February 4, 2013

TO: ACHD Board of Commissioners

FROM: Stacey Yarrington, Planner II

SUBJECT: Lakemoor Subdivision Modification – EPP-03-05MOD/ERZ-05-02MOD2
2400 S Eagle Road, Eagle, Idaho

Executive Summary:
The applicant is requesting approval of a modification to the Development Agreement and preliminary plat consisting of 330 lots (231 buildable [82 attached, 149 detached], 39 mixed use, 59 common [5 private roads], and 1 well lot) on 178.51-acres.

The modification is proposing less intense uses, which reduces the number of average daily trips. The proposal is reducing the number of commercial lots by 14, it divides the residential lots between single-family and multi-family dwelling units, and the number of common lots is increased by an additional 14 lots.

Phases 1 and 2 of the Lakemoor Subdivision have been platted and constructed. This item is on the consent agenda due to size of the development. The applicant and staff are in agreement on all findings for consideration and site specific conditions of approval.

Staff Recommendation:
Staff recommends approval of the staff report, as written.
This is a Development Agreement modification and a Preliminary Plat modification application consisting of 330 lots of which 231 are buildable on 178.51-acres. The site is located on the east side of Eagle Road/State Highway 55 just north of Chinden Boulevard/State Highway 20/26.

Lead Agency: City of Eagle

Site address: 2400 S Eagle Road

Commission Hearing: February 13, 2013
Consent Agenda

Commission Approval:

Applicant: DMB Investments, LLC
Dan Torfin
250 S Beechwood, Ste 120
Boise, ID 83709

Representative: JUB Engineers
Scott Wonders
250 S Beechwood, Ste 200
Boise, ID 83709

Staff Contact: Stacey Yarrington
Phone: 387-6171
E-mail: syarrington@achdidaho.org

A. Findings of Fact

1. Description of Application: This application is for a Development Agreement and Preliminary Plat modification consisting of 330 lots (231 buildable [82 attached, 149 detached], 39 mixed use, 59 common [5 private roads], and 1 well lot) on 178.51-acres. The previous approval allowed for 240 lots, consisting of 142- single-family residential lots, 53 commercial (mixed use) lots, and 45 common lots.

This modification is proposing less intense uses, which reduces the number of average daily trips. The proposal is reducing the number of commercial lots by 14, it divides the residential lots between single-family and multi-family dwelling units, and the number of common lots is increased by an additional 14 lots. Phases 1 and 2 of the Lakemoor Subdivision have been platted and constructed. The site is located on the east side of Eagle Road/State Highway 55 just north of Chinden Boulevard/State Highway 20/26.
2. Description of Adjacent Surrounding Area:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Land Use</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Coast to Coast Subdivision (Mixed Use/Development Agreement)</td>
<td>R-2/R-E/DA-P</td>
</tr>
<tr>
<td>South</td>
<td>Single Family Residential</td>
<td>R-1</td>
</tr>
<tr>
<td>East</td>
<td>Open Land</td>
<td>A-1 (City of Boise)</td>
</tr>
<tr>
<td>West</td>
<td>Single Family Residential/Banbury Meadows</td>
<td>R-2/R-2P</td>
</tr>
</tbody>
</table>

3. Site History: ACHD previously reviewed this site as EPP-13-05/ERZ-05-02 in March 2005. The requirements of this staff report are consistent with those of the prior action.

4. Impact Fees: There will be an impact fee that is assessed and due prior to issuance of any building permits. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time.

5. Capital Improvements Plan (CIP)/Five Year Work Plan (FYWP):

There are currently no roadways, bridges or intersections in the general vicinity of the project that are currently in the Five Year Work Program or the District's Capital Improvement Plan (CIP).

B. Traffic Findings for Consideration

1. Trip Generation: This development is estimated to generate 6,787 additional vehicle trips per day (0 existing); 789 additional vehicle trips per hour in the PM peak hour (0 existing), based on the Institute of Transportation Engineers Trip Generation Manual, 9th edition.

2. Traffic Impact Study

A traffic impact study was required with the original Lakemoor application in 2005 due to the size of the development. At that time the development was estimated to generate 7,115 vehicle trips per day based on the submitted traffic impact study. Through this development agreement and preliminary plat modification process the applicant is proposing less intense land uses than what were originally considered. The applicant has reduced the number of commercial lots from 53 lots down to 39 lots and the residential use from 142 single-family to a mix of single-family and multi-family units, which reduces the number of average daily trips, therefore, a new traffic study was not required. Additionally, the majority of traffic impacts are to Eagle Road/SH-55 and Chinden Boulevard/SH-20-26, which are under the jurisdiction of ITD.

3. Condition of Area Roadways

Traffic Count is based on Vehicles per hour (VPH)

<table>
<thead>
<tr>
<th>Roadway</th>
<th>Frontage</th>
<th>Functional Classification</th>
<th>PM Peak Hour Traffic Count</th>
<th>PM Peak Hour Level of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Eagle Road (State Highway 55)</td>
<td>2,625-feet</td>
<td>Principal Arterial</td>
<td>1,932</td>
<td>“F”</td>
</tr>
<tr>
<td>** Chinden Boulevard (State Highway 20/26)</td>
<td>135-feet</td>
<td>Principal Arterial</td>
<td>1,600</td>
<td>Better Than “E”</td>
</tr>
</tbody>
</table>

* Acceptable level of service for a five-lane principal arterial is “E” (1,770 VPH).
* ACHD does not set level of service thresholds for State Highways.

4. Average Daily Traffic Count (VDT)

Average daily traffic counts are based on ACHD’s most current traffic counts. No new traffic counts are available as construction is currently underway on Eagle Road and the intersection of Eagle Road and Chinden Boulevard.
The average daily traffic count for Eagle Road north of Chinden Boulevard was 41,056 on 10/21/2010.
The average daily traffic count for Chinden Boulevard east of Eagle Road was 29,827 on 3/24/2010.

C. Findings for Consideration

1. Eagle Road/ SH-55
Eagle Road/SH-55 is under the jurisdiction of the Idaho Transportation Department (ITD). The applicant, City of Eagle, and ITD should work together to determine if additional right-of-way or improvements are necessary on Eagle Road/SH-55.

Staff Comments/Recommendations: Comply with requirements of ITD and City of Eagle for the Eagle Road/State Highway 55 frontage. Submit to the District a letter from ITD regarding said requirements prior to District approval of the final plat or issuance of a building permit (or other required permits), whichever occurs first.

2. Chinden Boulevard/SH-20/26
Chinden Boulevard/SH-20/26 is under the jurisdiction of the Idaho Transportation Department (ITD). The applicant, City of Eagle, and ITD should work together to determine if additional right-of-way or improvements are necessary on Chinden Boulevard/SH-20/26.

Staff Comments/Recommendations: Comply with requirements of ITD and City of Eagle for the Chinden Boulevard/State Highway 20/26 frontage. Submit to the District a letter from ITD regarding said requirements prior to District approval of the final plat or issuance of a building permit (or other required permits), whichever occurs first.

3. Colchester Drive/Eagles Gate Way/Creek Crossing Way/Joplin Creek
Way
a. Existing Conditions: A portion of Colchester Drive has been constructed with two 21-foot wide travel lanes, vertical curb, gutter, 5-foot wide sidewalk on the south/west side, 10-foot wide sidewalk on the north side to Lakebrook Lane, and 10-foot wide landscape medians of varying length and at varied distances along Colchester Drive. There is 72-feet of right-of-way for Colchester Drive (36-feet from centerline). Colchester Drive has been improved with a signal at the intersection of Eagle Road and Colchester Drive.

b. Policy:
Collector Street Policy: District policy 7206.2.1 states that the developer is responsible for improving all collector frontages adjacent to the site or internal to the development as required below, regardless of whether access is taken to all of the adjacent streets.

Master Street Map and Typologies Policy: District policy 7206.5 states that if the collector street is designated with a typology on the Master Street Map, that typology shall be considered for the required street improvements. If there is no typology listed in the Master Street Map, then standard street sections shall serve as the default.

Street Section and Right-of-Way Policy: District policy 7206.5.2 states that the standard right-of-way width for collector streets shall typically be 50 to 70-feet, depending on the location and width of the sidewalk and the location and use of the roadway. The right-of-way width may be reduced, with District approval, if the sidewalk is located within an easement; in which case the District will require a minimum right-of-way width that extends 2-feet behind the back-of-curb on each side.

The standard street section shall be 46-feet (back-of-curb to back-of-curb). This width typically accommodates a single travel lane in each direction, a continuous center left-turn lane, and bike lanes.
Residential Collector Policy: 7206.5.2 states that the standard street section for a collector in a residential area shall be 36-feet (back-of-curb to back-of-curb). The District will consider a 33-foot or 29-foot street section with written fire department approval and taking into consideration the needs of the adjacent land use, the projected volumes, the need for bicycle lanes, and on-street parking.

Sidewalk Policy: District policy 7206.5.6 requires a concrete sidewalks at least 5-feet wide to be constructed on both sides of all collector streets. A parkway strip at least 6-feet wide between the back-of-curb and street edge of the sidewalk is required to provide increased safety and protection of pedestrians. Consult the District’s planter width policy if trees are to be placed within the parkway strip. Sidewalks constructed next to the back-of-curb shall be a minimum of 7-feet wide.

Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

Minor Improvements Policy: District Policy 7203.3 states that minor improvements to existing streets adjacent to a proposed development may be required. These improvements are to correct deficiencies or replace deteriorated facilities. Included are sidewalk construction or replacement; curb and gutter construction or replacement; replacement of unused driveways with curb, gutter and sidewalk; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items.

Landscape Medians Policy:  District policy 7207.5.16 states that landscape medians are permissible where adequate pavement width is provided on each side of the median to accommodate the travel lanes and where the following is provided:

- The median is platted as right-of-way owned by ACHD.
- The width of an island near an intersection is 12-feet maximum for a minimum distance of 150-feet. Beyond the 150-feet, the island may increase to a maximum width of 30-feet.
- At an intersection that is signalized or is to be signalized in the future, the median width shall be reduced to accommodate the necessary turn lane storage and tapers.
- The Developer or Homeowners Association shall apply for a license agreement if landscaping is to be placed within these medians.
- The license agreement shall contain the District’s requirements of the developer including, but not limited to, a “hold harmless” clause; requirements for maintenance by the developer; liability insurance requirements; and restrictions.
- Vertical curbs are required around the perimeter of any raised median. Gutters shall slope away from the curb to prevent ponding.

ACHD Master Street Map:  ACHD Policy Section 3111.1 requires the Master Street Map (MSM) guide the right-of-way acquisition, collector street requirements, and specific roadway features required through development. A new collector roadway was identified on the MSM with the street typology of Commercial Collector. The new collector roadway should align with Joplin Road to the east. The Commercial Collector typology as depicted in the Livable Street Design Guide recommends a 2-lane roadway with bike lanes, a 48-foot street section within 69-feet of right-of-way.

c. Applicant Proposal:  The applicant is proposing to continue Colchester Drive through the site as a 52-foot street section consisting of 21-foot wide travel lanes with vertical curb, gutter, 6-
foot park strip, and 5-foot wide sidewalks within a 72-foot right-of-way. The applicant is proposing to continue the 10-foot wide landscape islands in varying lengths along Colchester Drive.

The applicant is also proposing to construct Eagles Gate Drive, Creek Crossing Way, and Joplin Creek Way as 52-foot street sections consisting of 21-foot wide travel lanes with vertical curb, gutter, 6-foot park strip, and 5-foot wide sidewalks within a 72-foot right-of-way. The applicant is proposing to continue the 10-foot wide landscape islands in varying lengths along Eagles Gate Drive, Creek Crossing Way, and Joplin Creek Way.

Eagles Gate Drive will be restricted to right-in/right-out only onto Eagle Road.

d. Staff Comments/Recommendations: The applicant’s proposal meets District Policy. Staff recommends approval of the applicant’s proposal with the condition that the landscape medians on Colchester Drive, Eagles Gate Drive, Creek Crossing Way, and Joplin Creek Way be platted as right-of-way owned by ACHD; and the Developer or Homeowners Association apply for a license agreement if landscaping is to be placed within the medians.

Staff also recommends the applicant provide a permanent right-of-way easement for any sidewalk located outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

4. Internal Streets
a. Existing Conditions: Lake Briar Lane, Lake Brook Lane, Eaglewoods Lane, Lake Vista Lane, and Brookwater Lane are all improved with 2-travel lanes, vertical curb, gutter, and 5-foot wide detached sidewalk abutting the site. There is 50-feet of right-of-way for Lake Briar Lane, Lake Brook Lane, Eaglewoods Lane, and Lake Vista Lane (25-feet from centerline).

b. Policy:
   
   **Local Roadway Policy:** District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

   **Street Section and Right-of-Way Policy:** District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

   **Standard Urban Local Street—36-foot to 33-foot Street Section and Right-of-way Policy:** District Policy 7207.5.2 states that the standard street section shall be 36-feet (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size. This street section shall include curb, gutter, and minimum 5-foot concrete sidewalks on both sides and shall typically be within 50-feet of right-of-way.

   The District will also consider the utilization of a street width less than 36-feet with written fire department approval. Most often this width is a 33-foot street section (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size.

   **Continuation of Streets Policy:** District Policy 7207.2.4 states that an existing street, or a street in an approved preliminary plat, which ends at a boundary of a proposed development shall be extended in that development. The extension shall include provisions for continuation of storm drainage facilities. Benefits of connectivity include but are not limited to the following:

   - Reduces vehicle miles traveled.
   - Increases pedestrian and bicycle connectivity.
• Increases access for emergency services.
• Reduces need for additional access points to the arterial street system
• Promotes the efficient delivery of services including trash, mail and deliveries.
• Promotes appropriate intra-neighborhood traffic circulation to schools, parks, neighborhood commercial centers, transit stops, etc.
• Promotes orderly development.

Sidewalk Policy: District Policy 7207.5.7 states that five-foot wide concrete sidewalk is required on both sides of all local street, except those in rural developments with net densities of one dwelling unit per 1.0 acre or less, or in hillside conditions where there is no direct lot frontage, in which case a sidewalk shall be constructed along one side of the street. Some local jurisdictions may require wider sidewalks.

The sidewalk may be placed next to the back-of-curb. Where feasible, a parkway strip at least 8-feet wide between the back-of-curb and the street edge of the sidewalk is recommended to provide increased safety and protection of pedestrians and to allow for the planting of trees in accordance with the District’s Tree Planting Policy. If no trees are to be planted in the parkway strip, the applicant may submit a request to the District, with justification, to reduce the width of the parkway strip.

Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

c. Applicant’s Proposal: The applicant is proposing to construct Bridges Way as a 37-foot street section (back of curb to back of curb) with vertical curb, gutter, and 6.5-foot parkway strip within 50-feet of right-of-way. The applicant is proposing to construct 5-foot wide detached sidewalks outside of right-of-way.

d. Staff Comments/Recommendations: The applicant’s proposal does not meet District Street Section Policy. Staff recommends that the applicant construct Bridges Way as a 36-foot street section and be required to provide a permanent right-of-way easement for any sidewalk located outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

5. Roadway Offsets
a. Existing Conditions: There is one existing roadway offset internal to the site. Colchester Drive, located approximately 3,300 feet north of Chinden Boulevard, was constructed as part of the original approval of this application.

b. Policy:
Local Street Intersection Spacing on Principal Arterials: District policy 7205.4.3 states that new local streets should not typically intersect arterials. Local streets should typically intersect collectors. If it is necessary, as determined by ACHD, for a local street to intersect an arterial, the minimum allowable offset shall be 1,320-feet as measured from all other existing roadways as identified in Table 1b (7205.4.7).

Collector Offset Policy: District policy 7205.4.2 states that the optimum spacing for new signalized collector roadways intersecting minor arterials is one half-mile.
District policy 7205.4.2 states that the optimum spacing for new signalized collector roadways intersecting principal arterials is one half-mile.

District policy 7206.4.2 states that the preferred spacing for new collectors intersecting existing collectors is ¼ mile to allow for adequate signal spacing and alignment.

**Local Offset Policy:** District policy 7206.4.5, requires local roadways to align or offset a minimum of 330-feet from a collector roadway (measured centerline to centerline).

District policy 7207.4.2, requires local roadways to align or provide a minimum offset of 125-feet from any other street (measured centerline to centerline).

District policy 7208.4.2, requires commercial roadways intersecting other local streets (residential, industrial or commercial) to provide a minimum offset of 125-feet from any other roadway or intersection (measured centerline to centerline).

c. **Applicant’s Proposal:** The applicant is proposing to construct a new local roadway onto Eagle Road. Eagles Gate Drive is proposed to intersect Eagle Road approximately 1,760-feet (centerline to centerline) north of Chinden Boulevard and 1,540-feet (centerline to centerline) south of Colchester Drive. Eagles Gate Drive is being proposed as a right-in/right-out only.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy, and should be approved, as proposed.

6. **Roundabout**

a. **Existing Conditions:** There are no existing roundabouts internal to the site.

b. **Policy:**

**Intersection Control Policy:** District policy 5108.5 states that roundabout traffic control shall be considered and evaluated as an option if the intersection is being considered for improvement for any of the following reasons:

- A capacity deficiency exists, and an all-way stop and/or traffic signal volume warrant is met as defined in the MUTCD; or
- A safety deficiency exists; or
- Unconventional geometry exists (e.g., five approaches).

An alternatives analysis (potentially including other intersection control types, such as signals and stop signs) shall be conducted at all intersections where a roundabout is being considered. The alternatives analysis shall include a detailed traffic operations analysis and shall consider ACHD costs (e.g., right-of-way, construction, and maintenance) and public costs (e.g., delay, safety, and the environment.) The alternatives analysis should be the decision-making tool used to determine whether or not a roundabout will be constructed. Final discretion for all intersection control decisions rests with ACHD.

**Traffic Operations Analysis Policy:** District Policy 5108.6 states that traffic conditions shall be analyzed for all peak periods of the intersection’s construction year and design year(s). The construction year is the year the roundabout will be constructed and opened. For federally funded projects the design year is 20 years after the construction year. There may be multiple design years if considering interim designs.

**Analysis Procedure Policy:** District Policy 5108.6.2 states that traffic analysis procedures shall be consistent with the most recent version of the Highway Capacity Manual (HCM) beginning with the 2010 edition. Prior to the publication of the 2010 HCM the traffic analysis procedures shall be based upon the equations summarized in NCHRP Report 572: Roundabouts in the United States. Additional analytical or simulation tools may be required to supplement the traffic analysis. The additional analysis tools shall be calibrated to match
either the data summarized in NCHRP Report 572, the 2010 HCM (or its subsequent updates), or local conditions. Site selection, data collection, and calibration methods must be pre-approved by ACHD Traffic.

**Result Reporting Policy:** District Policy 5108.6.3 states that roundabout traffic operations shall be reported on a lane-by-lane basis. Volume-to-capacity (V/C), traffic delay, level of service, and 95th percentile queues shall be reported.

**Acceptable Thresholds Policy:** District Policy 5108.6.4 states that the acceptable level of service for all roundabouts shall be based upon the critical/worst lane and a maximum volume-to-capacity (V/C) ratio of 0.85.

**Roundabout Designers Policy:** District Policy 5108.8.1 states that ACHD roundabout projects shall be designed and submitted by ACHD staff or prequalified firms approved to design roundabouts by ACHD. A peer review shall be performed by an ACHD prequalified roundabout peer review firm for all roundabouts designed by ACHD staff. The list of firms approved to design and review roundabouts will be available to the public.

The ACHD prequalified firms approved to design roundabouts are recommended for developer projects. If a roundabout is not designed by a firm prequalified by ACHD to design roundabouts, the developer shall have a roundabout peer review performed by a firm acceptable to ACHD.

**Preliminary Deliverables Policy:**
District Policy 5108.8.2 states that before plat approval, right-of-way dedication or purchase, grading, or other details are designed, the designer shall demonstrate to ACHD’s satisfaction that the preliminary roundabout design meets the standards set forth in ACHD Roundabout Policy. All roundabout designs will be required to meet the same standards outlined in the roundabout policy. Preliminary submittal deliverables shall include the following items:

1. **Traffic Operation Analysis Summary**
   Include input parameter summary sheets and output tables as necessary so analysis can be independently replicated.

2. **1:50 Scale Plan View**
   Include curbs and pavement markings. Plan view shall be supplemented with an AutoCAD compatible file.

3. **Wheel Path Plots**
   Illustrate the wheel paths of the design vehicle(s) making every movement from each approach. Additionally, a side-by-side swept path plot shall be provided with the appropriate design vehicle(s) for multilane roundabout sections.

4. **Fastest Path Plots**
   Illustrate the fastest path for every movement from each approach. Include a complete speed comparison table.

5. **Natural Path Plots**
   Illustrate the natural path for every movement from each approach.

**c. Applicant Proposal:** The applicant is proposing 2 single travel lane roundabouts on Colchester Drive. The first roundabout is at the intersection of Colchester Drive and Eagles Gate Drive. The center island is approximately 52-feet wide with an 18-foot truck apron. The splitter islands are between approximately 120-feet to 140-feet long with 21-foot travel lanes on each side and crosswalks located 30-feet back from center edge on the south and east legs.
The applicant is proposing the second roundabout at the intersection of Colchester Drive, Creek Crossing Way and Joplin Creek Way. The center island is approximately 52-feet wide with an 18-foot truck apron. The splitter islands are between approximately 65-feet to 220-feet long with 21-foot travel lanes on each side and crosswalks located 30-feet back from center edge on the south and east legs.

d. **Staff Comments/Recommendation:** Staff is supportive of the applicant’s proposal to construct 2 roundabouts at the intersections of Colchester and Creek Crossing and Colchester and Eagles Gate Drive. As such, the applicant's proposal should be approved, as proposed.

The applicant should be required to provide the preliminary deliverables for the roundabout design as part of the plan submittal as identified in District policy 5108.8.2, noted above. Both of the roundabouts should be designed by a qualified designer following ACHD’s Roundabout Design Guidelines.

The applicant should be required to dedicate all islands as right-of-way owned by ACHD; and the Developer or Homeowners Association apply for a license agreement if landscaping is to be placed within the islands.

7. **Stub Streets**

a. **Existing Conditions:** There are 2 existing stub streets to the site, Colchester Drive and Brookwater Lane. Brookwater Lane is a private road and is proposed to be continued as a private road internal to this development. Colchester Drive is proposed to continue as a collector street in this development.

b. **Policy:**

   **Stub Street Policy:** District policy 7206.2.4 (collector) and 7207.2.4 (local) states that stub streets will be required to provide circulation or to provide access to adjoining properties. Stub streets will conform with the requirements described in Section 7206.2.5.4 (collector) and 7207.2.5.4 (local), except a temporary cul-de-sac will not be required if the stub street has a length no greater than 150-feet. A sign shall be installed at the terminus of the stub street stating that, "THIS ROAD WILL BE EXTENDED IN THE FUTURE." or "(THIS IS A DESIGNATED COLLECTOR ROoadWAY. THIS STREET WILL BE EXTENDED AND WIDENED IN THE FUTURE.)"

   In addition, stub streets must meet the following conditions:
   
   - A stub street shall be designed to slope towards the nearest street intersection within the proposed development and drain surface water towards that intersection; unless an alternative storm drain system is approved by the District.
   
   - The District may require appropriate covenants guaranteeing that the stub street will remain free of obstructions.

   **Temporary Dead End Streets Policy:** District policy 7206.2.4 (collector) and 7207.2.4 (local) requires that the design and construction for cul-de-sac streets shall apply to temporary dead end streets. The temporary cul-de-sac shall be paved and shall be the dimensional requirements of a standard cul-de-sac. The developer shall grant a temporary turnaround easement to the District for those portions of the cul-de-sac which extend beyond the dedicated street right-of-way. In the instance where a temporary easement extends onto a buildable lot, the entire lot shall be encumbered by the easement and identified on the plat as a non-buildable lot until the street is extended.

   **Applicant Proposal:** The applicant is proposing to construct 3 stub streets, Bridges Way, Joplin Creek Way, and Creek Crossing Way to abutting properties. Bridges Way is proposed to be constructed approximately 415-feet (measured centerline to centerline) from Bridgepoint Drive to the south abutting property. Joplin Creek Way is proposed to be constructed
approximately 570-feet (measured centerline to centerline) from Creek Crossing Way/Colchester Drive intersection to the east abutting property. Creek Crossing Way is proposed to be constructed 840-feet (measured centerline to centerline) from Joplin Creek Way to the south abutting the property.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy. However, staff recommends that the applicant construct temporary cul-de-sacs at the end of each proposed stub street of a minimum radius of 55-feet to back of curb. The temporary cul-de-sacs should be paved and a temporary turnaround easement be granted to the District for the portions of the cul-de-sac that extend beyond the dedicated street right-of-way.

The applicant should be required to install a sign at the terminus of the 2 stub streets, Bridges Way and Creek Crossing Way stating that, "THIS ROAD WILL BE EXTENDED IN THE FUTURE." The applicant should be required to install a sign at the terminus of the stub street, Joplin Creek Way stating that, "THIS IS A DESIGNATED COLLECTOR ROADWAY. THIS STREET WILL BE EXTENDED AND WIDENED IN THE FUTURE."

8. **Driveways**

8.1 **Colchester Drive**

a. **Existing Conditions:** There are currently no existing driveways onto Colchester Drive from this site.

b. **Policy:**

   **Access Policy:** District Policy 7205.4.1 states that all access points associated with development applications shall be determined in accordance with the policies in this section and Section 7202. Access points shall be reviewed only for a development application that is being considered by the lead land use agency. Approved access points may be relocated and/or restricted in the future if the land use intensifies, changes, or the property redevelops.

   District Policy 7206.1 states that the primary function of a collector is to intercept traffic from the local street system and carry that traffic to the nearest arterial. A secondary function is to service adjacent property. Access will be limited or controlled. Collectors may also be designated at bicycle and bus routes.

   **Driveway Location Policy (Signalized Intersection):** District policy 7206.4.3 requires driveways located on collector roadways near a signalized intersection to be located outside the area of influence; OR a minimum of 440-feet from the signalized intersection for a full-access driveway and a minimum of 220-feet from the signalized intersection for a right-in/right-out only driveway. Dimensions shall be measured from the centerline of the intersection to the centerline of the driveway.

   **Successive Driveways:** District policy 7206.4.5 Table 1, requires driveways located on collector roadways with a speed limit of 20 MPH and daily traffic volumes greater than 200 VTD to align or offset a minimum of 245-feet from any existing or proposed driveway.

   **Driveway Width Policy:** District policy 7206.4.6 restricts high-volume driveways (100 VTD or more) to a maximum width of 36-feet and low-volume driveways (less than 100 VTD) to a maximum width of 30-feet. Curb return type driveways with 30-foot radii will be required for high-volume driveways with 100 VTD or more. Curb return type driveways with 15-foot radii will be required for low-volume driveways with less than 100 VTD.

   **Driveway Paving Policy:** Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7206.4.6, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway and install pavement tapers in accordance with Table 2 under District Policy 7206.4.6.
c. **Applicant’s Proposal:** The applicant is proposing to construct 3 driveways onto Colchester Drive. A 70-foot driveway with a 10-foot wide by 10-foot long landscape median at the entrance located approximately 350-feet east of Eagle Road aligned with Woodlet Way to the north; a 30-foot driveway located approximately 1,350-feet southeast of Eagle Road; and a 40-foot driveway located approximately 1,725-feet southeast of Eagle Road.

d. **Staff Comments/Recommendations:** The applicant's proposal meets District Policy and should be approved as proposed.

The applicant should be required to pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

8.2 **Eagles Gate Drive**

a. **Existing Conditions:** There are no existing driveways on Eagles Gate Drive internal to the site.

b. **Policy:**

**Access Policy:** District Policy 7205.4.1 states that all access points associated with development applications shall be determined in accordance with the policies in this section and Section 7202. Access points shall be reviewed only for a development application that is being considered by the lead land use agency. Approved access points may be relocated and/or restricted in the future if the land use intensifies, changes, or the property redevelops.

District Policy 7206.1 states that the primary function of a collector is to intercept traffic from the local street system and carry that traffic to the nearest arterial. A secondary function is to service adjacent property. **Access will be limited or controlled.** Collectors may also be designated at bicycle and bus routes.

**Driveway Location Policy (Stop Controlled Intersection):** District policy 7206.4.4 requires driveways located on collector roadways near a STOP controlled intersection to be located outside of the area of influence; OR a minimum of 150-feet from the intersection, whichever is greater. Dimensions shall be measured from the centerline of the intersection to the centerline of the driveway.

**Successive Driveways:** District policy 7206.4.5 Table 1, requires driveways located on collector roadways with a speed limit of 20 MPH and daily traffic volumes greater than 200 VTD to align or offset a minimum of 245-feet from any existing or proposed driveway.

**Driveway Width Policy:** District policy 7206.4.6 restricts high-volume driveways (100 VTD or more) to a maximum width of 36-feet and low-volume driveways (less than 100 VTD) to a maximum width of 30-feet. Curb return type driveways with 30-foot radii will be required for high-volume driveways with 100 VTD or more. Curb return type driveways with 15-foot radii will be required for low-volume driveways with less than 100 VTD.

**Driveway Paving Policy:** Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7206.4.6, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway and install pavement tapers in accordance with Table 2 under District Policy 7206.4.6.

c. **Applicant’s Proposal:** The applicant is proposing to construct 5 driveways onto Eagles Gate Drive. 2 30-foot wide full-access driveways located approximately 330-feet east of Eagle Road. These two driveways are proposed to align centerline to centerline. One 30-foot wide full-access to the south and one 40-foot wide full-access driveway to the north located approximately 560-feet east of Eagle Road. These two driveways are proposed to align centerline to centerline. One 40-foot wide full-access driveway located approximately 830-feet east of Eagle Road on Eagles Gate Drive.
d. **Staff Comments/Recommendations:** The applicant's proposal meets District Policy and should be approved as proposed.

Staff recommends that the applicant should be required to construct the 5 proposed driveways to a maximum width of 36-feet and pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

8.3 **Creek Crossing Way**

a. **Existing Conditions:** There are no existing driveways on Creek Crossing Way internal to the site.

b. **Policy:**

   **Access Policy:** District Policy 7205.4.1 states that all access points associated with development applications shall be determined in accordance with the policies in this section and Section 7202. Access points shall be reviewed only for a development application that is being considered by the lead land use agency. Approved access points may be relocated and/or restricted in the future if the land use intensifies, changes, or the property redevelops.

   District Policy 7206.1 states that the primary function of a collector is to intercept traffic from the local street system and carry that traffic to the nearest arterial. A secondary function is to service adjacent property. **Access will be limited or controlled.** Collectors may also be designated at bicycle and bus routes.

   **Driveway Location Policy (Signalized Intersection):** District policy 7206.4.3 requires driveways located on collector roadways near a signalized intersection to be located outside the area of influence; OR a minimum of 440-feet from the signalized intersection for a full-access driveway and a minimum of 220-feet from the signalized intersection for a right-in/right-out only driveway. Dimensions shall be measured from the centerline of the intersection to the centerline of the driveway.

   **Driveway Location Policy (Stop Controlled Intersection):** District policy 7206.4.4 requires driveways located on collector roadways near a STOP controlled intersection to be located outside of the area of influence; OR a minimum of 150-feet from the intersection, whichever is greater. Dimensions shall be measured from the centerline of the intersection to the centerline of the driveway.

   **Successive Driveways:** District policy 7206.4.5 Table 1, requires driveways located on collector roadways with a speed limit of 20 MPH and daily traffic volumes greater than 200 VTD to align or offset a minimum of 245-feet from any existing or proposed driveway.

   **Driveway Width Policy:** District policy 7206.4.6 restricts high-volume driveways (100 VTD or more) to a maximum width of 36-feet and low-volume driveways (less than 100 VTD) to a maximum width of 30-feet. Curb return type driveways with 30-foot radii will be required for high-volume driveways with 100 VTD or more. Curb return type driveways with 15-foot radii will be required for low-volume driveways with less than 100 VTD.

   **Driveway Paving Policy:** Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. **In accordance with District policy, 7206.4.6, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway and install pavement tapers in accordance with Table 2 under District Policy 7206.4.6.**

   **Applicant’s Proposal:** The applicant is proposing to construct 2 full access driveways onto Creek Crossing Way. The driveway on the north is proposed to be 40-feet wide; the driveway on the south is proposed to be 36-feet wide. The driveways are proposed to align centerline to centerline and be located approximately 200-feet south of Joplin Creek Way. Additionally, the applicant has proposed to construct 1 45-foot wide full-access driveway onto Creek Crossing Way located approximately 420-feet south of Joplin Creek Way on Eagles Gate Drive.
d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy and should be approved as proposed.

Staff recommends that the applicant should be required to construct the 5 proposed driveways to a maximum width of 36-feet and pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

### 7.4 Bridges Way

a. **Existing Conditions:** There are no existing driveways on Bridges Way internal to the site.

b. **Policy:**

   **Driveway Location Policy:** District policy 7207.4.1 requires driveways located near intersections to be located a minimum of 75-feet (measured centerline-to-centerline) from the nearest street intersection.

   **Successive Driveways:** District Policy 7207.4.1 states that successive driveways away from an intersection shall have no minimum spacing requirements for access points along a local street, but the District does encourage shared access points where appropriate.

   **Driveway Width Policy:** District policy 7207.4.3 states that where vertical curbs are required, residential driveways shall be restricted to a maximum width of 20-feet and may be constructed as curb-cut type driveways.

   **Driveway Paving Policy:** Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7207.4.3, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

c. **Applicant’s Proposal:** The applicant is proposing to construct 3 driveways on Bridges Way. A 30-foot wide full-access driveway located approximately 150-feet south of Eagles Gate Drive. A 30-foot wide full-access driveway located approximately 250-feet south of Bridgepointe Drive, and a 36-foot wide full access driveway located approximately 250-feet south of Bridgepointe Drive on Bridges Way.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy, and should be approved, as proposed.

The applicant should be required to pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

### 9. Private Roads

a. **Private Road Policy:** District policy 7212.1 states that the lead land use agencies in Ada County establish the requirements for private streets. The District retains authority and will review the proposed intersection of a private and public street for compliance with District intersection policies and standards. The private road should have the following requirements:

   - Designed to discourage through traffic between two public streets,
   - Graded to drain away from the public street intersection, and
   - If a private road is gated, the gate or keypad (if applicable) shall be located a minimum of 50-feet from the near edge of the intersection and a turnaround shall be provided.

**Applicant Proposal:** The applicant is proposing 4 private roads within the site. Lake Front Lane, Lakegrove Lane, Bridgepointe Drive, and Brookwater Lane. The applicant is proposing to gate the private roads.

b. **Staff Comments/Recommendations:** If the City of Eagle approves the private roads, the applicant shall be required to pave the private roadways a minimum of 20 to 24-feet wide and at
least 30-feet into the site beyond the edge of pavement of all public streets and install pavement tapers with 15-foot curb radii abutting the existing roadway edge. If private roads are not approved by the City of Eagle, the applicant will be required to revise and resubmit the preliminary plat to provide public standard local streets in these locations.

Street name and stop signs are required for the private road. The signs may be ordered through the District. Verification of the correct, approved name of the road is required.

ACHD does not make any assurances that the private road, which is a part of this application, will be accepted as a public road if such a request is made in the future. Substantial redesign and reconstruction costs may be necessary in order to qualify this road for public ownership and maintenance.

The following requirements must be met if the applicant wishes to dedicate the roadway to ACHD:

• Dedicate a minimum of 50-feet of right-of-way for the road.
• Construct the roadway to the minimum ACHD requirements.
• Construct a stub street to the surrounding parcels.

The applicant should be required to install the gate or keypad (if applicable) a minimum of 50-feet from the near edge of the intersection and a turnaround be provided, consistent with ACHD policy.

10. **Tree Planters**

**Tree Planter Policy:** The District’s Tree Planter Policy prohibits all trees in planters less than 8-feet in width without the installation of root barriers. Class II trees may be allowed in planters with a minimum width of 8-feet, and Class I and Class III trees may be allowed in planters with a minimum width of 10-feet.

11. **Landscaping**

**Landscaping Policy:** A license agreement is required for all landscaping proposed within ACHD right-of-way or easement areas. Trees shall be located no closer than 10-feet from all public storm drain facilities. Landscaping should be designed to eliminate site obstructions in the vision triangle at intersections. District Policy 5104.3.1 requires a 40-foot vision triangle and a 3-foot height restriction on all landscaping located at an uncontrolled intersection and a 50-foot offset from stop signs. Landscape plans are required with the submittal of civil plans and must meet all District requirements prior to signature of the final plat and/or approval of the civil plans.

D. **Site Specific Conditions of Approval.**

1. Construct Colchester Drive with 2-travel lanes 21-feet wide, vertical curb, gutter, 5-foot wide sidewalks, and 10-foot wide landscape medians of varying length within 72-feet of right-of-way, as proposed.

2. Construct Eagles Gate Way, Cross Creek Way, and Joplin Creek Way with 2-travel lanes 21-feet wide, vertical curb, gutter, 5-foot wide sidewalks, and 10-foot wide landscape medians of varying length within 72-feet of right-of-way, as proposed.

3. Plat the landscape medians on Colchester Drive, Eagles Gate Drive, Creek Crossing Way, and Joplin Creek Way as right-of-way owned by ACHD; and the Developer or Homeowners Association apply for a license agreement if landscaping is to be placed within the medians.

4. Provide a permanent right-of-way easement for any sidewalk located outside of the dedicated right-of-way.
5. Construct Bridges Way as a 36-foot street section and provide a permanent right-of-way easement for any sidewalk located outside of the dedicated right-of-way.

6. Construct Eagles Gate Drive onto Eagle Road at approximately 1,760-feet (centerline to centerline) north of Chinden Boulevard and 1,540-feet (centerline to centerline) south of Colchester Drive as proposed.

7. Construct the 2 roundabouts at the intersections of Colchester and Creek Crossing and Colchester and Eagles Gate Drive, as proposed. Provide the preliminary deliverables for the roundabout design as part of the plan submittal as identified in District policy 5108.8.2, noted above. Both of the roundabouts should be designed by a qualified designer following ACHD’s Roundabout Design Guidelines. Dedicate all islands as right-of-way owned by ACHD; and the Developer or Homeowners Association should apply for a license agreement if landscaping is to be placed within the islands.

8. Construct Bridges Way at approximately 415-feet (measured centerline to centerline) from Bridgepoint Drive to the south abutting property. Joplin Creek Way at approximately 570-feet (measured centerline to centerline) from Creek Crossing Way/Colchester Drive intersection to the east abutting property. Creek Crossing Way at approximately 840-feet (measured centerline to centerline) from Joplin Creek Way to the south abutting the property, with temporary cul-de-sacs at the end of each proposed stub street of a minimum radius of 55-feet to back of curb, as proposed. Install a sign at the terminus of the stub street, Bridges Way stating that, “THIS ROAD WILL BE EXTENDED IN THE FUTURE.” Install a sign at the terminus of the stub streets, Joplin Creek Way and Creek Crossing Way stating that, “THIS IS A DESIGNATED COLLECTOR ROADWAY. THIS STREET WILL BE EXTENDED AND WIDENED IN THE FUTURE.”

9. Construct a 70-foot driveway with a 10-foot wide by 10-foot long landscape median at the entrance at approximately 350-feet east of Eagle Road aligned with Woodlet Way to the north; a 30-foot driveway at approximately 1350-feet southeast of Eagle Road; and a 40-foot driveway at approximately 1725-feet southeast of Eagle Road on Colchester Driveway, as proposed. Pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

10. Construct 2 full-access driveways at approximately 330-feet east of Eagle Road, one full-access and one full-access driveway at approximately 560-feet east of Eagle Road, and one full-access driveway at approximately 830-feet east of Eagle Road on Eagles Gate Drive, as proposed a maximum width of 36-feet. Pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

11. Construct 2 aligned full-access driveways at approximately 200-feet south of Joplin Creek Way, and one full-access driveway at approximately 420-feet south of Joplin Creek Way on Eagles Gate Drive, as proposed a maximum width of 36-feet. Pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

12. Construct 3 full-access driveways on Bridges Way at approximately 150-feet south of Eagles Gate Drive, at approximately 250-feet south of Bridgepoinete Drive, and at approximately 250-feet south of Bridgepoinete Drive on Bridges Way, as proposed a maximum width of 36-feet. Pave the driveways their full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

13. Pave the private roadways a minimum of 20 to 24-feet wide and at least 30-feet into the site beyond the edge of pavement of all public streets and install pavement tapers with 15-foot curb radii abutting the existing roadway edge. Install the gate(s) or keypad(s) (if applicable) a minimum of 50-feet from the near edge of the intersection and a turnaround be provide, consistent with ACHD policy.

14. Payment of impacts fees are due prior to issuance of a building permit.

15. Comply with all Standard Conditions of Approval.
E. **Standard Conditions of Approval**

1. Any existing irrigation facilities shall be relocated outside of the ACHD right-of-way.

2. Private sewer or water systems are prohibited from being located within the ACHD right-of-way.

3. In accordance with District policy, 7203.3, the applicant may be required to update any existing non-compliant pedestrian improvements abutting the site to meet current Americans with Disabilities Act (ADA) requirements. The applicant’s engineer should provide documentation of ADA compliance to District Development Review staff for review.

4. Replace any existing damaged curb, gutter and sidewalk and any that may be damaged during the construction of the proposed development. Contact Construction Services at 387-6280 (with file number) for details.

5. A license agreement and compliance with the District’s Tree Planter policy is required for all landscaping proposed within ACHD right-of-way or easement areas.

6. All utility relocation costs associated with improving street frontages abutting the site shall be borne by the developer.

7. It is the responsibility of the applicant to verify all existing utilities within the right-of-way. The applicant at no cost to ACHD shall repair existing utilities damaged by the applicant. The applicant shall be required to call DIGLINE (1-811-342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.

8. Utility street cuts in pavement less than five years old are not allowed unless approved in writing by the District. Contact the District’s Utility Coordinator at 387-6258 (with file numbers) for details.

9. All design and construction shall be in accordance with the ACHD Policy Manual, ISPWC Standards and approved supplements, Construction Services procedures and all applicable ACHD Standards unless specifically waived herein. An engineer registered in the State of Idaho shall prepare and certify all improvement plans.

10. Construction, use and property development shall be in conformance with all applicable requirements of ACHD prior to District approval for occupancy.

11. No change in the terms and conditions of this approval shall be valid unless they are in writing and signed by the applicant or the applicant’s authorized representative and an authorized representative of ACHD. The burden shall be upon the applicant to obtain written confirmation of any change from ACHD.

12. If the site plan or use should change in the future, ACHD Planning Review will review the site plan and may require additional improvements to the transportation system at that time. Any change in the planned use of the property which is the subject of this application, shall require the applicant to comply with ACHD Policy and Standard Conditions of Approval in place at that time unless a waiver/variance of the requirements or other legal relief is granted by the ACHD Commission.

F. **Conclusions of Law**

1. The proposed site plan is approved, if all of the Site Specific and Standard Conditions of Approval are satisfied.
2. ACHD requirements are intended to assure that the proposed use/development will not place an undue burden on the existing vehicular transportation system within the vicinity impacted by the proposed development.

**G. Attachments**

1. Vicinity Map
2. Site Plan
3. Roundabout Drawings
4. Utility Coordinating Council
5. Development Process Checklist
6. Request for Reconsideration Guidelines
ROUNDABOUT DRAWINGS
Purpose: To develop the necessary avenue for proper notification to utilities of local highway and road improvements, to help the utilities in budgeting and to clarify the already existing process.

1) **Notification:** Within five (5) working days upon notification of required right of way improvements by Highway entities, developers shall provide written notification to the affected utility owners and the Ada County Utility Coordinating Council (UCC). Notification shall include but not be limited to, project limits, scope of roadway improvements/project, anticipated construction dates, and any portions critical to the right of way improvements and coordination of utilities.

2) **Plan Review:** The developer shall provide the highway entities and all utility owners with preliminary project plans and schedule a plan review conference. Depending on the scale of utility improvements, a plan review conference may not be necessary, as determined by the utility owners. Conference notification shall also be sent to the UCC. During the review meeting the developer shall notify utilities of the status of right of way/easement acquisition necessary for their project. At the plan review conference each company shall have the right to appeal, adjust and/or negotiate with the developer on its own behalf. Each utility shall provide the developer with a letter of review indicating the costs and time required for relocation of its facilities. Said letter of review is to be provided within thirty calendar days after the date of the plan review conference.

3) **Revisions:** The developer is responsible to provide utilities with any revisions to preliminary plans. Utilities may request an updated plan review meeting if revisions are made in the preliminary plans which affect the utility relocation requirements. Utilities shall have thirty days after receiving the revisions to review and comment thereon.

4) **Final Notification:** The developer will provide highway entities, utility owners and the UCC with final notification of its intent to proceed with right of way improvements and include the anticipated date work will commence. This notification shall indicate that the work to be performed shall be pursuant to final approved plans by the highway entity. The developer shall schedule a preconstruction meeting prior to right of way improvements. Utility relocation activity shall be completed within the times established during the preconstruction meeting, unless otherwise agreed upon.

*Notification to the Ada County UCC can be sent to:* 50 S. Cole Rd. Boise 83707, or Visit iducc.com for e-mail notification information.
Development Process Checklist

Items Completed to Date:

- Submit a development application to a City or to Ada County
- The City or the County will transmit the development application to ACHD
- The ACHD Planning Review Section will receive the development application to review
- The Planning Review Section will do one of the following:
  - Send a “No Review” letter to the applicant stating that there are no site specific conditions of approval at this time.
  - Write a Staff Level report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.
  - Write a Commission Level report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

Items to be completed by Applicant:

☐ For ALL development applications, including those receiving a “No Review” letter:
  - The applicant should submit one set of engineered plans directly to ACHD for review by the Development Review Section for plan review and assessment of impact fees. (Note: if there are no site improvements required by ACHD, then architectural plans may be submitted for purposes of impact fee assessment.)
  - The applicant is required to get a permit from Construction Services (ACHD) for ANY work in the right-of-way, including, but not limited to, driveway approaches, street improvements and utility cuts.

☐ Pay Impact Fees prior to issuance of building permit. Impact fees cannot be paid prior to plan review approval.

DID YOU REMEMBER:
- Construction (Non-Subdivisions)
  ☐ Driveway or Property Approach(s)
    - Submit a “Driveway Approach Request” form to ACHD Construction (for approval by Development Services & Traffic Services). There is a one week turnaround for this approval.

☐ Working in the ACHD Right-of-Way
  - Four business days prior to starting work have a bonded contractor submit a “Temporary Highway Use Permit Application” to ACHD Construction – Permits along with:
    a) Traffic Control Plan
    b) An Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, if trench is >50’ or you are placing >600 sf of concrete or asphalt.

- Construction (Subdivisions)
  ☐ Sediment & Erosion Submittal
    - At least one week prior to setting up a Pre-Construction Meeting an Erosion & Sediment Control Narrative & Plan, done by a Certified Plan Designer, must be turned into ACHD Construction to be reviewed and approved by the ACHD Stormwater Section.

☐ Idaho Power Company
  - Vic Steelman at Idaho Power must have his IPCO approved set of subdivision utility plans prior to Pre-Con being scheduled.

☐ Final Approval from Development Services is required prior to scheduling a Pre-Con.
Request for Reconsideration of Commission Action

1. **Request for Reconsideration of Commission Action:** A Commissioner, a member of ACHD staff or any other person objecting to any final action taken by the Commission may request reconsideration of that action, provided the request is not for a reconsideration of an action previously requested to be reconsidered, an action whose provisions have been partly and materially carried out, or an action that has created a contractual relationship with third parties.

   a. Only a Commission member who voted with the prevailing side can move for reconsideration, but the motion may be seconded by any Commissioner and is voted on by all Commissioners present.

      If a motion to reconsider is made and seconded it is subject to a motion to postpone to a certain time.

   b. The request must be in writing and delivered to the Secretary of the Highway District no later than 3:00 p.m. on the day prior to the Commission’s next scheduled regular meeting following the meeting at which the action to be reconsidered was taken. Upon receipt of the request, the Secretary shall cause the same to be placed on the agenda for that next scheduled regular Commission meeting.

   c. The request for reconsideration must be supported by written documentation setting forth new facts and information not presented at the earlier meeting, or a changed situation that has developed since the taking of the earlier vote, or information establishing an error of fact or law in the earlier action. The request may also be supported by oral testimony at the meeting.

   d. If a motion to reconsider passes, the effect is the original matter is in the exact position it occupied the moment before it was voted on originally. It will normally be returned to ACHD staff for further review. The Commission may set the date of the meeting at which the matter is to be returned. The Commission shall only take action on the original matter at a meeting where the agenda notice so provides.

   e. At the meeting where the original matter is again on the agenda for Commission action, interested persons and ACHD staff may present such written and oral testimony as the President of the Commission determines to be appropriate, and the Commission may take any action the majority of the Commission deems advisable.

   f. If a motion to reconsider passes, the applicant may be charged a reasonable fee, to cover administrative costs, as established by the Commission.