



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 23, 2026

MEETING DATE: August 5, 2026

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director, Corey Coon, Police Chief

SUBJECT: Ordinance Amending Title 6 Parking Regulations to Implement the City's Parking Management Program

DESCRIPTION/BACKGROUND:

The City of Sandpoint is implementing a parking management program intended to improve turnover, increase availability in high-demand parking areas, provide affordable parking options for residents and downtown employees, and generate revenue for the maintenance, operation, and improvement of public parking facilities.

The City's existing parking regulations were written around a prior parking management model, under which the downtown parking system consisted primarily of nonmetered two-hour, three-hour, and four-hour curbside parking, along with several 24-hour free parking lots. Since adoption of those provisions, the City has moved toward a more comprehensive parking management system that includes metered and paid parking areas, digital permits, license plate-based parking sessions, mobile payment, parking kiosks, boat launch parking rules, and different permit privileges for different user groups.

The existing code language no longer fully reflects the parking program now being implemented. In particular, Chapter 6-2 is currently titled "Nonmetered Parking Regulations" and refers to the "downtown limited parking zone" as a nonmetered area. The current code also identifies three "free city parking lots," including the downtown City lot on Third Avenue and the Sand Creek lot off Bridge Street. Those lots are now part of the City's paid parking program. The ITD lots west of Fifth Avenue are not City-owned and should not be described in City Code as "city parking lots."

The existing code also does not clearly define the City's two-hour, three-hour, and four-hour parking zones or explain that the applicable time limit applies throughout the designated zone rather than to an individual parking space. Clear zone definitions are necessary to establish that moving a vehicle from one space to another within the same zone does not restart or extend the applicable time limit.

The proposed ordinance is intended to make the minimum necessary code amendments to ensure the City's parking regulations are consistent with the new parking program and can be administered through Council resolution, posted signage, parking kiosks, mobile payment systems, and permit records.

SUMMARY OF PROPOSED AMENDMENTS

The ordinance makes three primary categories of amendments:

1. Amendments to Section 6-1-4-1, Prohibited Parking

Section 6-1-4-1 currently contains several references to the “downtown limited parking zone” and describes downtown parking as consisting of two-hour, three-hour, and four-hour street parking and a twenty-four-hour limit within City parking lots.

The proposed amendments update this language to refer more generally to “regulated parking areas” established by City Council resolution. This allows the City to regulate both metered and nonmetered parking areas, including streets, parking lots, boat launch areas, and other public parking facilities.

The proposed amendments also remove outdated references to a fixed twenty-four-hour limit in City parking lots and instead state that public streets and public parking lots are subject to the time limits, payment requirements, permit requirements, and other parking regulations established by Council resolution and posted by official signage or other official notice.

The truck and trailer parking restriction is also updated to apply within regulated parking areas established by Council resolution, rather than relying on the older “downtown limited parking zone” terminology.

2. Amendments to Section 6-1-4-2, Compliance with Parking Regulations

Section 6-1-4-2 already provides useful authority for the City to require compliance with parking signs, pavement markings, and other parking restrictions. It also authorizes City Council to establish the location, duration, terms, and conditions of specially regulated parking areas by resolution.

The proposed amendment retains that structure but clarifies that drivers and vehicle owners must also comply with payment requirements, permit requirements, pay station instructions, pavement markings, and other official notices. This change ensures that violations of paid parking, kiosk check-in requirements, mobile payment requirements, and permit-based restrictions are enforceable under the same general compliance framework as other parking restrictions.

3. Renaming and Amendments to Chapter 6-2, Nonmetered Parking Regulations

Chapter 6-2 is proposed to be retitled from “Nonmetered Parking Regulations” to “Public Parking Regulations.” This broader title reflects the City’s updated parking program, which includes both metered and nonmetered parking areas.

The proposed amendments to this chapter include updated definitions for “metered parking area,” “nonmetered parking area,” “parking permit,” and “regulated parking area.” These definitions are intended to make clear that the City may regulate parking through multiple methods, including time limits, paid parking, permits, license plate entry, mobile payment, pay stations, and official posted signage.

The amended definitions section also establishes definitions for a “parking zone,” “2-hour parking zone,” “3-hour parking zone,” and “4-hour parking zone.” These definitions clarify that each time-limited parking zone may include one or more streets, block faces, or portions thereof that are subject to a common parking time limit.

The definitions further clarify that the applicable two-hour, three-hour, or four-hour time limit applies to the vehicle’s total parking time within the zone as a whole. Moving a vehicle from one parking space to another within the same zone does not restart or extend the applicable time limit unless otherwise expressly authorized.

This zone-based framework reflects how the City’s time-limited curbside parking areas are intended to function and prevents a driver from avoiding a posted time limit merely by moving to another space within the same designated zone.

The amended chapter authorizes City Council to establish and amend, by resolution, the locations, boundaries, hours, rates, time limits, permit privileges, exemptions, and other regulations applicable to regulated parking areas and parking zones. This preserves Council control over parking policy while allowing operational details to be adjusted by resolution rather than requiring a code amendment each time a rate, location, permit type, zone boundary, or time limit changes.

The chapter also modernizes enforcement language by allowing parking to be monitored and enforced by marking, electronic recording, payment records, permit records, license plate entry, pay station records, mobile payment records, digital enforcement systems, photographs, or other lawful methods.

KEY POLICY EFFECTS

The proposed ordinance does not itself establish parking rates, create new permit fees, or designate specific paid parking locations or time-limited zone boundaries. Those details will continue to be established by City Council resolution and communicated through posted signage, pay station instructions, permit materials, and other official notices.

The ordinance instead provides the code authority necessary to support the parking management program already adopted and being implemented. Specifically, the amendments:

- A. Replace outdated “nonmetered parking” terminology with a broader regulated parking framework;
- B. Establish clear definitions for 2-hour, 3-hour, and 4-hour parking zones;
- C. Clarify that time limits apply across each designated parking zone as a whole and are not restarted by moving a vehicle to another space within the same zone;
- D. Preserve the City’s ability to enforce nonmetered three-hour and four-hour curbside parking areas;
- E. Provide authority for metered and paid parking areas, including kiosks, mobile payment, and license plate-based parking sessions;
- F. Remove outdated references to the Third Avenue City lot and Sand Creek lot as free twenty-four-hour parking lots;
- G. Avoid describing the ITD-owned lots west of Fifth Avenue as City parking lots;
- H. Allow Council to establish rates, time limits, parking-zone boundaries, permit privileges, and enforcement parameters by resolution;
- I. Clarify that permit violations, payment violations, overparking, zone-wide time-limit violations, and violations of posted parking restrictions are enforceable;
- J. Modernize notice and recordkeeping provisions to allow electronic records, photographs, payment records, permit records, and other digital enforcement tools; and
- K. Maintain registered owner responsibility for parking violations.

Because the ordinance primarily updates enforcement and implementation authority rather than changing the adopted parking policy itself, staff recommends communicating the amendments as a code cleanup necessary to align City Code with the parking management program already approved by Council.

STAFF RECOMMENDATION:

Staff recommends that City Council approve the ordinance amending Sections 6-1-4-1, 6-1-4-2 and Chapter 6-2. The amendments are necessary to modernize the City’s parking regulations, remove outdated references to free City parking lots and the nonmetered downtown limited parking zone, define the City’s two-hour, three-hour, and four-hour parking zones, clarify that posted time limits apply throughout each zone, and provide clear authority for the City’s current parking management program.

RECOMMENDED MOTION

I move to approve the ordinance amending Sandpoint City Code Sections 6-1-4-1, 6-1-4-2, and Chapter 6-2, to update the City’s parking regulations, define two-hour, three-hour, and four-hour parking zones, and authorize implementation and enforcement of regulated public parking areas as established by City Council resolution and official posted signage.

WILL THERE BE ANY FINANCIAL IMPACT? N

HAS THIS ITEM BEEN BUDGETED? N

ATTACHMENTS:

Sandpoint City Code Title 6, Chapters 1 and 2, with amendments

