



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 4, 2025

MEETING DATE: April 15, 2025

TO: Chairman Mose Dunkel, members of the Planning and Zoning Commission

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Update on Parking Management Plan: executive summary and implementation steps

DESCRIPTION/BACKGROUND:

In January this year the Planning and Zoning Commission was presented with an initial draft of a Parking Management Plan for downtown Sandpoint. Subsequent public engagement has included presentations and discussions at the Parks & Recreation Commission, the Sustainability Committee, the Pedestrian and Bicycle Committee, the Greater Sandpoint Area Chamber of Commerce, the Downtown Business Association, and a community survey that received over 1,800 responses (53% of which were from City of Sandpoint residents).

Staff is now ready to prepare a final draft of the Parking Management Plan to bring to City Council for discussion and to consider for adoption at a May meeting. The plan proposal has changed significantly since the early January draft last presented to the PZ Commission. Below is an executive summary of the Plan's various components and changes that have been implemented based on community engagement:

EXECUTIVE SUMMARY:

The proposed parking management plan can be understood as a policy document that lays out the reasons for and specific policies required to address challenges around the availability of and allocation of demand for public parking in downtown Sandpoint. The plan includes three elements that, if adopted, will require action to implement in the years ahead:

1. **Paid parking:** Included in the plan is a proposal to implement paid parking at the City's off-street parking facilities across five public parking lots downtown and along the waterfront. Options for participating in the paid parking plan include:
 - Sandpoint taxpayer parking passes
 - Non-City resident parking passes
 - Downtown business and downtown resident parking passes
 - Marina slip holder passes
 - Hourly parking fees for all non-passholders
 - Boat launch fees and annual boat launch passes
2. **Changes to time limits on some street parking:** Downtown curbside parking (on-street) is regulated by time limits in Sandpoint. The proposal includes converting all 4-hour limit spaces in Sandpoint (186 total) to all-day parking, with the goal being to provide downtown business

employees with more options for leaving their vehicles parked while they work their full-day shifts.

3. **Introduction of off-street parking requirements and parking in-lieu fees for residential development downtown:** At present, all developments within Sandpoint's downtown parking exempt zone are exempt from having to provide any off-street parking for new development or redevelopment of existing properties. The proposal includes restoring parking requirements for *residential development only* within this zone, with the number of spaces required tied to total square footage of residential development to incentivize more compact, affordable housing developments in the downtown area. Parking in-lieu fees reflecting the true cost of providing structured off-street parking are also being proposed downtown to ensure that as residential development expands in Sandpoint, parking to accommodate this growth is either provided by the developers behind it or that the City is adequately reimbursed for the cost of maintaining and expanding access to public parking.

IMPLEMENTATION STEPS:

If adopted, the Parking Management Plan will require several additional steps before its policies may be fully implemented. The table below shows the likely timeline for implementation of a plan from today through its eventual approval by Council and in the months that follow.

- **April 15th:** Feedback from PZ Commission on draft plan and draft ordinance amending Sandpoint City Code Title 9, Chapter 5, "Off-street parking requirements."
- **April 21st:** Notice public hearing on Title 9 code amendment for May 6th PZ meeting.
- **May 7th:** Presentation of draft Parking Management Plan to Sandpoint City Council for feedback and deliberation.
- **May 7th – 21st:** Staff implements CC feedback in preparation for a request for Council to adopt plan at May 21st meeting.
- **May 20th:** Public hearing at PZ Commission on proposed ordinance amending Title 9, Chapter 5, "Off-street parking requirements."
- **May 21st:** City Council considers final Parking Management Plan for adoption.
- **May 26th:** Public notice of a hearing at June 18th City Council meeting on ordinance amending Title 9, Chapter 5.
- **Late May:** Incorporate fees in adopted Parking Management Plan into fiscal year 25/26 fee schedule.
- **June 18th:** Public hearing at City Council meeting on proposed ordinance amending Title 9, Chapter 5, "Off-street parking requirements."
- **June – August:** Request for proposals for implementation of paid parking policy, change signage necessary to implement changes to time limits on downtown curbside parking, public awareness campaign.
- **Fall 2025 – Spring 2026:** Selected contractor installs technology necessary to implement paid parking and parking pass with aim of beginning paid parking in spring 2026.

STAFF REQUEST:

At this time staff is looking for final feedback from the PZ Commission on both the plan itself and the associated code amendments to Title 9, Chapter 5. Staff will use Commission feedback to further improve the Plan and the proposed code amendment, and bring the code amendment to the first PZ meeting in May for a public hearing and a recommendation by the Commission to City Council.

ACTION:

No Commission action is being taken, feedback and information only.

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Latest draft of Parking Management Plan
- Proposed amended code language for SSC Title 9, Chapter 5
- Survey Results Analysis
- Calculation worksheet for residential in-lieu fee
- 2012 City of Boise In-Lieu study.