

Parking Committee Remaining Meeting Schedule

To the Mayor and City Clerk | Proposed work program through December 2026

From Jason Welker, Community Planning and Development Director | October 26, 2026

I recommend organizing the remaining meetings around specific policy decisions, with a preferred recommendation on annual daytime permits on October 30 and approval of the committee's final recommendations on December 18. The schedule below covers the remaining parking issues and incorporates repeat visits, turnover, availability, customer experience, workforce access, and financial hardship into the decisions they inform.

Proposed meeting dates

The regular every-other-Friday dates beginning October 30 would be October 30, November 13, November 27, December 11, and December 25. November 9 is a Monday. To avoid the day after Thanksgiving and Christmas Day, I propose November 20 as an additional meeting after November 13, followed by December 4 and 18. These adjusted dates require confirmation by the Mayor, clerk, and members; they are proposed dates, not scheduled meetings.

Date	Primary business	Intended result
October 30	Annual daytime permits and off-street hourly payment options	Permit recommendation for November 18 Council consideration; direction on hourly options
November 13	Street time limits and on-street permits	Recommendations on zones, repeat visits, workforce and residential access
November 20	Waterfront parking and boating fees	Recommendations on marina permits, launch charges, and trailer parking
December 4	Development parking rules and program operations	Recommendations on code issues, hourly pricing, and customer experience
December 18	Final recommendations and implementation	Approve final report, monitoring measures, and transition priorities

October 30 Annual permits and hourly parking

1. **Recommendation on annual daytime off-street parking permits:** ACTION ITEM, 40 minutes. Consider the three alternatives, select the committee's preferred recommendation, and transmit the alternatives to Council for November 18. Address City eligibility and distribution, paid permit pricing and access for workers outside the County, activation, and enforcement. Consider the separate conditional extension of 2026 annual daytime permits through February 28, 2027 if Council defers its decision.
2. **Off-street hourly rates and payment increments:** DISCUSSION, 30 minutes. Compare the current \$3 hourly rate plus fees and one-hour purchase increments with 10- or 15-minute increments. Discuss minimum purchases, rounding, transaction fees, extending a session, and the cost of short repeat visits. Identify specific options for IPS to price and confirm before a December 4 recommendation.
3. **Remaining work program:** ACTION ITEM, 5 minutes. Confirm priorities and proposed meeting dates.
4. **Public Comment:** 10 minutes

Staff preparation: annual permit alternatives and motions; current lot rates and fees; initial IPS capabilities; and the revised work schedule.

November 13 Street parking and permit access

1. **Street time limits and geographic boundaries:** DISCUSSION AND POSSIBLE RECOMMENDATION, 40 minutes. Review a map of the two-, three-, and four-hour zones and available occupancy information. Consider whether boundaries and hours serve customer turnover and convenient access. Define repeat-visit rules, movement between spaces or zones, and how residents understand when they may return. Consider whether parts of the four-hour zone should become free all-day parking for employees and other long-stay users, including possible spillover into adjacent neighborhoods.
2. **On-street permits and paid extensions:** DISCUSSION AND POSSIBLE RECOMMENDATION, 40 minutes. Review the \$40 monthly 24-hour street-and-lot permit, its three- and four-hour zone privileges, and whether pricing and locations fit downtown residents without off-street parking. Consider whether a separate residential permit is warranted. Evaluate an all-day two-hour-zone permit against the objective of customer turnover. Consider whether to offer paid additional time in the two-hour zone and whether kiosks, text-to-pay, or an app provide the best access and enforcement approach.
3. **Public Comment:** 10 minutes

Staff preparation: zone and curb-use maps; occupancy and enforcement summaries; current permit rules and sales; snow-removal constraints; and examples of the resident, employee, and repeat-customer situations being evaluated.

Intended result: recommendations on zone changes and permit access, with any remaining technology or pricing questions assigned for December 4.

November 20 Waterfront permits and boat launch fees

1. **Marina slipholder parking:** DISCUSSION AND POSSIBLE RECOMMENDATION, 30 minutes. Review the \$100 multiday waterfront permit, who qualifies, and how it relates to daytime permits and overnight restrictions. Consider retaining or reducing the fee, eliminating the separate paid permit, or issuing a low-cost or included overnight-parking decal to City slip lessees. Specify whether any alternative would also serve other marina users and where multiday parking would be allowed.
2. **Boat launch and trailer parking charges:** DISCUSSION AND POSSIBLE RECOMMENDATION, 40 minutes. Review why launch fees were introduced, current annual and daily charges, and the distinction between launching and parking. Compare City Beach and War Memorial Field as options for boaters. Consider a simpler vehicle-and-trailer authorization, including one trailer permit without a separate towing-vehicle permit, and how enforcement would recognize it. Balance affordability for City taxpayers with preserving City Beach parking for beachgoers and collecting maintenance contributions from visitors.
3. **Waterfront access and enforcement:** DISCUSSION AND POSSIBLE RECOMMENDATION, 10 minutes. Address launch-only visits, trailer-space occupancy, overnight stays, and clear public instructions.
4. **Public Comment:** 10 minutes

Staff preparation: current fee and eligibility matrix; marina lease terms; launch and parking maps; enforcement experience; and confirmation of any grant-related conditions affecting proposed fee changes.

Intended result: one coordinated waterfront recommendation for Council.

December 4 Development parking rules and operations

1. **Downtown development parking requirements:** STAFF BRIEFING AND POSSIBLE RECOMMENDATION, 35 minutes. Explain the parking-exempt zone under Sandpoint City Code Chapter 9-5: geographic boundaries; eligible uses and projects; changes to residential parking requirements adopted last year; and treatment of previously approved projects. Explain in-lieu fees, alternative compliance methods, approval responsibilities, and authorized uses of fee revenue. Consider whether to recommend further review or specific changes, with any code amendment following the applicable City process.
2. **Hourly pricing and payment methods:** DISCUSSION AND POSSIBLE RECOMMENDATION, 30 minutes. Return with the IPS response requested October 30. Recommend purchase increments, minimum charges, treatment of transaction fees, and payment methods. Resolve remaining questions from November 13 about paid street extensions or kiosks. Make the relationship between rates, enforcement hours, and permit privileges clear.
3. **Customer experience and implementation:** DISCUSSION AND POSSIBLE RECOMMENDATION, 15 minutes. Review signs, maps, instructions, and communications for first-time and repeat users. Address options for users without smartphones, accessibility, payment-system outages, plate-entry errors, warnings and citation review. Identify staffing, vendor, and implementation constraints that Council should understand. Confirm how adopted annual permit changes or any interim extension will be communicated.
4. **Public Comment:** 10 minutes

Staff preparation: current adopted code and amendment history; a factual in-lieu fee explanation; written IPS feasibility and fee information; and representative signs and customer issues.

Intended result: close substantive recommendations and direct preparation of the final report. Consider code-change recommendations separately from operational changes so longer-term work does not delay achievable improvements.

December 18 Final report and completion of work

1. **Final recommendations to Council:** ACTION ITEM, 55 minutes. Review and approve a consolidated report recording the annual permit recommendation and any Council action already taken; street zones and permits; hourly rates and payment increments; waterfront fees and permits; development-code recommendations; and customer-service improvements. Resolve outstanding decisions and identify any matter requiring future study rather than leaving the committee's work open-ended.
2. **Implementation and monitoring:** ACTION ITEM, 20 minutes. Recommend priorities, responsible staff or departments, vendor dependencies, and realistic effective dates. Establish a 2027 staff reporting framework addressing occupancy and availability by location and season, turnover and repeat visits, permit use, revenue and operating costs, enforcement workload, and customer complaints. Recommend a summer 2027 evaluation rather than making peak-season conclusions solely from winter observations.
3. **Completion of committee work:** ACTION ITEM, 5 minutes. Approve transmittal of the final recommendations and recommend completion of the committee's assignment, subject to the Mayor's direction. Identify any follow-up reporting to Council that staff can handle without extending the committee into 2027.
4. **Public Comment:** 10 minutes