

## 3111 MASTER STREET MAP PURPOSE AND AMENDMENT PROCEDURES

### 3111.1 Purpose of the Master Street Map

The ACHD Master Street Map is a planning tool that works in concert with ACHD's partner agencies comprehensive plans. The Master Street Map creates a shared vision between ACHD and its partner agencies by capturing information about future roadway characteristics based on land use plans and transportation goals. Portions of the Master Street Map can be used to comply with Idaho State Statute 67-6508 which describes local land use agencies responsibility to include transportation analysis in the comprehensive planning process.

The information captured in the Master Street Map shall be used by ACHD as input into the scoping and conceptual design of roadway projects; and in the development process as a guide for right-of-way acquisition, collector street requirements, and specific roadway features required through development.

In no way do the features and dimensions adopted in the Master Street Map constitute final design decisions for ACHD's capital projects or create entitlement for development approvals. All final decisions will be made through the ACHD project development process or the official development review process.

The Master Street Map along with the Livable Street Design Guide and Cost Share Policies and Procedures establish a planning framework for ACHD to interact with its partner agencies. To be effective the Master Street Map should be adopted by ACHD and its partner agencies.

The Master Street Map is not intended to be a regulatory document but rather a planning tool that informs the decision making process of ACHD and its partner agencies.

In summary the three primary functions of the Master Street Map are as follows:

1. Define a shared vision of the future roadway network between ACHD and its partner agencies based on approved Comprehensive Plans and street typologies
2. Establish a county wide right-of-way preservation map
3. Establish an existing and future collector network map

### 3111.2 Elements of the Master Street Map

The Master Street Map consists of two main components. The first component is a map that depicts roadway typologies (described in the Livable Street Design Guide), street codes, and existing and proposed collector streets. The second component is a spreadsheet that contains detailed information about each street segment identified on the map. Element No.s 1, 2, 4, 5, 11, and 12 of the Master Street Map (as identified below) are primarily for informational purposes and the content of which, on the map and in the spreadsheets, can be changed at the staff level from time to time as new information becomes available.

#### 3111.2.1 Master Street Map Elements

1. **Street Code** – This code is the key link between the spreadsheet and the associated map. Each unique street segment is assigned a code. In general no segment exceeds one mile.
2. **Segment Description** – Identifies the road name associated with the segment.
3. **Street Typology** –The typology from the Livable Street Design Guide (adopted by the ACHD Commission on May 27, 2009) designated for the segment. The typology is directly related to the planned land use adjacent to the roadway and it provides the basic information regarding the planned roadway cross section.
4. **Existing Number of Lanes** – Describes existing lane configuration as of the most recent Master Street Map update.
5. **Planned Lanes for “Construction”** – The number of lanes ACHD has funded for construction within a 20 year time frame. This information is taken from ACHD’s adopted CIP and Five Year Work Plan. Projects listed as funded for right-of-way preservation only in the CIP are not shown in this column.
6. **Planned Lanes for “Preservation”** – The number of lanes planned for preservation. This column represents preservation only and not a commitment by ACHD to purchase right-of-way or construct projects. This information was taken from several different sources including ACHD’s current CIP, adopted sub area studies, and in some cases reflects what ACHD has been preserving for in areas outside the CIP where development has occurred.
7. **Parking** – ACHD generally prohibits parking on arterial streets when there are significant impacts on safety and traffic flow, but there are some locations where parking is allowable due to the specific traffic conditions and the adjacent land use, such as a central business district. The Livable Street Design Guide provides typologies where on-street parking may be appropriate in the context of a roadway’s size, speed limit and adjacent land uses. This column represents several different parking conditions:

Existing - An “E” in this column indicates that parking exists on the street segment. Existing parking does not guarantee that parking can be accommodated on the street segment in perpetuity. Undeveloped areas often have parking along arterial streets that needs to be removed for safety purposes when a road is widened.

Parking removal associated with projects is addressed through the project team process involving representation from the respective city or Ada County. Where more than a few spaces of parking are removed that are not involving the project development process, ACHD will contact the respective jurisdiction for discussion prior to parking removal. Traffic safety and operations goals must be satisfied but concerns of the jurisdiction and the adjacent property owner, and alternatives, will be considered before action is taken.

Approved - An “A” in this column represents that parking is approved by the ACHD Commission for a street segment but not yet built. Parking can sometimes be approved through the development process and the ACHD

project development process. During the concept design phase of an ACHD project the city or county will have ample opportunity to discuss parking as an element of the street cross section.

Blank – On many segments the parking column will be left blank due to lack of information. A blank designation indicates that no specific data is available for that segment. There may be existing parking on some of these segments but it will take further research to create a countywide parking inventory.

8. **Amenities or Enhanced Features** –Areas where the city/county has a desire to include elements beyond the ACHD basic treatments described in the Livable Street Design Guide. These features may include a wider buffer area between the sidewalk and back of curb, a larger pedestrian zone, a place for public art or some other special feature that would require extra right-of-way than what would be preserved for the ACHD basic footprint. These features may require funding partnerships in accordance with the Cost Share Policies and Procedures.

9. **Planned Right-of-Way Footprint “Projects”** – Defines the total right-of-way needed for an ACHD capital project based on the input of the other elements. This number will be used by ACHD as a starting point for the concept design process. In some cases ACHD has a segment already designed. In these instances the right-of-way needs from the existing design will be used in the spreadsheet. In no way does this column represent a financial commitment from ACHD to purchase right-of-way. There may be areas where development is required to pay for some or all of the right-of-way and construction needs. There may also be modifications to this dimension based on specific project context and needs.

For many roadway segments there is no current plan to expand the road beyond the existing footprint. In these cases the roadway is identified as “No Planned Improvement” (NPI). In some cases the necessary right-of-way footprint is still to be determined (TBD).

10. **Planned Right-of-Way Footprint “Preservation”** – Defines the total right-of-way needed for preservation based on the input of the other elements and the buffer space needed to place the sidewalk in its final location so it will not be disturbed when the roadway is widened. This number will be used by ACHD to preserve right-of-way along developing corridors where the roadway will be widened to its full cross sections after some development has occurred. In no way does this column represent a financial commitment from ACHD to purchase right-of-way. There may be areas where development is required to fund some or all of the right-of-way and construction needs.

For many roadway segments there is no current plan to preserve right-of-way or expand the road beyond the existing footprint. In these cases the roadway is identified as “No Planned Improvement” (NPI). In some cases the necessary right-of-way footprint is still to be determined (TBD).

11. **Comments** – Miscellaneous comments or features that do not fall into the standard form. This area can also be used to describe special circumstances or approved policies associated with a specific road segment.

12. **Reference to approved Concept Designs, Other Plans or Studies** – Upon approval of a concept design, access management plan, or any other

applicable document or policy related to a street segment, a reference will be placed in the comments section of the Master Street Map identifying these documents.

13. **Collector Streets** – In general collector streets are designed and constructed through the development process. Cross section features for collectors will continue to be worked out on a case by case basis with the developer in coordination with the lead land use agency and ACHD based on the traffic impacts of the proposed land uses in the area. The typology and proposed location of the collector streets is captured on the map and will serve as the starting point for the discussion that occurs through the development process.

14. **Mobility Corridors** – There are two types of mobility corridors identified on the Master Street Map. State mobility corridors include the interstate and state highway system. ACHD mobility arterials are major roadways that focus on traffic operations and efficiency while maintaining pedestrian safety. Mobility corridors may be designed to accommodate higher speeds and may need strict access control. Mobility corridors may also require strategic investment and prioritization to help preserve traffic flow.

Like all other typologies identified on the Master Street Map ACHD mobility arterials are subject to modification to fit the roadway context. For example, some sections of a particular mobility arterial may need a lower speed to accommodate the adjacent land use. Other elements of the street sections such as lane width will also be reviewed at the project level.

### 3111.3 Amendment Procedures

Periodically the Master Street Map will require amendment in response to development applications or comprehensive plan modifications initiated by ACHD's partner agencies. Element No.s 3, 6, 7, 8, 9, 10, 13, and 14 (as identified above) can only be amended through the Master Street Map.

#### 3111.3.1 Amendment requests through development applications

ACHD's standard development review process shall be the vehicle for processing and commenting on requests to amend the Master Street Map associated with new development. All requests to amend the Master Street Map from a land owner or developer shall be associated with a development application (e.g. Comprehensive Plan Amendment, Zoning and Annexation, etc.) that is submitted to one of ACHD's partner agencies and officially transmitted to ACHD for review and comment.

#### 3111.3.2 Pre Application Process

Developers are encouraged to meet with ACHD and the lead land use agency (City or County) prior to submitting a development application in a joint pre-application meeting. At this meeting the developer will be informed of the roadway typology and associated features adopted by the city or county. The developer in conjunction with the lead land use agency and ACHD will determine if a change to the Master Street Map is necessary and should be proposed as part of the development application.

### 3111.3.3 Official Transmittal

In accordance with ACHD's standard policies and procedures for development review the lead land use agency will transmit completed development applications to ACHD for official review. If a change is being requested to the Master Street Map the desired amendments should be clearly identified in the applicant's narrative and on the city or county application. At a minimum, the application should address:

1. **Current typology** – As shown on the approved Master Street Map for each street segment where a change is being requested.
2. **Proposed typology** – All proposed typology changes must be clearly defined in the application. The extents of the proposed changes can be described in the application or the applicant can provide an exhibit showing the proposed typology changes.
3. **Parking** – If parking in the right-of-way or adjacent to the right-of-way is proposed it shall be clearly shown on the site plan associated with application.
4. **Collector streets** – All new collector streets shall be shown on the preliminary plat map and/or master site plan. The applicant shall work with ACHD staff to determine the appropriate cross sections features and details of new collector streets.
5. **Other special features** - Any other features that impact the right-of-way or differ from the approved Master Street Map shall be clearly defined in the application and if possible shown on the site plan or preliminary plat.

If this information is not provided the request cannot be processed by ACHD staff. If no changes are being requested to the Master Street Map this should also be indicated on the application.

### 3111.3.4 ACHD Staff Review and Comment

Requests to modify the Master Street Map will be reviewed by ACHD through its development review process when included with the development application. Street typology, the presence and location of collector streets, and any other features described in the Master Street Map will be analyzed by ACHD staff and comments will be provided to the lead land use agency. If no requests to modify the Master Street Map are included with the development application ACHD will conduct its standard development review.

### 3111.3.5 ACHD Decision

According to ACHD's standard development review procedures requests to modify the Master Street Map will be acted upon by ACHD staff or the ACHD Commission. The ACHD final decision and conditions of approval for the development application will be transmitted to the lead land use agency for inclusion in its review process

### 3111.3.6 Lead Land Use Agency Decision

The final decision on the development application as a whole is made by the lead land use agency according to its standard policies and procedures.

### 3111.3.7 Approval

Upon approval of the development application by the lead land use agency any amendments to the Master Street Map approved by the ACHD Commission associated with the application will be included in the Master Street Map.

### 3111.3.8 Approval with changes

If the lead land use agency through the approval process modifies some aspect of the requested Master Street Map amendment that contradicts with ACHD comments or approval, the applicant, ACHD and the lead land use agency will meet to resolve any discrepancies.

### 3111.3.9 Denial

Upon denial of the application by the lead land use agency no changes will be made to the Master Street Map.

### 3111.3.10 Amendment process through large scale City or County initiated Comprehensive Plan Changes or Sub Area Plans

#### 1. **Request Letter**

During the early stages of a large scale comprehensive plan amendment or specific area plan the city or county may send ACHD an official correspondence informing ACHD of the plan and requesting ACHD to participate in the amendment process. At a minimum the letter should include the general area of the proposed changes and the goals and objectives of the amendment.

#### 2. **Scoping Meeting**

If requested ACHD will meet with the city or county to determine the scope of work and partnership responsibilities necessary to address the proposed comprehensive plan amendment or specific area plan.

#### 3. **Draft Comprehensive Plan or Specific Area Plan Change**

The city or county will provide ACHD with a draft of the proposed plan including any land use maps, circulation maps, or other information that pertains to the transportation network. Without these items ACHD cannot review the proposal.

#### 4. **ACHD Review and Comment**

Based upon the information provided by the city or county ACHD will analyze the impacts of the proposal on:

- a. Street Typologies
- b. Right-of-way

- c. Five Year Work Plan
- d. Capital Improvements Plan
- e. Other Master Street Map features
- f. Traffic Impacts
- g. Timing of projects
- h. Needed improvements that fall outside the Capital Improvements Plan and Five Year Work Plan
- i. Previous actions or approvals
- j. Known or Pending Developments

**5. Public Involvement**

Upon city or county request ACHD will participate in any public involvement process associated with the comprehensive plan amendment or specific area plan. Depending on the scope and scale of the changes ACHD may hold its own public involvement process (especially in the case of specific area plans, or regional transportation plans)

**6. Approval**

a. City or County Approval

The final comprehensive plan amendment or specific area plan will be approved by the lead land use agency in accordance with their standard policies and procedures.

b. ACHD Approval

After all public comment and revisions the amendments to the Master Street Map recommended in the Comprehensive Plan change or specific area plan will be presented the ACHD Commission for adoption by resolution.

**3111.3.11 Official Updates to the Master Street Map**

Changes to the Master Street Map become effective upon approval by the lead land use agency and ACHD. ACHD staff will maintain an up to date version of the Master Street Map in electronic format that reflects the approved amendments.

ACHD will officially update the Map and Spreadsheet and present it to the ACHD Commission for approval by resolution on a bi-annual basis.

**3111.4 Additional Right-of-way Acquisition**

Right-of-way acquisition for features beyond the ACHD basic footprint as described in the Livable Street Design Guide shall occur in accordance with ACHD's Cost Sharing Policies and Procedures.

**3111.5 Diagram of Master Street Map Amendment Process on following page.**

## Master Street Map Amendment Process

