



## **PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES**

**August 14, 2025 at 11:30 AM**

**White Pine Conference Room at City Hall - 1123 W. Lake St. Sandpoint, Idaho**

---

### **Call to Order**

Chair Cate Huisman called the meeting of the Sandpoint Pedestrian and Bicycle Advisory Committee to order at 11:30 a.m. on Thursday, August 14, 2025, in White Pine Conference Room at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

### **Roll Call**

#### **PRESENT**

Cate Huisman, Chair  
Molly O'Reilly, Vice Chair  
Erin Billings  
Jennifer Heller (arrived 11:57 a.m.)  
Julie Perchynski  
Reid Weber (arrived at 11:33 a.m.)  
Katie Stepleton  
Sally Lankamer

#### **ABSENT**

Radley Peterson

Also present were staff liaison Brandon Staglund, along with Associate Planner Erik Brubaker, and Deputy City Clerk Hayley Keys, serving as board clerk. Council liaison Deb Ruehle was absent.

### **Meeting Minutes Approval**

1. The minutes from the Committee's June 12, 2025, meeting were approved as presented.  
Motion made by O'Reilly, Seconded by Billings.  
Voting Yea: Huisman, O'Reilly, Billings, Perchynski, Stepleton, Lankamer
2. The minutes from the Committee's July 10, 2025, meeting were approved as presented.  
Motion made by Billings, Seconded by O'Reilly  
Voting Yea: Huisman, O'Reilly, Billings, Perchynski, Stepleton, Lankamer

Following approval of the minutes, Mr. Staglund announced that this would be his final meeting with the Committee and introduced Mr. Brubaker as the new staff liaison. Before proceeding to Old/Unfinished Business, Ms. Stepleton and Ms. Lankamer each introduced themselves to the Committee.

### **Old/Unfinished Business**

3. Subcommittee Reports

The development subcommittee had no update; the MMTMP subcommittee had no update; the intersections subcommittee will present updates during agenda item #6; the

events subcommittee provided updates on potential open houses in the future in coordination with the Public Works Department.

4. Division Avenue Corridor Improvements, Phase 2 Presentation

Following a brief presentation from Mr. Staglund, questions were fielded by both Mr. Staglund and Mr. Brubaker. The Committee members agreed to bring forward recommendations for the project at the next regularly scheduled meeting.

5. Discussion on the Downtown Bike Parking Survey

Committee members handed in the packets provided at the previous meeting to Jennifer Heller. Ms. Heller will organize and compile information collected on Commercial A district bike racks and will turn over information to Mr. Brubaker before the Committee's next regularly scheduled meeting, where they will discuss the data.

6. Recommendation of Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program

Mr. Staglund provided a presentation and information for the Committee as to why this program is being brought to the attention of the Committee, which was a request by the Sandpoint Planning and Zoning Commission for the Committee's review and recommendation to the Commission to inform the Commission's ultimate recommendation to City Council. Following the presentation, the Committee decided to table and revisit this matter during their next regularly scheduled meeting.

## **New Business**

7. Subcommittee Assignments for New Committee Members

After a brief explanation of each subcommittee functions for the new Committee members, the following subcommittees were formed:

Intersection Subcommittee:

Ms. Perchynski, Ms. O'Reilly, Ms. Heller, Ms. Lankamer

MMTTP Subcommittee:

Mr. Weber, Mr. Peterson, Ms. O'Reilly, Ms. Stepleton

Events Subcommittee:

Ms. Billings, Ms. Huisman, Ms. Lankamer

Development Subcommittee:

Ms. Heller, Ms. O'Reilly, Ms. Stepleton

## **General Announcements/Comments**

Mr. Staglund announced that during the next regularly scheduled meeting, City Planner Bill Dean will provide a presentation on exactions in subdivision review process.

**Adjourn**

With no further business before the Committee, the meeting adjourned at 12:50 p.m.

These minutes, prepared by the board clerk, were approved by the Committee during their meeting on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Molly O'Reilly, Board Vice Chair

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