



## Staff Report

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**To:** Planning and Zoning Commission  
**From:** Bill Dean, City Planner  
**Report:** June 18, 2025  
**Hearing:** July 15, 2025  
**Item:** Sandpoint City Code Title 9 Chapter 1, Section 3 Definitions Ordinance Amendment  
**Applicant:** City Initiated

*Please Note: The Application and all materials related to this request are provided on the City's website at:*  
[www.sandpointidaho.gov/currentprojects](http://www.sandpointidaho.gov/currentprojects)

### 1) Introduction and Background

The proposed ordinance amending Sandpoint City Code Title 9 Chapter 1 relates to the recent efforts to create a new Downtown Parking Management Plan. At the June 17, 2025 meeting of the Planning and Zoning Commission (PZC) an update to the Off-Street Parking and Loading facilities ordinance was considered (Title 9 Chapter 5). That effort identified several zoning definitions related to parking that required updating; the definitions contained within the zoning ordinance reside in Title 9 Chapter 1. Updates to the definitions could not be acted upon by the PZC on June 17, 2025 because they were not part of the public hearing noticing for that hearing. Accordingly, another public hearing notice was prepared and posted enabling the changes to definitions to be presented to the PZC. Title 9 Chapter 1, Section 3 was not comprehensively updated; solely those definitions that created conflict with the proposed changes to Title 9 Chapter 5 (Off-Street Parking and Loading Facilities) were included for revision.

### 2) Overview of Proposed Amendment

The following is a summary of the proposed amendments to Title 9, Chapter 1 Section 3 "Definitions":

- 1) 9-1-3 ALLEY: A ~~street or way~~ **public vehicle passageway** shown on the official plat of the city or its additions and designated thereon as an alley.

The reason this is proposed for amendment is to clarify that an alley is not a street.

- 2) PARKING AREA/**FACILITY**, PRIVATE: **Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles. ~~An open area for the parking of privately owned automobiles and not for public use.~~**

The reason this is proposed for amendment is to clarify that a parking “area” and a parking “facility” are the same thing. These terms are currently used separately and this amendment will establish their interchangeability in the off-street parking ordinance.

- 3) **PARKING AREA/FACILITY, PUBLIC:** An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

This mimics the above definition in terms of interchangeability. The expanded definition for a parking area/facility is not needed for public lots because public lots are developed through a capital improvement (CIP) process as opposed to a private development process and the intent of the public parking area/facility is refined and established through the CIP process. By contrast, private lots routinely are coupled with loading areas or service areas (for commercial and industrial development, for example) and clarifying that portions of the pavement not used for calculating landscaped areas (which are a percentage of “parking areas/facilities) provides for less ambiguity when reviewing development applications. The question over whether all paved areas are considered parking areas/facilities is a common question asked of City staff and this amendment provides clarity.

- 4) **STREET:** The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", ~~and "alley"~~, and other similar designations.

Distinguishing between street and alley will enable consistent application of applicable regulations, otherwise, development regulations, such as hard surfacing requirements become muddled and can result in inconsistent application.

The public noticing for this proposed ordinance occurred in accordance with code requirements.

### **3) Planning Commission Action**

On legislative matters, including rulemaking such as amendments to the zoning ordinance, the Planning and Zoning Commission act in an advisory capacity to the City Council. The action of the Planning and Zoning Commission can include the following:

Recommend City Council adopt the ordinance as drafted

Recommend City Council adopt the ordinance after making changes

Direct staff to revise the ordinance before taking action

Recommend City Council Deny the ordinance.

### **4) Attachments**

1. Redline Version of Draft Proposed Amendments to Sandpoint City Code Title 9 Chapter 1
2. Clean Version of Draft Proposed Amendments to Sandpoint City Code Title 9 Chapter 1