

CITY OF SANDPOINT

Parking Committee

Kickoff, Orientation & 2026 Work Program

*City of Sandpoint, Idaho
October 2, 2026*

7:30 AM



1123 Lake Street, City Council Chambers, Sandpoint, Idaho 83864

Welcome and Introduction

Thank you for agreeing to serve on the Sandpoint Parking Committee! I know everyone has busy lives, businesses, families, and other commitments, and I genuinely appreciate you giving your time to the City and to this process.

The Committee is an official citizen advisory body established by Sandpoint City Code. Its role is to study parking issues, receive public input, evaluate available information and provide recommendations to the Mayor and City Council.

The current five-member Committee includes City and Bonner County residents, including representation from the downtown business community. This mix is useful because Sandpoint parking serves several different users: Sandpoint residents, downtown businesses and employees, county residents, and tourists.

Parking sounds like a fairly simple subject until you start getting into it. It affects a variety of users—and those different users don't always need the same thing from the parking system. That is one of the reasons I wanted a committee made up of people with different backgrounds and perspectives.

There are two primary goals for you as you approach this work. First, I want you to understand how the system works. So, look at the data, identify where we have real problems, and then ask what makes sense for Sandpoint. That includes questions about availability and turnover downtown, employee parking, permits, affordability, City Beach and the boat launch, technology, enforcement, and how much of the cost of managing and maintaining these assets should be borne by users versus City taxpayers.

You'll see that the itinerary is intentionally sequenced. Today is primarily Parking 101—history, data and enforcement. I hope we can begin by ensuring that everyone is starting from the same factual foundation. From there, each meeting tackles a specific part of the system, with the goal of having a coherent set of recommendations ready for Council before 2027.

I also want to emphasize that this packet including important attachments (**Downtown Parking Map, 2022 Parking Study & the adopted 2025 Parking Policy**) isn't intended to be the only information the committee needs. Throughout the next three months, staff will be available to provide supplemental information to assist you with your analysis, work and discussions.

Ultimately, your role is advisory. You will give the Council a thoughtful record of what you looked at, what you heard from the public, what alternatives you considered, and why you arrived at your recommendations.

Thank you again for stepping up and being willing to do this. I really appreciate it, and I'm looking forward to seeing where your work takes us!

Sincerely,



Jeremy Grimm

Mayor, Sandpoint

Committee Purpose and Responsibilities Per Sandpoint Code

SCC Chapter 2, Article 8 establishes the Parking Committee and describes its advisory purpose and duties. The Committee is expected to consider priorities identified by the Mayor and City Council, consider financial and merchant impacts, provide a forum for public dialogue, help establish facts and community views, broaden citizen participation, and recommend policies affecting the downtown parking system.

Advisory role The Committee does not set parking policy. Its value is in developing a factual record, openly considering competing needs, and delivering clear recommendations that the Mayor and Council can act upon.

Legal and Administrative Background

Idaho Open Meetings Law

At this meeting, City Attorney **Zach Jones** with Lake City Law will provide you with an overview of the legal constraints and requirements of your position and how committees operate. Because the Parking Committee is an official City committee, its meetings are subject to the Idaho Open Meetings Law, Idaho Code §§ 74-201 through 74-208. Deliberation and formation of recommendations should occur in properly noticed public meetings.

Email and Communications

Email is appropriate for scheduling, receiving packets, transmitting factual information, asking individual staff questions and requesting future agenda items. Members should avoid using email, text messages or group chats to conduct Committee deliberations outside a noticed meeting, including a chain of communications that effectively becomes a group discussion among a quorum.

Current Status of Parking & Scope of the Committee's Assignment

The existing parking program at City Beach and designated City parking lots remains in place. This includes City and Bonner County permits, paid kiosks at applicable off-street locations, City Beach parking requirements, the boat-launch permit system and associated enforcement. Council has not directed the Committee to dismantle or comprehensively reopen this portion of the program.

The Committee may recommend targeted improvements where experience identifies a specific issue, including permit administration, hardship accommodations, special events, commercial boat-launch activity or the use of additional parking assets. Revenue from City Beach and City lots should also be understood in the context of asset management: user revenue can offset a portion of operating, enforcement, maintenance and capital costs that otherwise fall on City taxpayers.

The principal area requiring additional evaluation is the downtown on-street system (see attached Parking Area map, 2022 Parking Study and the 2025 Parking Management Plan adopted by the City Council). The on-street kiosks that were temporarily deployed downtown have been removed. The regulated area is presently

posted as two-hour parking with “No Check-In Required.” A driver may park for up to two hours without an app or text check-in, and may purchase additional time through the posted text option or Park Smarter application. On-street two-hour restrictions are enforced approximately 8:00 a.m. to 5:00 p.m., Monday through Saturday, on the applicable portions of First Avenue, Second Avenue, Church Street and Cedar Street. Outside the enforcement period, on-street time restrictions are not enforced (See Map).

Meeting Format

The Committee will generally meet every two weeks on Friday mornings at 7:30 a.m. at Sandpoint City Hall. Meetings are expected to last approximately 60 to 90 minutes, with approximately 10 minutes reserved for public comment **near the conclusion of each meeting.**

- Call to order and approval of minutes
- Staff/background presentation
- Committee questions and factual discussion
- Committee deliberation on the scheduled policy topic
- Identification of additional information needed
- Public comment
- Identification of additional agenda items

The goal is to complete the Committee’s initial work by mid-December 2026 so recommendations can be presented to City Council for consideration before the 2027 parking season.

2026 Committee Work Program

Meeting	Primary Focus	Intended Result
Oct. 2	Parking 101: history, data & enforcement	Common factual foundation; no major policy decision.
Oct. 16	Permits, passes & enforcement	Direction on permit format and employee eligibility.
Oct. 30	Downtown two-hour rule & turnover	Preferred approach to repeat visits, turnover and longer-duration access.
Nov. 13	Affordability & workforce access	Hardship standards and employee permit recommendations.
Nov. 20	City Beach, events & boat launch	Repeatable event policy and commercial/special launch recommendations.
Dec. 4	Technology & expansion areas	Kiosk, Gateway lot and Gunning’s Alley recommendations.
Dec. 11	Final recommendations	Integrated 2027 recommendation package to Council.

MEETING 1 — Parking 101: History, Data and How the System Works

Friday, October 2, 2026 | 7:30 a.m.

Objective: Establish a common factual foundation before debating changes.

Legal Review — Zach Jones, Lake City Law (15 Minutes)

Nomination of Chair & Vice Chair (5 Minutes)

Program history — Jason Welker, AICP (45 Minutes) Sandpoint Planning and Community Development Director

Historical perspective

- Downtown parking 1990-2026
- Parking-management goals
- Initial parking concerns and business/community outreach
- Evaluation and solicitation of parking technology providers
- Selection of IPS and Council direction
- Implementation of permits and kiosks
- Initial downtown deployment, removal of downtown kiosks and current configuration

Data review

- Kiosk transactions and on-street kiosk use during deployment
- Revenue by location and available parking-duration data
- Permit sales and City/County permit mix
- Citations issued, citation types, payment/appeal information
- City Beach and parking-lot utilization
- Occupancy/availability information

Enforcement — Lt. Michael Aerni, Sandpoint Police Department (15 Minutes)

- Overview: CRO (Community Resource Officer) responsibilities and license-plate-based enforcement
- Two-hour enforcement procedures and parking-session identification
- Citation issuance, fine structure and appeals
- Practical enforcement limitations

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

(Tentative) MEETING 2 — Permits, Passes and Enforcement

Friday, October 16, 2026 | 7:30 a.m.

Objective: Recommend how permits should work and how eligibility should be verified.

Printed permit vs. license plate (40 Minutes)

- Compare efficiency & cost of electronic plate lookup vs. physical sticker
- Consider per-sticker cost against enforcement speed and visibility
- Consider replacement procedures and whether physical identification should supplement the electronic record

Downtown employee eligibility (40 Minutes)

- Consider employees who work downtown but reside outside Bonner County
- Evaluate paystub or employer verification
- Consider City, County or separate employee rate
- Identify where an employee permit should allow longer-duration parking

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 3 — Downtown Two-Hour Rule, Turnover and Repeat Access

Friday, October 30, 2026 | 7:30 a.m.

Objective: Define the intended function of prime downtown curb parking and recommend a workable two-hour structure.

The repeat-visit problem (25 Minutes)

- Example: a business owner arrives at 8:15 a.m., is recorded by a CRO, leaves shortly thereafter, and returns at 1:30 p.m. for a five-minute visit
- Determine whether two hours should be governed by another rule
- Determine how movement within the regulated area should be treated

Convenience vs. turnover (25 Minutes)

- Consider realtors and service businesses that value immediate repeat access for appointments and clients
- Consider retailers and restaurants that benefit when prime curb spaces turn over among multiple customers
- Examine whether longer-duration users should receive a permit but be directed to appropriate areas rather than prime storefront spaces

Occupancy and availability (15 Minutes)

- Review actual block-level utilization if available
- Ask whether the system leaves a reasonable chance of finding a space while still using the curb efficiently

Customer experience (15 Minutes)

- Keep the system understandable for residents and visitors
- Consider whether current text/app extension is sufficient
- Evaluate whether enforcement rules create unintended citations for brief repeat visits

Public Comment_(10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 4 — Affordability, Employees and Equitable Access

Friday, November 13, 2026 | 7:30 a.m.

Objective: Recommend objective hardship and workforce-access standards.

Financial hardship (40 Minutes)

- Consider free City-resident permits and discounted County permits for qualifying hardship
- Tie eligibility, where possible, to an existing objective program vs. requiring staff to independently investigate income
- Protect privacy and establish a manageable renewal process

Downtown workforce (40 Minutes)

- Complete employee eligibility discussion
- Consider seasonal employees and employer verification
- Set appropriate employee permit pricing and locations

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 5 — City Beach, Boat Launches, Events and Special Uses

Friday, November 20, 2026 | 7:30 a.m.

Objective: Recommend repeatable rules for special uses without reopening the basic off-street program.

Community events (20 Minutes)

- Use events such as the Long Bridge Swim as a test case
- Determine whether approved events should receive temporary parking passes for operational volunteers
- Define who approves requests, eligibility, quantity and distribution procedures

Boat launch (30 Minutes)

- Review whether the existing permit system is functioning well
- Consider commercial operators that may launch or retrieve hundreds of boats per season
- Evaluate a commercial launch permit and appropriate rate/conditions

Asset management and revenue (30 Minutes)

- Review City Beach and lot revenues alongside operating, maintenance and enforcement costs
- Discuss the extent to which users of these assets should contribute to costs historically borne by City taxpayers
- Review whether pricing is producing reasonable availability rather than either chronic vacancy or chronic full occupancy

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 6 — Technology and Expansion Areas

Friday, December 4, 2026 | 7:30 a.m.

Objective: Recommend where paid-parking technology and permit requirements should apply.

Downtown kiosks (35 Minutes)

- Review actual kiosk use during the limited downtown deployment
- Compare visitor convenience of kiosks with current text/app extension
- Consider whether a smaller number of strategically located kiosks would add value

ITD Gateway lot (25 Minutes)

- Determine whether it should remain free, require permits or use paid parking
- Consider its value as longer-duration downtown parking and an alternative to prime curb spaces

Gunning's Alley (20 Minutes)

- Review current use and operational constraints
- Consider free, permit-based or paid parking options

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

Decision Framework	Committee Notes / Findings
Current rule or operating practice	
Problem or question identified	
Relevant Sandpoint data	
User groups affected and competing needs	
Options considered	Option 1: Option 2: Option 3:
Administrative implications	
Enforcement implications	
Financial implications	
Committee recommendation	
Rationale for recommendation	
Committee vote	Yes: _____ No: _____ Abstain: _____
Additional information or follow-up needed	

(Tentative) MEETING 7 — Final Recommendations

Friday, December 11, 2026 | 7:30 a.m.

Objective: Assemble individual decisions into a coherent recommendation for the Mayor and City Council.

System-level review (60 Minutes)

- Is the program understandable and enforceable?
- Does it maintain reasonable downtown turnover and availability?
- Does it accommodate legitimate repeat-access needs without converting prime curb spaces into all-day employee/business parking?
- Does it adequately serve businesses, employees, City residents, County residents and visitors?
- Does it address affordability with objective standards?
- Are exceptions administratively manageable?
- Are parking revenues and user charges reasonably related to management, enforcement, maintenance and capital needs?
- Can staff realistically administer the proposed system?

Public Comment (10 Min - Max 2 Min Per Individual – No gifting time allowed)

Final action (10 Min)

- Review staff's draft summary of preliminary recommendations
- Revise as necessary
- Consider adoption of the Committee's 2027 Parking Program Recommendations for presentation to Council

Decision Framework for Each Topic

To keep the Committee focused and make the final Council recommendation easy to assemble, summarize each major issue using the same decision framework:

- **Current rule or operating practice**
- **Problem or question identified**
- **Relevant Sandpoint utilization, revenue, citation or cost data**
- **User groups affected and competing needs**
- **Options considered**
- **Administrative and enforcement implications**
- **Financial implications**

Guiding Principles

- **Public parking is not truly free. Parking lots, pavement, snow removal, lighting, enforcement, maintenance all have costs that must be paid by someone.**
- **Prime downtown curb parking along First, Second, Cedar, and Church Streets is limited and should be managed to promote availability, turnover, and convenient access to downtown businesses and destinations.**
- **Fees, time limits and permits should be used where they help improve availability, turnover, access or fairness to Sandpoint taxpayers.**
- **City parking facilities serve the entire community, including City residents, county residents, employees and visitors.**
- **Permit fees and paid parking can generate user revenue that helps support maintenance and operations costs that historically have been paid by City taxpayers.**
- **Rules should be simple enough that residents and visitors can understand them and practical enough that staff can enforce them consistently.**
- **Parking policy should support downtown businesses by maintaining convenient customer access while recognizing that long-term employee parking places different demands on prime public spaces.**
- **The Committee should seek targeted improvements to the existing system.**