



PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE MEETING MINUTES

December 12, 2024 at 11:30 AM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Vice Chair Molly O'Reilly called the meeting of the Sandpoint Pedestrian and Bicycle Advisory Committee to order at 11:34 a.m. on Thursday, December 12, 2024, in Council chambers at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

Roll Call

PRESENT

Cate Huisman, Chair
Molly O'Reilly, Vice Chair
Jennifer Heller
Taylor Prather
Reid Weber
Evan Lewis
Erin Billings

ABSENT

Julie Perchynski
Radley Peterson

City Council liaison Deb Ruehle, City staff liaison Brandon Staglund, Board clerk Heather Faircloth, and Deputy City Clerk Hayley Keys were also in attendance.

Meeting Minutes Approval

1. The minutes from the Committee's November 14, 2024, meeting were approved as presented.
Motion made by Cate Huisman, seconded by Taylor Prather. All in favor.

Old/Unfinished Business

2. Formation of and Report from Cedar Street Subcommittee

Motion made by Erin Billings for the formation of the Cedar Street Subcommittee. Taylor Prather seconded the motion. All Committee members present voted in favor, and the Cedar Street Subcommittee was formed. The Subcommittee is comprised of Committee members Erin Billings, Molly O'Reilly, and Evan Lewis. The Subcommittee reported their opinions and suggestions on the Cedar Street Project. Committee discussed opinions and shared suggestions. Mr. Staglund to present on the status of the design plan for this project at the next scheduled meeting.

3. Formation of Multimodal Transportation Master Plan Subcommittee

Motion made by Jennifer Heller for the formation of the Multimodal Transportation Master Plan Subcommittee. Reid Weber seconded the motion. All Committee members present voted in favor, and the Multimodal Transportation Master Plan Subcommittee was formed. Committee discussed the domain for the focus of this Subcommittee. Councilor Ruehle volunteered to assist with this Subcommittee. Subcommittee membership will be decided at a later date.

4. Formation of Multimodal Event Planning Subcommittee

A scrivener's error was noted, where the word "Multimodal" should not have been included in the title of this agenda item. This action item is for the formation of the Event Planning Subcommittee.

Motion made by Jennifer Heller for the formation of the Event Planning Subcommittee. Reid Weber seconded the motion. All Committee members present voted in favor, and the Event Planning Subcommittee was formed. Committee discussed the specific focus of this Subcommittee. Subcommittee membership will be decided at a later date.

5. Formation of Multimodal Development Review Subcommittee

As noted above under Item 4, a scrivener's error was noted for this item, as well, where the word "Multimodal" should not have been included in the title of this agenda item. This action item is for the formation of the Development Review Subcommittee.

Motion made by Jennifer Heller for the formation of the Development Review Subcommittee. Reid Weber seconded the motion. All Committee members present voted in favor, and the Development Review Subcommittee was formed. Committee discussed the specific focus of this Subcommittee. Subcommittee membership will be decided at a later date.

6. Formation of Multimodal Intersection Design Subcommittee – ***action item***

As noted above under Items 4 and 5, a scrivener's error was noted for this item, as well, where the word "Multimodal" should not have been included in the title of this agenda item. This action item is for the formation of the Intersection Design Subcommittee.

Motion made by Jennifer Heller for the formation of the Intersection Design Subcommittee. Reid Weber seconded the motion. All Committee members present voted in favor, and the Intersection Design Subcommittee was formed. Committee discussed the specific focus of this Subcommittee. Subcommittee membership will be decided at a later date.

New Business

7. Discussion held about how private development and city capital projects will be brought to the Committee for review and comment. Mr. Staglund advised Committee members that development projects that are available for review by the public are accessible on the City's website. Mr. Staglund noted that staff will not be presenting or discussing any development projects that are not yet to a public stage of review. Committee discussed how the Development Review Subcommittee can be of assistance in monitoring current and upcoming projects. Discussion held on the timelines of projects and how they would correlate with the Committee's meeting timelines.
8. Brief discussion held on the Development Review checklist. Development Review Subcommittee to review the checklist in further detail and report back to the Committee.
9. Discussion held on the City's current methods of public notification for open house events. Committee members shared thoughts on the matter, and Councilor Ruehle offered to speak with the Mayor regarding the current process and policy of public open house notices regarding planning and development projects. This item will return as Old Business on the Committee's next meeting agenda.
10. Discussion item regarding sources of funding for pedestrian and bicycle projects was continued to the next meeting, scheduled for January 9, 2024.

General Announcements/Comments

No general announcements or comments.

Adjourn

The meeting was adjourned at 1:00pm.

I presided over this meeting and can confirm that these minutes, prepared by the Board clerk, were approved by the Committee during their meeting on _____, 2025.

Molly O'Reilly, Vice Chair

Attest: Heather Faircloth, Board Clerk