

SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 04 / 23 / 2024

Date of meeting 05 / 01 / 2024

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Heather Upton, Arts and Historic Preservation Officer

Address: 1123 Lake Street Sandpoint, ID 83864

Phone number and email address: 208-946-2705, hupton@sandpointidaho.gov

Authorized by: Jason Welker, CPD Director

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

*Subject: City Code Updates for Pedestrian and Bicycle Advisory Committee

Summary of what is being requested: The City of Sandpoint is re-activating the Pedestrian and Bicycle Advisory Committee. City staff is bringing forth recommended changes to the Committee's current code, Title 2, Chapter 6.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

City Council, City Staff and future members of the Pedestrian and Bicycle Advisory Committee

3. Is there a need for a general public information or public involvement plan? Yes or No

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? Yes or No ☐ Yes ☒ No

Additional funds needed? Yes or No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? Yes or No

☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

*City Staff, please check one box: Consent ☐ Old Business ☐ New Business ☐ Other/Unknown ☒

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 4/23/2024

TO: MAYOR AND CITY COUNCIL

FROM: Heather Upton

SUBJECT: City Code Updates for the Pedestrian and Bicycle Advisory Committee

DESCRIPTION/BACKGROUND:

On January 30th, 2024, it was announced at Council that Mayor Grimm was opening the Pedestrian and Bicycle Advisory Committee and was inviting citizens to apply. The current Pedestrian and Bicycle Committee Code, Title 2, Chapter 6, was established in 2010 and updated in 2011. It is in need of updating to help support the goals and objectives from the Multi-Modal Transportation Plan and other planning initiatives.

STAFF RECOMMENDATION:

Consider adopting the suggested draft Code Changes for Title 2, Chapter 6, provided by staff.

ACTION:

Staff asks City Council to approve the proposed changes to City Code Title 2, Chapter 6.

WILL THERE BE ANY FINANCIAL IMPACT? No **HAS THIS ITEM BEEN BUDGETED?** N/A

ATTACHMENTS:

1. Proposed Ordinance and Summary

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 6, PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: Following a suspension several years ago in the convening of many of the City's citizen advisory boards, Mayor Grimm has reactivated these committees and commissions, including the Pedestrian and Bicycle Advisory Committee;

WHEREAS: This committee was established at the end of 2010, combining the former separate Pedestrian and Bicycle Advisory Committees, and began meeting in 2011; and

WHEREAS: With the reactivation of this committee, it is an opportune time for review and some updates to the City Code section encompassing the committee's purpose, organization and duties.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – AMENDMENT TO CITY CODE TITLE 2, CHAPTER 6:

Sandpoint City Code Title 2, Chapter 6, PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE:

2-6-1: ESTABLISHMENT AND TITLE:

There is hereby established and created a committee to be known as the Sandpoint pedestrian and bicycle advisory committee (hereinafter "committee").

2-6-2: STATEMENT OF PURPOSE:

It is the purpose of the committee to advise the mayor, city council, and planning and zoning commission on pedestrian and bicycle issues throughout and in the vicinity of the city of Sandpoint; to make recommendations regarding pedestrian and bicycle transportation (and ways to encourage such transportation); to provide suggestions and information on location of and methods to establish walkways and bikeways; to provide suggestions that will increase the safety of all transportation modalities; and to assist with community education regarding pedestrian and bicycle issues.

2-6-3: ORGANIZATION:

A. Members: The committee shall consist of no fewer than five (5) and no more than nine (9) voting members of the committee, up to one of whom may be a non-resident of Sandpoint, to be appointed by the mayor and confirmed by the city council. The committee shall strive to include at least one member who is disabled or who cannot otherwise operate a motorized vehicle for transportation. Members must be supporters of a strong walking and bicycling transportation system within and outside the city. Ex officio members may include a council member and the chairpersons of any similar committees established by Bonner County or neighboring municipalities, as well as a Sandpoint city staff member designated by the mayor to serve as a staff

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liaison, providing expertise and/or knowledge regarding relevant city projects and challenges related to walking and bicycling in Sandpoint, and an additional city staff member designated to serve as committee clerk. Ex officio members shall hold office corresponding with their respective tenures in elected office or regular committee or city administrative positions and may be removed and replaced by the mayor.

B. Committee Terms and Vacancies: Each member of the committee shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Initial appointments to the committee shall be made as follows: one or two (2) 1-year terms; one or two (2) 2-year terms; and one or two (2) 3-year terms. All additional appointments shall be made at the discretion of the mayor (evenly staggered if there are fewer members). Committee members may be reappointed to serve an additional term, with a limit of two (2) full 3-year terms. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed. The mayor shall fill any vacancies with new members to be confirmed by the city council.

C. Quorum: A majority of the appointed members of the committee shall constitute a quorum and conduct any business at any committee meeting.

D. Removal Of Members: Any member of the committee may be removed with or without cause by the mayor with the consent of the city council.

E. Nonpolitical/No Compensation: The members of the committee shall be selected without regard to political affiliations and shall serve without compensation.

F. Organization: At the first meeting of each fiscal year or as soon thereafter as practicable, the members of the committee shall meet and organize to elect a chairperson, vice chairperson, and fill such other offices as determined necessary. The chairperson shall preside at meetings of the committee. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. ~~The committee shall also elect a secretary from within its membership, who shall be responsible for meeting minutes.~~

~~G. Committee Terms: Each member of the committee shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed.~~

~~—1. Initial appointments to the committee shall be made as follows: one or two (2) one-year terms; two (2) 2-year terms; and two (2) or three (3) 3-year terms. All additional appointments shall be made at the discretion of the mayor (evenly staggered if there are fewer members). Committee members may be reappointed to serve additional terms.~~

~~—2. The ex officio members of the committee shall hold office corresponding with their respective tenures regular committee or city administrative positions and may be removed and replaced by the mayor.~~

2-6-4: DUTIES:

The committee shall:

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A. Hold meetings at least four (4) times per year, governed by the Idaho Open Meetings Law and the city's adopted parliamentary procedure and Rules of Civility and Decorum at Public Meetings.

B. ~~Help update the master plan for bike trails within and in the vicinity of the city~~Assist and consult in the creation of and/or updates to the city's master plans, including but not limited to the Multimodal Transportation Master Plan.

C. Discuss and provide advice ~~regarding in regard to~~ bicycle and pedestrian infrastructure city-wide, including on development applications.

D. Study pedestrian walkway, multiuse path, and bike lane locations and conditions and advise regarding necessary improvements.

E. Study effectiveness of bike and pedestrian friendly treatments used in other communities and suggest how they may be applied in Sandpoint.

F. ~~Advise~~Work and coordinate with other city committees, as requested and appropriate, including the ADA Advisory Committee, regarding ~~on~~ Americans with ~~d~~Disabilities ~~a~~Act requirements for public access and components of the transportation system and its extensions or addition.

G. Advise on programs to improve public awareness of and participation in nonmotorized transportation.

H. Advise in establishing city pedestrian and bicycle policies.

I. Establish, promote or support at least one event each year within the city which promotes bicycle use, pedestrian activity, sidewalks, pathways, or safety for nonmotorized transportation.

J. ~~When committee projects are applicable, work in conjunction with other city committees, including the planning and zoning commission and parks and recreation commission.~~Facilitate community outreach through engagement efforts to raise awareness about efforts to improve pedestrian and bicycle infrastructure and gather input from residents on potential solutions as directed by the Mayor or City Council.

K. Make requests for funding for pedestrian and bicycle-focused studies or analysis to inform City policy and actions.

ORDINANCE SECTION 2 - REPEAL AND SEVERABILITY:

A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.

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- B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 3 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO,
AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____.

Jeremy Grimm, Mayor

Attest: _____
Melissa Ward, City Clerk

SUMMARY OF CITY OF SANDPOINT
ORDINANCE NO. ____
Pedestrian and Bicycle Advisory Committee

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 2, CHAPTER 6, PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. ____.

Ordinance Section 1 amends Sandpoint City Code Title 2, Chapter 6, to update the provisions related to the organization of the committee, including residency requirements for members and provisions for the appointment of city staff to serve in a support role to the committee; consolidate under one subsection the requirements for the terms of those serving on the committee and the filling of vacancies, and add a provision for term limits; and provide updates to the stated duties of the committee.

Ordinance Sections 2 and 3 provide for repeal and severability, publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____, 2024. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Published once in the Legals section of the Bonner County Daily Bee on _____, 2024.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council on May 1, 2024, proposing to amend Sandpoint City Code Title 2, Chapter 6, and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.

A handwritten signature in black ink, appearing to read "Zach Jones", written in a cursive style.

Zachary Jones
City of Sandpoint Legal Advisor