



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 30, 2025

MEETING DATE: Mat 7, 2025

TO: Mayor Grimm, members of the City Council

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Presentation/Discussion: Draft Parking Management Plan

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 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). On April 15th the updated Draft Parking Management Plan was brought back to the P&Z Commission, where the commissioners provided feedback and suggested changes to the plan in preparation for this initial presentation to City Council.

The plan proposal has changed significantly since the early January draft last presented to the PZ Commission. Following the April 15th P&Z meeting, several additional changes have been incorporated into the draft plan. Below is an executive summary of the plan's various components and changes that have been implemented based on community engagement and meetings with various commissions:

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 utilization 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. Additionally, based on feedback at the April 15th P&Z meeting, limited paid parking at curbside street stalls currently experiencing the highest levels of occupancy is being proposed. While hourly parking fees are proposed at all lots and some street stalls, several parking pass options are proposed to allow Sandpoint and area residents to avoid the hourly rates non-passholders will pay. Parking pass options include:
 - Sandpoint taxpayer parking passes
 - Non-City taxpayer parking passes
 - Downtown business employee passes
 - Downtown resident passes
 - Marina slip holder passes

2. **Limited reintroduction 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 draft plan includes a proposal to restore 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. Additionally, the plan proposes expanding commercial parking exempt zone to include commercially zoned properties along Superior Street and First Avenue that are not currently within the parking exempt zone.

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 parking management plan
- **May 6th:** Title 9, Chapter 5, "Off-street parking requirements" ordinance review and feedback on proposed amendments.
- **May 7th:** Presentation of draft Parking Management Plan to Sandpoint City Council for feedback and deliberation.
- **May 7th – June:** Staff implements CC feedback into final draft of plan.
- **May 26th:** Public notice of a hearing at June 17th PZC meeting on ordinance amending Title 9, Chapter 5.
- **June 17th:** Public hearing at PZC meeting on ordinance amending Title 9, Chapter 5.
- **June 18th:** City Council considers final Parking Management Plan for adoption.
- **July 16th:** Public hearing at CC meeting on ordinance amending Title 9, Chapter 5.
- **July – September:** 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 feedback from City Council on both the draft parking management plan and proposed parking pass fees. Staff will implement council feedback into a final draft to bring to the Council for consideration at the second meeting in June.

ACTION:

No council 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.