



PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING AGENDA

July 10, 2025 at 11:30 AM

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

Call to Order

Roll Call

Meeting Minutes Approval

1. Approval of Meeting Minutes from the Committee's June 12, 2025, Meeting - **action item**

Old/Unfinished Business

2. Subcommittee Reports
3. Update: Protocol re: Direct Communication with Applicants
4. Committee Recommendation: Inclusion of Complete Streets Policy in Multimodal Transportation Master Plan - **action item**
5. Discussion: Downtown Bike Parking Survey
6. Committee Recommendation: Fourth Avenue Sidewalk Project – **action item**
7. Committee Recommendation: Millbrath Multifamily Project – **action item**

New Business

8. Committee Recommendation: Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program - **action item**
9. Presentation: Division Avenue Corridor Improvements, Phase 2

General Announcements/Comments

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.



PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

June 12, 2025 at 11:30 AM

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

Call to Order

Chair Cate Huisman called the meeting of the Pedestrian and Bicycle Advisory Committee Meeting to order at 11:30 a.m. on Thursday, June 12, 2025, in Council Chambers at City Hall, 1123 W Lake Street, Sandpoint, Idaho.

Roll Call

PRESENT

Cate Huisman
 Erin Billings
 Jennifer Heller (arrived 11:35 a.m.)
 Julie Perchynski (arrived at 11:33 a.m.)
 Molly O'Reilly
 Radley Peterson
 Reid Weber

Also present were staff liaison Brandon Staglund and board clerk Samantha Branscome.

Meeting Minutes Approval

1. The minutes from the Committee's May 8, 2025, meeting were approved as presented.

Motion made by O'Reilly, Seconded by Weber.

Voting Yea: Huisman, Billings, O'Reilly, Peterson, Weber

Public Comments

No members of the public commented.

Chair Huisman reported that the agenda has been amended the day prior in order to add item #4, Discuss and Vote on Recommendations for the Milbrath Multifamily Project, which the Committee had agreed to postpone to this meeting. This item was inadvertently missed when the agenda was posted; therefore, the agenda was amended to ensure it was included. Because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until approved by the Committee. Ms. Perchynski moved to accept the amendment and proceed with the amended agenda, seconded by Mr. Peterson.

Motion made by Perchynski Seconded by Peterson.

Voting Yea: Huisman, Billings, O'Reilly, Peterson, Weber, Perchynski

Old/Unfinished Business

2. Subcommittee Reports

The events subcommittee had no update; the development subcommittee had no update; the MMTMP subcommittee will present during agenda item #7; the intersections subcommittee

plans to bring recommendations as action items to the Committee's next regularly scheduled meeting.

3. Staff Update: Action on Recommendations from Committee

Mr. Staglund notified the Committee that the project formally known as Farmin Flats received recommendations from the Committee via a City staff report and has included many of the Committee's suggestions in their updated plans.

The Committee briefly mentioned the 25 MPH speed limit issue on Highway 2 and staff's plans to discuss this with ITD.

4. Discuss and Vote on Recommendations for the Milbrath Multifamily Project

Committee member Reid Weber recused himself from this discussion.

The Committee agreed to readdress this agenda item at their next regularly scheduled meeting in July.

New Business

5. Discuss Specific Recommendations for Pedestrian & Bike Safety on Trails

The Committee had no comments on this agenda topic.

6. Discuss Committee Request for Direction

After a brief discussion, the Committee decided to present the draft letter to the mayor for review with the goal of clarifying their purpose. Mr. Staglund offered to present on the In Lieu Fee program to provide clarification to the Committee on their role in the program going forward.

7. Discuss MMTP Subcommittee Meeting Notes from February 6, 2025

Due to a clerical error, the Committee agreed to revisit this agenda item after the Subcommittee finds the correct set of notes they would like to present on. Vice Chair Molly O'Reilly suggested adding an action item for July's meeting about adding Complete Streets to the MMTMP.

8. Discuss Downtown Bike Rack Survey

Mr. Staglund presented a bike parking inventory of the downtown core as a potential project for the Committee, noting the potential to make recommendations for the City's upcoming Downtown Parking Plan.

Vice Chair O'Reilly plans to research and find an inventory that has been completed in the past. Ms. Heller agreed to put together a form to aid in taking an inventory. The Committee discussed plans to survey the downtown core for bike parking, and agreed to wait until preliminary research has been completed.

9. Recommended Bicycle Parking at/near the City Downtown Parking Lot

After a brief discussion, the Committee agreed to postpone voting on this item until the downtown bike parking survey has been completed.

10. Vote on Recommendations for the 4th Avenue Sidewalk Project

Chair Huisman suggested that the section of Fourth Avenue from Superior to Pine St. should take first priority, as the current state of this portion is poor. Ms. Billings noted there are steps along the curbing on some portions of Fourth Avenue. The Committee and Mr. Staglund discussed ADA requirements for curbing and ramps. Mr. Peterson stated that Lake St. has some sidewalks in poor shape and is missing sidewalk altogether in some areas. Vice Chair O'Reilly suggested adding curb ramps on both the East and West side of the Fourth Avenue and Pine intersection for safety. Mr. Weber stated that he would like to see access to the Third Avenue Pier incorporated into this sidewalk project.

The Committee agreed to have the Intersection Subcommittee present a bullet point list of recommendations to vote on at the next regularly scheduled meeting.

General Announcements/Comments

No general announcements or comments were made.

Adjourn

With no further business before the committee, the meeting adjourned at 1:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Committee during their meeting on _____, 2025.

Cate Huisman, Board Chair

Attest: Hayley Keys, Deputy City Clerk

MMTMP Subcommittee Meeting Notes, June 26, 2025, Noon in City Hall small conference room

Present: Reid, Molly

Mayor Grimm stopped by and commented that the MMTMP plan needs revising to reflect the comprehensive plan better and that funding constraints mean project priorities need to be better defined. There will be work for PBAC and this subcommittee in this process.

- We engaged with the mayor in an informal conversation about the proposed ordinance to defer the requirement for frontage improvements for short plats and lot line adjustments until building permits are issued. The mayor said the goal is to get more lots suitable for single family dwellings in the city at a cost that a non-developer property owner found affordable. Molly commented that she has two concerns: that removing this requirement would result in more incomplete sidewalks and delayed sidewalks. Her second concern is that the city has no ability to enforce the requirement that sidewalk be constructed with building permits unless a bank requires an occupancy permit as a condition of a mortgage. Molly wondered about the city requiring bonding at the short plat point, and the Mayor felt that was still something challenging for “grandma” who just wanted to divide and sell.

Returning to the MMTMP, Reid and Molly looked over the pedestrian priority network, noting some gaps that seem significant. Molly also recalled that the early Pedestrian Advisory Committee had identified all city sidewalks as high, medium, or low priority. Only a few dead end streets were considered low priority and all others were medium or high.

In the MMTMP, one table shows that all areas of the city (except perhaps north of the airport, which did not show) were within ½ mile of some significant destination, meaning that they were important to pedestrians.

Reid suggested that Baldy Road between Division and Boyer should be added to the pedestrian priority map. Cedar, between Division and Lincoln is also important to pedestrians and has important destinations at both ends.

At the June Committee Meeting, Reid will briefly present the complete streets policy to the committee and then propose that we vote to include language in the MMTMP. It was agreed that if the full PBAC votes that the “Complete Streets Policy” should be added to the MMTMP, then the subcommittee will draft wording for a concise section explaining the meaning of that and bring it back to the full committee for discussion/approval and recommending to City Council.

Wording from the May MMTMP Subcommittee meeting:

The MMTMP subcommittee proposes adding the Complete Streets Policy and the implementing actions it requires as a new item in Section 3, “Vision, Goals, and Objectives”

Notes by Molly

South Fourth Avenue Sidewalk Improvement Project; PBAC Recommendations to staff

The following were suggested at the May PBAC meeting. The Intersection Subcommittee was asked to enumerate them.

ACTION ITEM: Since the Committee does not know how far funding will go, the items should be numbered by the Committee at its June meeting with highest priority #1 in descending order, assuming that they will be implemented roughly in priority order until funding is exhausted.

___ **Begin work at the the north end of S. Fourth Ave,** as this collects pedestrian traffic from a wide area of S. Sandpoint heading downtown. The first block needs work on both sides of S. Fourth Ave.

___ **Add a second ramped and striped crossing at Pine, on the east side.** People are crossing there today and need the protection. The crossing on the West side of that intersection if often fine, but can be dangerous when southbound traffic on N. Fourth, turns left and is looking right. Having more distance in which to see pedestrians is a safety factor.

___ **Rebuild the the intersection with Superior, including curb ramps in both directions. Add a new curb ramp on the W. side of S. Fourth.** The Superior intersection has heavy cut through vehicle traffic. It comes up the hill westbound, jogs left with limited visibility, and zips through westbound. The additional curb ramps, with the existing pair N of the offset intersection, will provide a pair of pedestrian crossings that is outside the unsafe vehicular “zip through”

___ **Improve lighting at Superior intersection.** Superior intersection is poorly lit for pedestrians. Street light is not at intersection and its light is blocked by a tree.

___ **Bring alley crossings up to standard for sidewalk continuity.**

___ **Repair/replace sidewalk in ‘poor’ condition, starting at the north end of S. Fourth Ave.** Focus on both sides of the street through Superior intersection, then focus on west side south of there.

___ **Build ½ block of sidewalk on the S. Side of Pacific to provide access to the Third Ave. Pier.**

PSPR25-0003 Farmin Flats Buildings 1 & 2 Now Downtown Church Street Multifamily)

- Request developer ensure full, well lit, pedestrian access to living units from front sidewalk. For Phase 1 specifically, consider pedestrian access from sidewalk not through the commercial area. Access needs to be and to feel safe day and night.
- Bike parking recommendations: add bike parking to building 1 similar to what is visible in building 2 site plans. Optimal bike parking would be inside the building, first floor, lockable to building, separate from trash space, and easily accessible with an outside entry and inside entry. Recommend offering 1 bike space in these parking areas per living unit (many people without cars have multiple bikes); and, furthermore, ensure that 1 in 5 spaces are extra wide to accommodate e-bikes. Encourage space for lockers or storage in bike parking areas, and wide enough doorway entry/access for ancillaries like panniers, baskets, and bike trailers.

Brewery on North Boyer

- On city's website, 5th document posted is original "N Boyer Building Permit Review." This document has a full paragraph on "Sidewalks" (Page 3, section 5), which spells out Boyer sidewalk requirement and the previous PAC's recommendations for pedestrian access. Since this project seems to be continuing off 2008 approvals and plans, the Bike-Ped Committee would like to see this paragraph implemented and sidewalks built on west side of Boyer now that the project is resuming.

PSPR24-0003 Boyer Meadows Industrial Park

- Recommend inclusion of bike parking in plans, as this site plan seems to have total parking capacity of more than 20 cars.

PSPR24-0001 Milbrath Multi-Family *(currently in re-design process?)*

- Ensure robust buffer to bike path from shared driveway, with a paved walk/bike entry to/from the bike path from each unit and the driveway.
- It appears trash area is located adjacent to Dover public pathway. It needs to be moved or well-buffered.
- Need to show doorway connections to frontage street sidewalks -- each unit in building 3 only has driveway and pathway access. Make the latter access robust and direct.
- Sidewalk at south end of Florence connects directly to curb and looks to be a snow storage issue (which will turn into a bike path access issue in certain seasons). Redesign recommended. (Pp. 9, 10)
- Minimize driveway width on Florence for traffic calming.
- Add amber LED lights at intersections for better visibility, reduced glare, and Dark Sky compliance.

GN Commerce Subdivision - 1266 Woodland Dr

- Require curb ramps in both directions at south side of corner of Woodland and new N/S road.
- Require curb ramps in both directions at two internal T intersections, with the ability to cross the N/S and E/W streets with ramps at the corner and across the street without a corner.
- Provide a minimum 6' wide pedestrian/bicycle connection to the new trunk roadway in the phase two subdivision between lots 6 and 7 in phase 1 and proposed lots 20-21 in phase two, or a nearby couplet.
- Require a 5' planting strip/snow storage between roadway and sidewalk.
- After construction on any lot, which will include driveway cut, ensure sidewalk still meets all city

standards and require repair if not.

- Require buildings have direct connections to sidewalks, not in driveways.
- Require bicycle parking at each building, convenient to main entrance (or inside for employees) not allowing parked bikes to intrude on pedestrian access.

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

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

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

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

E. Administration:

1. Except as provided otherwise in this chapter:

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

F. Permit for Sidewalk Construction Required:

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

G. Modifications:

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

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

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