



PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

August 14, 2025 at 11:30 AM

White Pine Conference Room at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Chair Cate Huisman called the meeting of the Sandpoint Pedestrian and Bicycle Advisory Committee to order at 11:30 a.m. on Thursday, August 14, 2025, in White Pine Conference Room at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

Roll Call

PRESENT

Cate Huisman, Chair
Molly O'Reilly, Vice Chair
Erin Billings
Jennifer Heller (arrived 11:57 a.m.)
Julie Perchynski
Reid Weber (arrived at 11:33 a.m.)
Katie Stepleton
Sally Lankamer

ABSENT

Radley Peterson

Also present were staff liaison Brandon Staglund, along with Associate Planner Erik Brubaker, and Deputy City Clerk Hayley Keys, serving as board clerk. Council liaison Deb Ruehle was absent.

Meeting Minutes Approval

1. The minutes from the Committee's June 12, 2025, meeting were approved as presented.
Motion made by O'Reilly, Seconded by Billings.
Voting Yea: Huisman, O'Reilly, Billings, Perchynski, Stepleton, Lankamer
2. The minutes from the Committee's July 10, 2025, meeting were approved as presented.
Motion made by Billings, Seconded by O'Reilly
Voting Yea: Huisman, O'Reilly, Billings, Perchynski, Stepleton, Lankamer

Following approval of the minutes, Mr. Staglund announced that this would be his final meeting with the Committee and introduced Mr. Brubaker as the new staff liaison. Before proceeding to Old/Unfinished Business, Ms. Stepleton and Ms. Lankamer each introduced themselves to the Committee.

Old/Unfinished Business

3. Subcommittee Reports

The development subcommittee had no update; the MMTMP subcommittee had no update; the intersections subcommittee will present updates during agenda item #6; the

events subcommittee provided updates on potential open houses in the future in coordination with the Public Works Department.

4. Division Avenue Corridor Improvements, Phase 2 Presentation

Following a brief presentation from Mr. Staglund, questions were fielded by both Mr. Staglund and Mr. Brubaker. The Committee members agreed to bring forward recommendations for the project at the next regularly scheduled meeting.

5. Discussion on the Downtown Bike Parking Survey

Committee members handed in the packets provided at the previous meeting to Jennifer Heller. Ms. Heller will organize and compile information collected on Commercial A district bike racks and will turn over information to Mr. Brubaker before the Committee's next regularly scheduled meeting, where they will discuss the data.

6. Recommendation of Amendments to City Code 7-3-10-H, Sidewalk In-lieu Fee Program

Mr. Staglund provided a presentation and information for the Committee as to why this program is being brought to the attention of the Committee, which was a request by the Sandpoint Planning and Zoning Commission for the Committee's review and recommendation to the Commission to inform the Commission's ultimate recommendation to City Council. Following the presentation, the Committee decided to table and revisit this matter during their next regularly scheduled meeting.

New Business

7. Subcommittee Assignments for New Committee Members

After a brief explanation of each subcommittee functions for the new Committee members, the following subcommittees were formed:

Intersection Subcommittee:

Ms. Perchynski, Ms. O'Reilly, Ms. Heller, Ms. Lankamer

MMTMP Subcommittee:

Mr. Weber, Mr. Peterson, Ms. O'Reilly, Ms. Stepleton

Events Subcommittee:

Ms. Billings, Ms. Huisman, Ms. Lankamer

Development Subcommittee:

Ms. Heller, Ms. O'Reilly, Ms. Stepleton

General Announcements/Comments

Mr. Staglund announced that during the next regularly scheduled meeting, City Planner Bill Dean will provide a presentation on exactions in subdivision review process.

Adjourn

With no further business before the Committee, the meeting adjourned at 12:50 p.m.

These minutes, prepared by the board clerk, were approved by the Committee during their meeting on _____, 2025.

Molly O'Reilly, Board Vice Chair

Attest: Hayley Keys, Deputy City Clerk



Memo

Date: September 29, 2025

To: Cate Huisman, Sandpoint Pedestrian and Bicycle Advisory Committee Chair
Molly O'Reilly, Sandpoint Pedestrian and Bicycle Advisory Committee Vice Chair

From: Deputy City Clerk Hayley Keys, interim clerk to Ped-Bike Committee

Subject: Meeting Minutes from August 14, 2025, Meeting

Dear Cate and Molly,

During the Ped-Bike Committee's September 11, 2025, meeting, as reflected in the minutes that will be included in the October packet, Julie made a motion to approve the August 14, 2025, minutes as presented, seconded by Erin. Before a vote was taken, it was suggested that an amendment to the minutes was needed in order to reflect that Radley Peterson was a member of the Development Subcommittee. Following discussion, Julie and Erin agreed to amend their original motion for the purpose of requesting this amendment to the minutes. The motion to amend passed unanimously by the Committee members present, followed by an affirmative vote to approve the minutes as amended.

Following the September meeting, I had reservations regarding this amendment, as I was confident in the minutes I had prepared, could not recall mention of Radley as a member of the Development Subcommittee during the August meeting, and there was no such information contained in my notes from that meeting. Therefore, to ensure accuracy of the record, I consulted the recording of the August meeting and determined that my notes and recollection were correct in that it was neither decided nor stated during the August meeting that Radley was a member of the Development Subcommittee.

In the meeting packet for the October meeting, I will be submitting my original, unamended minutes I had prepared for the August meeting to be considered for approval, replacing the amended minutes that were approved. I will include this memo in the packet as explanation for the Committee.

Please let me know if you have any questions.

Thank you. -Hayley

c: Associate Planner Erik Brubaker, staff liaison to the Ped-Bike Committee
City Clerk Melissa Ward