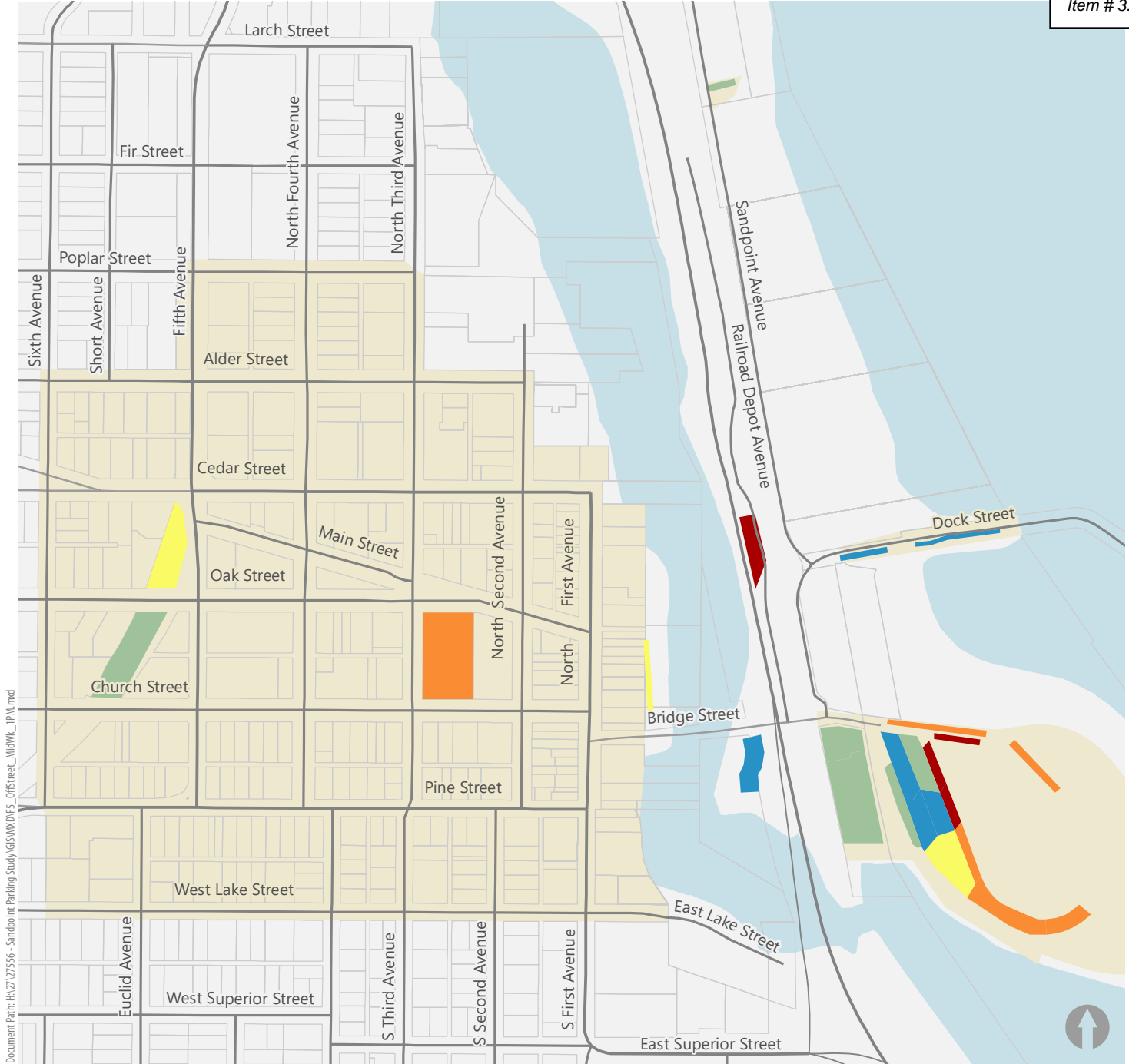
Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during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

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

Table 8: Off-Street Parking Occupancy – Downtown Sandpoint

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

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



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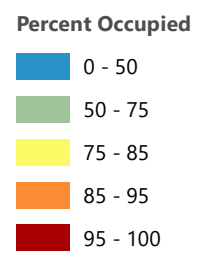
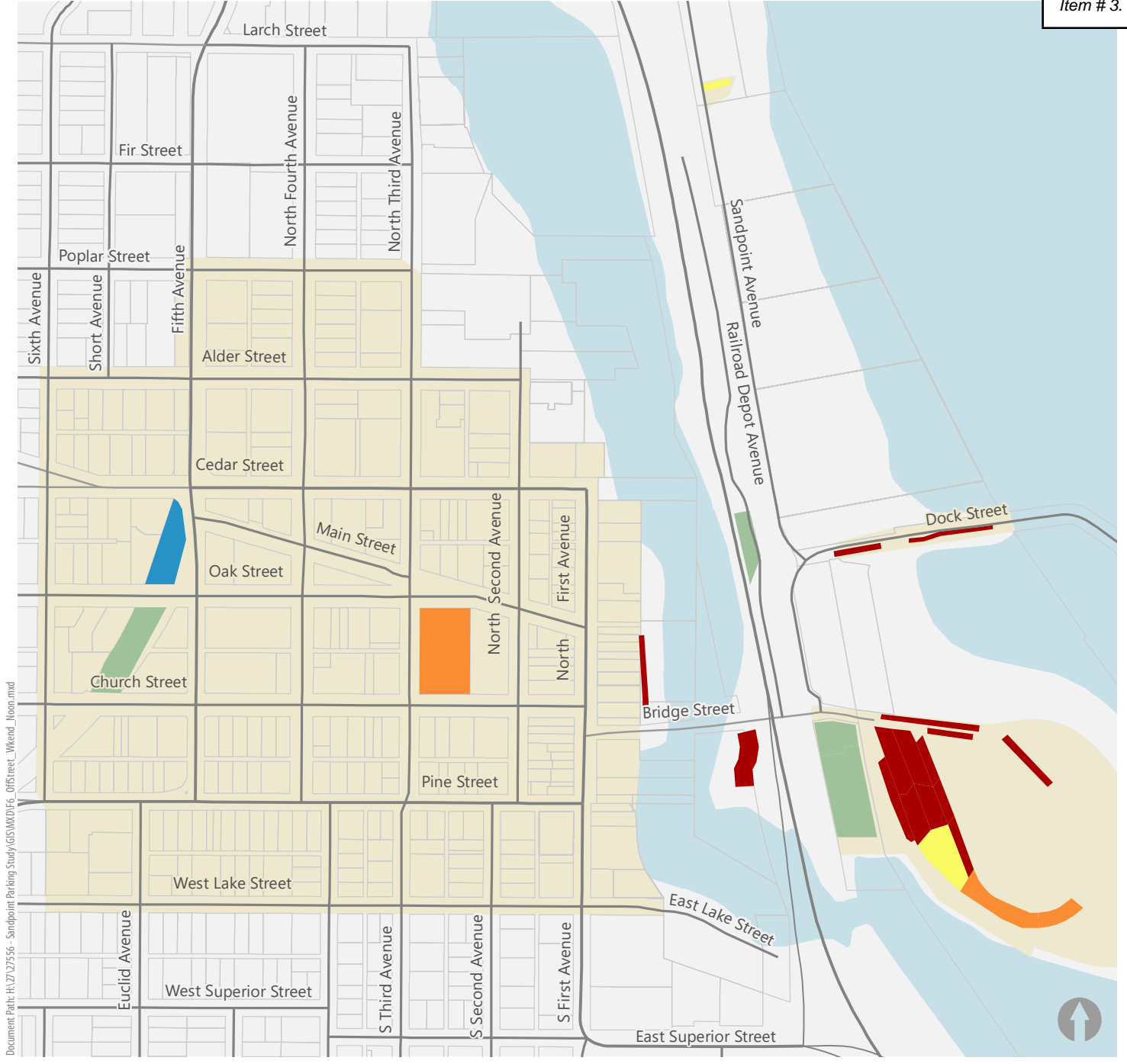


Figure 5

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



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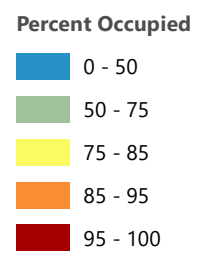


Figure 6

**Off-Street Peak Occupancy -
Weekend (12:00)**

Duration of Stay

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

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

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

Turnover

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

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

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

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

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

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

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

Waterfront Area

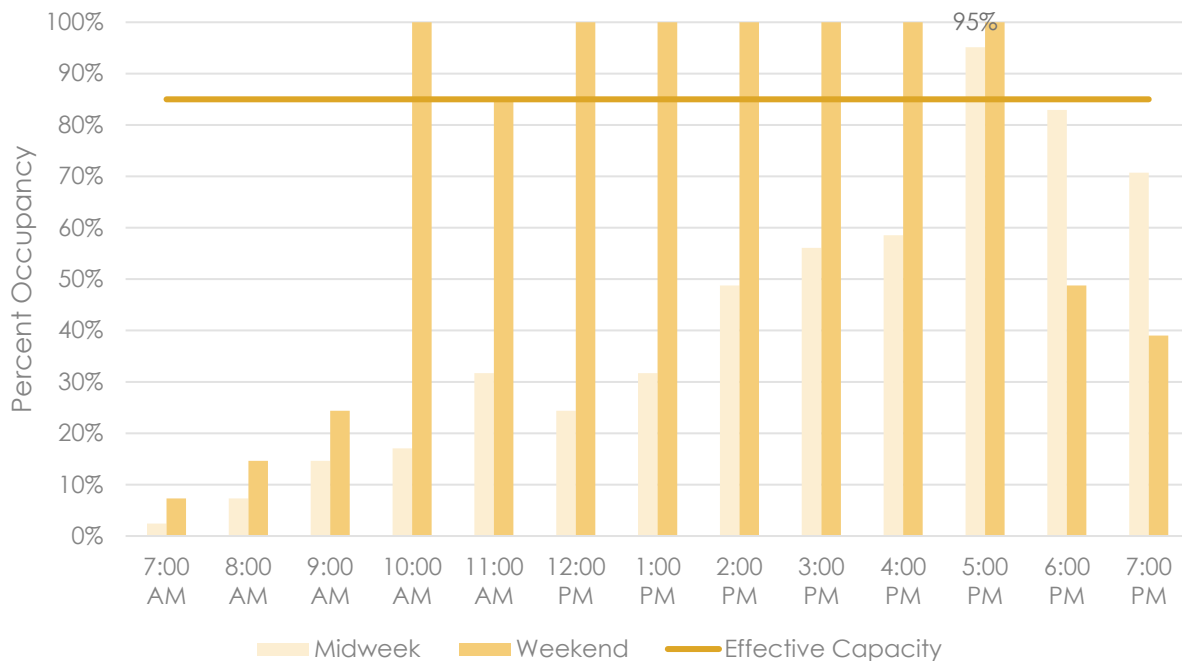
On-Street Parking Demand

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

Occupancy

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

Chart 3: On-Street Parking Occupancy – Waterfront Area



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

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

Table 11: On-Street Parking Occupancy – Waterfront Area

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

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

Duration of Stay

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

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

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

Turnover

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

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

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

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

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

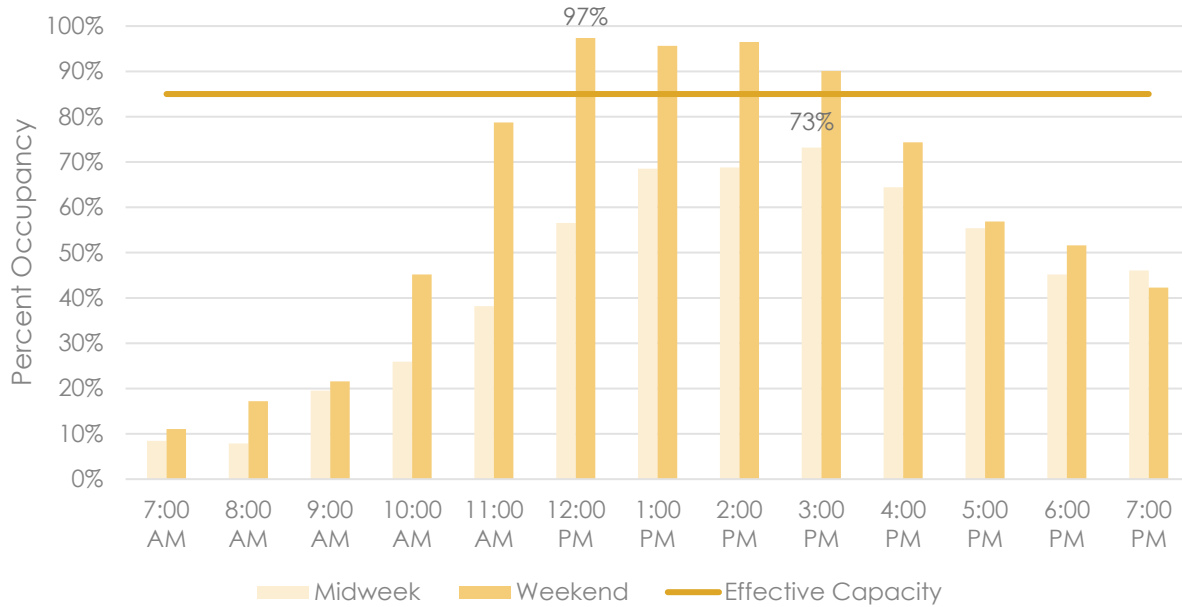
Off-Street Parking Demand

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

Occupancy

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

Chart 4: Off-Street Parking Occupancy – Waterfront Area



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

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

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

Table 14: Off-Street Parking Occupancy – Waterfront Area

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

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

Duration of Stay

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

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

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

Turnover

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

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

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

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

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

PARKING SUMMARY

Downtown Sandpoint

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

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

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

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

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

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

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

Waterfront Area

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

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

PRELIMINARY POLICIES AND STRATEGIES

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

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

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

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

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

CONCLUSION

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

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

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

Appendix A
Detailed Parking Supply Data

DETAILED PARKING SUPPLY DATA

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

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

Table A1: On-Street Parking Supply

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

Table A2: Off-Street Parking Supply

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



DOWNTOWN BOISE

Parking Strategic Plan

APPENDIX I2

Parking Planning White Paper Series

Parking In Lieu Fees

Kimley»Horn

Expect More. Experience Better.





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Parking Planning White Paper Series



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Parking In Lieu

FEES

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FEES IN LIEU OF REQUIRED PARKING

Introduction

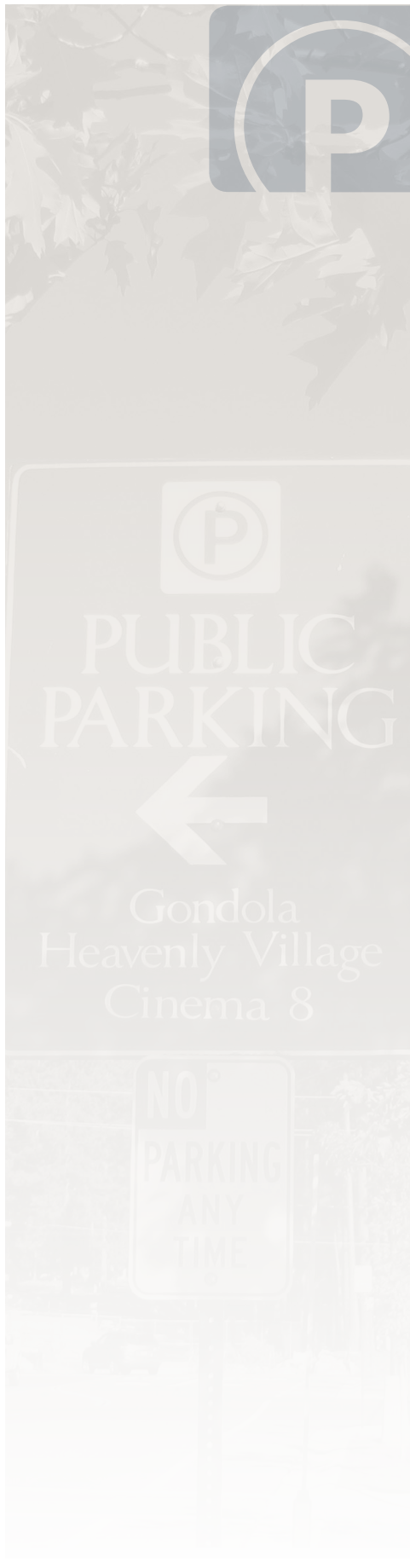
Some cities allow developers to pay a fee in lieu of providing parking spaces required by zoning ordinances, and use this revenue to finance public parking spaces to replace the private parking spaces the developers would have been required to provide.

These in-lieu programs can reduce the cost of development, encourage shared parking, improve urban design, support historic preservation and allow development of sites that cannot physically accommodate the required parking. Establishment of in-lieu fees also reveals that the cost of complying with minimum parking requirements is more than four times the cost of the impact fees that cities levy for all other public purposes combined. The high cost of meeting parking requirements suggests other promising in-lieu policy options that allow developers to reduce parking demand rather than increase the parking supply and provide a mechanism to support alternative transportation modes that help accomplish that goal. Reducing parking demand can cost far less than increasing the parking supply.

Advantages of In-Lieu Fees

In-lieu fees have five major advantages for both cities and developers.

1. **A NEW OPTION.** In-lieu fees give developers an alternative to meeting the parking requirements on sites where providing all the required parking spaces would be difficult or extremely expensive.
2. **SHARED PARKING.** Public parking spaces allow shared use among different sites where the peak parking demands occur at different times. Shared public parking is more efficient and cost effective than single-use private parking because fewer spaces are needed to meet the total peak parking demand. Shared parking also allows visitors to leave their cars parked while making multiple trips on foot, and is one of the easiest ways to make better use of scarce urban land.
3. **BETTER URBAN DESIGN.** Cities can put public parking lots and structures where they have the lowest impact on vehicle and pedestrian circulation. Less on-site parking allows continuous storefronts without “dead” gaps for adjacent surface parking lots. To improve the streetscape, some cities dedicate the first floor of the public parking structures to retail uses. Developers can undertake infill projects without assembling large sites to accommodate on-site parking, and architects have a greater range of design options that can translate into more attractive buildings.



4. *FEWER VARIANCES.* Developers often request parking variances when providing the required parking would be difficult. These variances create unearned economic windfalls, granted to some but denied to others. If developers can pay cash rather than provide the required parking, cities do not have to grant parking variances and can therefore treat all developers consistently.
5. *HISTORIC PRESERVATION.* In-lieu fees allow adaptive reuse of historic buildings where the new use requires additional parking that is difficult to provide. The in-lieu policy therefore makes it easier to preserve historic buildings and rehabilitate historic areas.

Disadvantages of In-Lieu Fees

Officials in many cities recommended in-lieu fees, but some report that developers were initially skeptical. The following four points summarize the potential disadvantages mentioned by developers.

1. *LACK OF ON-SITE PARKING.* Parking is a valuable asset for any development. A lack of on-site, owner- controlled parking can reduce a development's attractiveness to tenants and customers. While a lack of on-site parking is a real disadvantage, developers who are concerned about this problem can normally provide the parking rather than pay the fee.
2. *HIGH FEES.* Cities may not construct and operate parking facilities as efficiently as the private sector. For example, cities may pay extra to improve the architectural design of parking lots and structures. The resulting in-lieu fees may be high. Although some cities charge high in-lieu fees, most set their in-lieu fees lower than the cost of providing a public parking space. Because the fixed cost for ramps, elevators, stairwells, and curb cuts can be spread among more spaces in large public parking structures, economies of scale in building these structures can further reduce the in-lieu fees.
3. *NO GUARANTEES.* Cities may intend to use the in-lieu fee revenue to finance public parking, but they do not guarantee when or where the parking spaces will be provided. To address this concern, some cities build public parking structures before receiving the in-lieu fees. The in-lieu fees are then used to retire the debt incurred to finance the structures. Other cities return the in-lieu fees if they do not provide the parking within a certain time. A city can also delay collecting the in-lieu fees until the revenue is needed to construct the public parking.
4. *FEWER PARKING SPACES.* In-lieu fees will reduce the parking supply if cities provide fewer than one public parking space for each in-lieu fee paid. A smaller parking supply can put an area at a competitive disadvantage. Cities may not provide one public parking space for each in-lieu fee paid, but if a city uses in-lieu fees to build public parking spaces rather than grant variances to reduce parking requirements, the in-lieu policy will increase rather than

decrease the parking supply. Even if an in-lieu policy does reduce the parking supply, shared public parking reduces the parking supply needed to meet the sum of all individual peak parking demands.

While the developers' concerns cannot be ignored, officials in most of the surveyed cities said that the fees had become a form of administrative relief for developers who do not want to provide the required parking spaces. In practice, the in-lieu fees have benefited developers by offering them an alternative to building expensive parking spaces.

In Lieu Parking Program Examples

Miami's Coconut Grove, Florida (an upscale neighborhood of Miami)

Coconut Grove adopted a fee-in-lieu program in 1993 and has experienced considerable success. The fee is \$10,000 per stall, or payments of \$50/month/stall. Developers have opted out of 938 spaces, generating approximately \$3 million in revenues. The majority of the funds were used to develop a 416-space garage with ground floor retail. The fund also paid for a \$250,000 study for a downtown circulator, and \$100,000 for a Parking Mitigation Project, that included landscaping changes and installation of traffic control devices to improve parking and pedestrian access. Business licenses can be revoked after 90 days of non-payment.

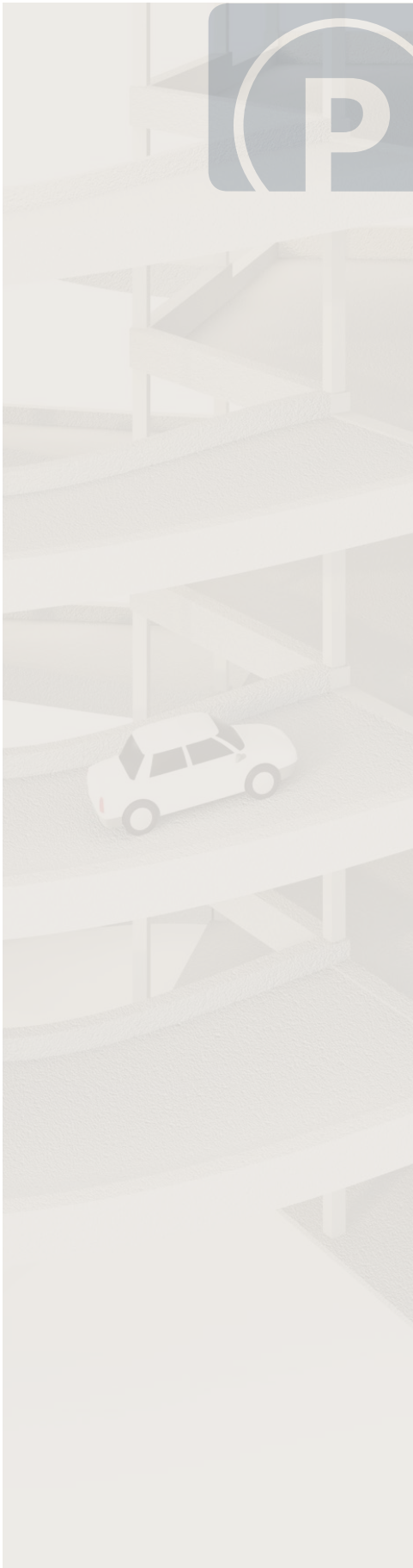
Lake Forest, Illinois

Lake Forest has had a fee-in-lieu policy for about 15 years. All funds generated must pay for parking acquisition or development. The impetus was a desire to preserve the historic character of the downtown. The fee was recently increased from \$14,000 to \$22,000 per stall. The parking requirements are also relatively high in Lake Forest, at four spaces per thousand. Still, developers want to use the option because of the scarcity of developable land.

The city considers the program effective, and developers use the option frequently. Originally, it was an automatic opportunity for developers to pay instead of building. However, due to limited opportunities for the city to provide new facilities, they recently restricted the fee-in-lieu option to a special use permit.

Jackson, Wyoming

Jackson Wyoming adopted a fee-in-lieu policy in 1994, in conjunction with a new Comprehensive Plan and the adoption of parking minimums. The fee-in-lieu option was in response to concerns that the parking minimums would hinder economic development. The per-stall fee ranges from \$1,000 (up to four stalls) to \$10,000 (more than 41 stalls), depending on the number of stalls being opted out. The City does not have a specific obligation



regarding timeline or proximity of new parking, but the funds raised are restricted to construction of parking only.

The policy is used frequently. When the fee-in-lieu was adopted, existing properties that did not have parking were given transferable parking credits, so that even as the properties have been redeveloped, there has been no parking requirement. The City Planner interviewed felt that a Local Improvement District would have been more effective for providing parking.

Bend, Oregon

Bend's policy was adopted in 1992. It was initiated due to concerns about constrained land for development. Developers have the option of building, leasing off-site, or paying the fee. The option has been used frequently but the fee was set very low (\$510 per stall). There are no specific obligations regarding timeline or proximity, but the fees must go into the parking fund and can pay for parking only (no TDM) either in or adjacent to the CBD. They are currently having their policy evaluated, with consideration of increased fee. The limited funds generated have become problematic with expectations from property owners for the city to provide for parking.

Skokie, Illinois

Skokie adopted its fee-in-lieu policy in 1976. It was used primarily in the early 1980s, and once in the 90s, but not since. The city has high downtown vacancy rates (up to 40%), and parking shortages was not severe. The impetus for the policy was a desire to maintain the urban landscape, and to keep employee parking in the periphery of the core. The fee was set at \$3,500, which most businesses consider "outrageous". There were no specific guarantees regarding proximity, timeline, etc, but the money was limited to parking only. Developers do not have an option to variance out: they must either build parking or pay the fee. With adoption of a downtown redevelopment plan, the parking requirements were modified to a uniform one stall per 400 sf (commercial) and one per unit (residential). Most of the development recently has been mixed use with residential, so developers have provided parking.

Kirkland, Washington

The City of Kirkland adopted a fee-in-lieu policy in the late 1970s for use in the downtown core. The fee is set at \$6,000 per stall, and has generated approximately \$300,000. Some of the funds were used to conduct various parking studies. In addition, a portion of the funds was contributed to a parking structure the city recently built, but was not a significant share. The city has no specific obligations regarding proximity or timeline, but has not had problems with expectations on the part of property owners. The impetus was to reduce create shared parking facilities. The primary use of the program has been for changes in existing properties to uses that require more parking (such as changing retail to restaurant). It has not been used for new development or redevelopment projects, and therefore the funds

it. Developers complained that not knowing the fee until after the appraisal created uncertainty in project planning. The case-by-case approach was complicated, time-consuming, and expensive.

To address these problems, Beverly Hills adopted the second approach in 1994 – it set uniform fees for all projects. These new fees are easier for the city to administer and for developers to use. Developers can easily incorporate the fee in a financial analysis and decide whether to provide the required parking or pay the fee. Thirty-seven of the 46 surveyed cities set uniform fees, probably because of their certainty, simplicity, and equity. Most cities' in-lieu fees do not cover the full cost of providing a public parking space. Cities aim to set their fees high enough

to pay for public parking, yet low enough to attract development. Most cities have no explicit policy, regarding how often to revise their fees, and some cities' fees have not changed for many years. A few cities automatically link their fees to an index of construction costs. For example, Beverly Hills and Palo Alto adjust their fees annually by the ENR Construction Cost Index, a measure of cost inflation in the construction industry.

Kirkland has two unusual in-lieu options. Developers can pay \$6,000 per parking space not provided, and the subsequent owners must purchase one parking permit in a public lot for every three spaces not provided (because the city estimates that employees use one-third of the required parking spaces). Alternatively, developers pay no initial in-lieu fee but subsequent owners must purchase a parking permit in a public lot for each space not provided. This annual option reduces the capital cost of development and encourages the use of public parking. A property owner may cancel the annual agreement at any time by providing the required on-site parking.

German cities often have a graduated schedule of in-lieu fees (Ablösebeträge). The fees are highest in the city center and decline with distance from the center. For example, Hamburg's fee is \$20,705 per parking space in the city center, and \$11,300 in the area surrounding the center.

Vancouver has the most sophisticated method for calculating its in-lieu fee (\$9,708 per space). This fee is the parking subsidy implicit in constructing a new public parking space, as measured by: (1) the land-and-construction cost per space in a public parking structure, minus (2) the present discounted value of the net operating income per space during the expected 30-year life of the structure, minus (3) the present discounted value of the residual property value of the structure, per space, after 30 years. The in-lieu fee is thus the expected net present cost per space – all parking costs minus all parking revenues – over the structure's life. Developers who pay the fees do not subsidize the city, and the city does not subsidize developers. Instead, developers subsidize parking.



To summarize, some cities set the fees on a case-by-case basis, but most set uniform fees for all development. Cities use a wide variety of methods to set their in-lieu fees, which range from \$2,000 to \$27,520 per parking space not provided.

Who Decides Whether to Provide Parking or Pay Fee?

Most cities allow developers to choose whether to pay the fee or provide the parking, but a few cities require developers to pay the fee rather than provide the parking. Officials in these latter cities cited several reasons for requiring developers to pay the fees: to centralize parking facilities, put more of the parking supply under public management, encourage shared parking, discourage the proliferation of surface parking lots, emphasize continuous shop fronts, improve pedestrian circulation, reduce traffic congestion, and improve urban design. Some cities allow property owners to remove existing required spaces by paying in-lieu fees. This option consolidates scattered parking spaces, facilitates reinvestment in older buildings, and encourages more efficient use of scarce land previously committed to surface parking.

Most American cities reduce their parking requirements in the central business district (CBD). In contrast, German cities often have uniform parking requirements throughout the city, but allow developers in the CBD to provide only part of the required parking, and require them to pay fees for the rest.

For example, developers may provide at most 25 percent of the parking required for land uses in the center of Hamburg, and must pay fees in lieu of providing the rest of the parking.

In-lieu fees in the United States are legally justified by the nexus between the fees and the cost of providing public parking spaces. American cities therefore offer the in-lieu option only where they are prepared to spend the fee revenue to provide new public parking facilities. The nexus argument does not necessarily imply that the in-lieu revenue must be used to provide public parking, however, because a variety of transportation improvements can substitute for more parking. For example, British and German cities often use the in-lieu revenue to improve public transportation.

THE IMPACT FEES IMPLICIT IN MINIMUM PARKING REQUIREMENTS

In some ways, parking requirements resemble impact fees. Many cities require developers to pay impact fees to finance public infrastructure – such as roads and schools – that development makes necessary. In *Regulation for Revenue*, Alan Altshuler and José Gómez-Ibáñez (1993) define these impact fees as “mandated expenditures by private land developers, required as a price for their

obtaining regulatory permits, in support of infrastructure and other public services” (vii).

Parking requirements resemble impact fees because developers provide the required infrastructure – parking spaces – to obtain building permits. In-lieu parking fees also resemble impact fees because developers pay the fees to obtain building permits, and cities then use the revenue to pay for public infrastructure – parking spaces– that the development makes necessary. When cities require developers to pay the fees rather than provide the parking, the in-lieu fees are impact fees.

We can use the in-lieu fees to estimate the impact fees implicit in parking requirements. Impact fees are usually levied per square foot of building area, while in-lieu fees are levied per required parking space not provided. To compare in-lieu fees with impact fees, we must first convert the in-lieu fees into a cost per square foot of building area. We can do this because cities usually require parking spaces in proportion to building area (on the assumption that building area determines parking demand). The in-lieu parking fees per square foot of building area reveal the impact fees implicit in the parking requirements themselves.

CITY	IN-LIEU PARKING FEE	LAND USE	PARKING REQUIREMENT	PARKING IMPACT FEE
	(\$/SPACE)		(SPACES PER 1,000 SQUARE FEET)	(\$/SQUARE FOOT)
(1)	(2)	(3)	(4)	(5)=(2)X(4)/1,000
Palo Alto, Calif.	\$17,848	OFFICES	4.0	\$71
Beverly Hills, Calif.	\$20,180	OFFICES	2.9	\$59
Walnut Creek, Calif.	\$16,373	OFFICES	3.3	\$55
Kingston upon Thames, UK	\$20,800	OFFICES	2.3	\$48
Carmel, Calif.	\$27,520	OFFICES	1.7	\$46
Mountain View, Calif.	\$13,000	OFFICES	3.0	\$39
Sutton, UK	\$13,360	OFFICES	2.7	\$36
Harrow, UK	\$14,352	OFFICES	2.3	\$33
Hamburg, Germany	\$20,705	OFFICES	1.5	\$32
Lake Forest, Ill.	\$9,000	OFFICES	3.5	\$32
Mill Valley, Calif.	\$6,751	OFFICES	4.4	\$30
Palm Springs, Calif.	\$9,250	OFFICES	3.1	\$28
Reykjavik, Iceland	\$13,000	OFFICES	2.2	\$28
Claremont, Calif.	\$9,000	OFFICES	2.9	\$26
Concord, Calif.	\$8,500	OFFICES	2.9	\$24
Davis, Calif.	\$8,000	OFFICES	2.5	\$20
Orlando, Fla.	\$9,883	OFFICES	2.0	\$20
Kitchener, Ontario	\$14,599	OFFICES	1.3	\$19
Chapel Hill, N.C.	\$7,200	OFFICES	2.5	\$18
Kirkland, Wash.	\$6,000	OFFICES	2.9	\$17
Hermosa Beach, Calif.	\$6,000	OFFICES	2.6	\$16
Berkeley, Calif.	\$10,000	OFFICES	1.5	\$15
Burnaby, British Columbia	\$7,299	OFFICES	2.0	\$15
Vancouver, British Columbia	\$9,708	OFFICES	1.0	\$10
State College, Penn.	\$5,850	OFFICES	1.3	\$8
Ottawa, Ontario	\$10,043	OFFICES	0.7	\$7
Calgary, Alberta	\$9,781	OFFICES	0.7	\$7
Port Elizabeth, South Africa	\$1,846	OFFICES	2.3	\$4
Waltham Forest, U.K.	\$2,000	OFFICES	0.9	\$2
MEAN	\$11,305		2.3	\$26
MEDIAN	\$9,781		2.3	\$24

In-lieu fees and parking requirements are for the city center in 1996. In-lieu fees and impact fees are expressed in US\$. To obtain the parking requirement in spaces per 100 square meters, multiply the required spaces in Column 4 by 1.076. To obtain the parking impact fee in dollars per square meter, multiply the impact fee in Column 5 by 10.76.

Minimum Parking Requirements Considered as Impact Fees

(for office buildings)

CITY	IN-LIEU PARKING FEE (\$/SPACE)	LAND USE	PARKING REQUIREMENT (SPACES PER 1,000 SQUARE FEET)	PARKING IMPACT FEE (\$/SQUARE FOOT)
(1)	(2)	(3)	(4)	(5)=(2)X(4)/1,000
Beverly Hills, Calif.	\$20,180	RESTAURANT	22.2	\$448
Palm Springs, Calif.	\$9,250	CABARET	28.6	\$264
Mountain View, Calif.	\$13,000	ASSEMBLY HALL	18.0	\$234
Kingston upon Thames, UK	\$20,800	FOOD SUPERSTORE	7.7	\$160
Davis, Calif.	\$8,000	FUNERAL HOME	20.0	\$160
Sutton, UK	\$13,360	FOOD SUPERSTORE	8.5	\$114
Kitchener, Ontario	\$14,599	MANUFACTURING	7.7	\$112
Calgary, Alberta	\$9,781	BILLIARD PARLOR	10.3	\$101
Ottawa, Ontario	\$10,043	CHURCH	9.8	\$98
Claremont, Calif.	\$9,000	THEATER	10.0	\$90
Hermosa Beach, Calif.	\$6,000	THEATER	13.0	\$78
Burnaby, British Columbia	\$7,299	ART GALLERY	10.3	\$75
Palo Alto, Calif.	\$17,848	ALL USES	4.0	\$71
Mill Valley, Calif.	\$6,751	ASSEMBLY HALL	10.0	\$68
Harrow, UK	\$14,352	GARDEN CENTER	4.6	\$67
Hamburg, Germany	\$20,705	GARDEN CENTER	3.1	\$64
Walnut Creek, Calif.	\$16,373	NONRESIDENTIAL	3.3	\$55
Kirkland, Wash.	\$6,000	RESTAURANT	8.0	\$48
Carmel, Calif.	\$27,520	COMMERCIAL	1.7	\$47
Concord, Calif.	\$8,500	RESTAURANT	4.0	\$34
Port Elizabeth, South Africa	\$1,846	RECREATION HALL	18.6	\$34
Reykjavik, Iceland	\$13,000	NONRESIDENTIAL	2.2	\$28
Lake Forest, Ill.	\$9,000	RESTAURANT	2.5	\$23
Orlando, Fla.	\$9,883	NONRESIDENTIAL	2.0	\$20
Chapel Hill, N.C.	\$7,200	OFFICES	2.5	\$18
Berkeley, Calif.	\$10,000	NONRESIDENTIAL	1.5	\$15
Vancouver, British Columbia	\$9,708	NONRESIDENTIAL	1.0	\$10
Waltham Forest, U.K.	\$2,000	SHOPS	4.5	\$9
State College, Penn.	\$5,850	ALL USES	1.3	\$8
MEAN	\$11,305		8.3	\$88
MEDIAN	\$9,781		7.7	\$67

In-lieu fees and parking requirements are for the city center in 1996. In-lieu fees and impact fees are expressed in US\$. To obtain the parking requirement in spaces per 100 square meters, multiply the required spaces in Column 4 by 1.076. To obtain the parking impact fee in dollars per square meter, multiply the numbers in Column 5 by 10.76.

The land uses are those with the highest minimum parking requirements in each city.

Minimum Parking Requirements Considered as Impact Fees

(for land uses with the highest parking requirements)

The average parking impact fee for the U.S. cities in the Table above is \$31 per square foot, which dwarfs the impact fees levied for all other public purposes. A 1991 survey of 100 U.S. cities found that the impact fees for all purposes (roads, schools, parks, water, sewers, flood control, and the like) averaged \$6.97 per square foot of office buildings (see Altshuler and José Gómez-Ibáñez 1993, 40). The average parking impact fee for office buildings is thus 4.4 times the average impact fee for all other public purposes combined. If impact fees reveal a city's priorities for public services, many cities' highest priority is free parking.

Sources:

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