February 14, 2013

To: ACHD Commission
From: Development Review Section
Subject: Final Plat: Painted Ridge Subdivision No. 1
Meeting Date: February 20, 2013

FACTS & FINDINGS:

1. Painted Ridge Subdivision No. 1 (formerly known as Racer Ridge Subdivision) is a 25 buildable and 2 common lot residential subdivision on 8.30 acres. This site is located on E. Columbia Road East of Technology Way.

2. The applicant is Boise II, LLC and the principal for the applicant is James S. Osterman.

3. The preliminary plat was approved on December 6, 2007.

4. All conditions of the preliminary plat have been satisfied, except for the completion of the required public improvements. The applicant has provided a financial surety in the amount of $595,183.00 in the form of Cash Surety in accordance with ACHD Policy Section 7103.2. The applicant is responsible to complete all street improvements and conditions of approval required with the preliminary plat to ACHD standards prior to final acceptance of the street by ACHD and release of the financial surety.

RECOMMENDATION:

1. Approve the final plat of Painted Ridge Subdivision No. 1 and authorize the President to endorse.

ATTACHMENTS:

1. Final Plat
2. Vicinity Map
PAINTED RIDGE SUBDIVISION NO. 1

CERTIFICATE OF OWNER

KNOWN ALL MEN BY THESE PRESENTS:

THAT BODIE 8 LLC, A BOISE LIMITED LIABILITY COMPANY, DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE REAL PROPERTY AS DESCRIBED BELOW AND IT IS ITS INTENTION TO INCLUDE SAID REAL PROPERTY IN THIS SUBDIVISION. THE OWNER ALSO HEREBY CERTIFIES THAT THIS PLAT COMPLIES WITH IDAHO CODE 52-1324(2). ALL LOTS IN THIS SUBDIVISION WILL RECEIVE DOMESTIC WATER FROM AN EXISTING WATER SYSTEM AND SEWAGE WATER DEWAG HAS AGREED IN WRITING TO SERVE THE LOTS IN THIS SUBDIVISION.

A PARCEL OF LAND BEING A PORTION OF THE NW 1/4 OF THE NW 1/4 OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 3 EAST OF THE SEDGE MORTON, ADA COUNTY, IDAHO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMPARING WITH THE NORTHEAST CORNER OF SECTION 9, T 3 N, R 3 E, IDAHO, THENCE S 84°43'27" E 303.38 FEET ALONG THE NORTH LINE OF SAID SECTION TO THE REAL POINT OF BEGINNING OF THIS DESCRIPTION.

THENCE S 84°43'27" E 478.62 FEET ALONG THE NORTH LINE OF SAID SECTION B TO THE NORTHWEST CORNER OF THE NW 1/4 OF THE NW 1/4;

THENCE W 01°32'10" N 53.49 FEET ALONG THE EAST LINE OF SAID NW 1/4 OF THE NW 1/4 TO A POINT;

THENCE N 83°41'43" W 161.00 FEET TO A POINT;

THENCE W 01°38'57" N 16.56 FEET TO A POINT;

THENCE N 83°41'43" W 22.39 FEET TO A POINT;

THENCE N 83°41'43" W 305.00 FEET TO A POINT;

THENCE N 01°38'57" E 36.00 FEET TO A POINT;

THENCE N 83°41'43" W 189.00 FEET TO A POINT;

THENCE N 83°41'43" W 305.00 FEET TO A POINT;

THENCE N 01°38'57" E 7.80 FEET TO A POINT;

THENCE N 83°41'43" W 58.00 FEET TO THE REAL POINT OF BEGINNING OF THIS DESCRIPTION, COMPRISING 8.30 ACRES, MORE OR LESS.

THE PUBLIC STREETS SHOWN ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC AND THE EASEMENTS INDICATED ON SAID PLAT ARE NOT DEDICATED TO THE PUBLIC, BUT THE RIGHT TO USE SAID EASEMENTS IS HEREBY RESERVED FOR PUBLIC UTILITIES AND FOR ANY OTHER USES AS DESIGNATED HEREIN, AND NO PERMANENT STRUCTURES ARE TO BE ERECTED WITHIN THE LIMITS OF SAID EASEMENTS.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS THIS 31st DAY OF ____________ 2013.

JAMES E. OSBORN, MEMBER
BOISE CITY 13

ACKNOWLEDGMENT

STATE OF IDAHO )
COUNTY OF ADA ) SS
ON THIS 31st DAY OF ____________, 2013 BEFORE ME, THE UNDERSIGNED,
A Notary Public in and for Said State, Personally appeared JAMES E. OSBORN, KNOWN OR IDENTIFIED TO ME TO BE A MEMBER OF BOISE 8 LLC, THE LIMITED LIABILITY COMPANY THAT EXECUTED THE WRITING OR INSTRUMENT WHICH WAS EXECUTED, IN BEHALF OF THE LIMITED LIABILITY COMPANY AND ACKNOWLEDGED TO ME THAT SUCH LIMITED LIABILITY COMPANY EXECUTED THE SAME.

IN WITNESS WHEREOF, I HAVE HEREBY SET MY HAND AND SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

__________________________
SHERIFF OF BOISE CITY

MICHAEL E. MARKS, P.S., NO. 4918
INSTRUMENT NO. ____________
STATE OF IDAHO )
COUNTY OF ADA ) SS
I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED AT THE REQUEST OF ____________ AT ______ MINUTES PAST ______ O'CLOCK ____ M.

THIS ___ DAY OF ____________, 2013, IN MY OFFICE AND WAS DULY ____________ OF ____________ AT ____________ THROUGH ____________.

DEPUTY ____________ EX-OFFICIO RECORDER

1/23/13 NM SHEET 2 of 2
Project/File: Racer Ridge Subdivision/200700124-S-PUD-DA-ZC/SUB07-00089
This is a rezone and preliminary plat application for a 179-lot single family subdivision on approximately 40 acres.

Lead Agency: Ada County

Site address: E. Columbia Road

Staff Approval: December 6, 2007

Applicant: Columbia Road Development, LLC
1703 Hill Road
Boise, ID 83714

Representative: Rennison Fodrea, Inc. – Kevin McCarthy
9777 Chinden Blvd.
Boise, ID 83714

Staff Contact: Mindy Wallace
Phone: 387-6178
E-mail: mwallace@achd.ada.id.us

Tech Review: December 6, 2007 Via E-Mail

Application Information:
Acreage: 40
Current Zoning: RUT
Proposed Zoning: R-8 & R-12
Residential Lots: 179
Common Lots: 15

A. Findings of Fact

Existing Conditions

1. Site Information: The site is currently vacant.

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>Single-family/agricultural</td>
<td>RUT</td>
</tr>
<tr>
<td>South</td>
<td>Single-family/ agricultural</td>
<td>RUT</td>
</tr>
<tr>
<td>East</td>
<td>Single-family/ agricultural</td>
<td>RUT</td>
</tr>
<tr>
<td>West</td>
<td>Single-family/agricultural</td>
<td>RUT</td>
</tr>
</tbody>
</table>

Racer Ridge Subdivision
3. **Existing Roadway Improvements and Right-of-Way Adjacent To and Near the Site**
   - Columbia Road is currently improved with 2 traffic lanes, and no curb gutter or sidewalk abutting the site. There is 60-feet of right-of-way existing for Columbia Road (30-feet from centerline).
   - Technology Way is currently improved with 2 traffic lanes, and not curb gutter or sidewalk. There is 90-feet of right-of-way existing for Technology Way (45-feet from centerline).

4. **Existing Access:** There are one defined access points to this property located off of Columbia Road.

5. **Site History:** ACHD has not previously reviewed this site for a development application. In January of 2007 the ACHD Commission acted on Sunny Ridge Subdivision 40 acres east of this site.

**Development Impacts**

6. **Trip Generation:** This development is estimated to generate 1,715 additional vehicle trips per day based on the Institute of Transportation Engineers Trip Generation Manual.

7. **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.

8. **Impacted Roadways:**

<table>
<thead>
<tr>
<th>Roadway</th>
<th>Frontage</th>
<th>Functional Classification</th>
<th>Traffic Count</th>
<th>Level of Service</th>
<th>Speed Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Road</td>
<td>1,300'</td>
<td>Local</td>
<td>633 east of Technology Way on 2/16/07</td>
<td>N/A</td>
<td>45 MPH</td>
</tr>
<tr>
<td>Technology Way</td>
<td>N/A</td>
<td>Minor Arterial</td>
<td>7,825 south of Gowen Road on 2/16/07</td>
<td>Better Than “C”</td>
<td>35 MPH</td>
</tr>
</tbody>
</table>

* An acceptable level of service on a two-lane minor arterial roadway is “D” (14,000 VTD).

9. **Capital Improvements Plan/Five Year Work Program**
   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 Capital Improvement Program (CIP).

**B. Findings for Consideration**

1. **Columbia Road**

   **Right-of-Way Policy:** District policy requires 70-feet of right-of-way on collector roadways (Figure 72-F1B). This right-of-way width allows for the construction of a 3-lane roadway with curb, gutter, 5-foot wide detached sidewalks and bike lanes.

   **Street Section Policy:** District policy 72-F1B requires collector roadways to be constructed as 46-foot street sections with vertical curb, gutter, and 5-foot detached (or 7-foot attached) concrete sidewalks within 70-feet of right-of-way. This street section allows for the construction of a 3-lane roadway with bike lanes.
Sidewalk Policy: District policy requires 7-foot wide attached (or 5-foot detached) concrete sidewalk on all collector roadways and arterial roadways (7204.7.2).

Applicant’s Proposal: The applicant has proposed to widen Columbia Road with 18-feet of pavement from the centerline to construct curb and gutter abutting the site.

Staff Comment/Recommendation: Based on the use, anticipated volumes and functional classification of Columbia Road as a collector, District staff believes that a full 46-foot collector street section (including bike lanes and a center turn lane) is not warranted on this roadway for its full length. Therefore, District staff recommends that the applicant widen the pavement on Columbia Road to one-half of a 36-foot street section with vertical curb, gutter, and a 5-foot detached (or 7-foot attached) concrete sidewalks abutting the site. This street section would provide for two travel lanes and bike lanes, with no parking. In lieu of providing a center turn lane for the entire length of the roadway (Columbia Road) abutting the site, as would be standard with a collector roadway, District staff recommends that the applicant construct a center turn lane at the site entrance intersection with Columbia Road only, in lieu of constructing one-half of a 46-foot street section for the full length of the project.

2. Residential Collector

Residential Collector Policy: District policy 72-F1A, 7202.3.2 and 7202.3.5, requires that residential collectors be constructed as 36-foot street sections with curb, gutter and 5-foot wide concrete sidewalks with no front-on housing within 50-feet of right-of-way. The access restrictions for these street segments should be stated on the final plat. Unless otherwise noted, parking should be prohibited on these street segments. Coordinate the signage Program with District staff.

Island Policy: District policy 7202.7 and 7207.5 require islands to be constructed a minimum of 4-feet wide with a minimum area of 100-square feet and designed to safely channel traffic. The roadway on either side of the traffic island should maintain a minimum of a 21-foot street section. District policy also requires any proposed landscape islands/medians within the public right-of-way dedicated by this plat should be owned and maintained by a homeowners association. Notes of this should be required on the final plat. The design should be reviewed and approved by ACHD's Development staff.

Island Policy: District policy 7202.7 and 7207.5 require islands to be constructed a minimum of 4-feet wide with a minimum area of 100-square feet and designed to safely channel traffic. The roadway on either side of the traffic island should maintain a minimum of a 21-foot street section.

Half-Street Section Policy: District policy 7203.4.2 states "if a proposed development abuts an unpaved street or streets the developer shall construct one-half of the full street improvements, including curb, gutter and concrete sidewalk plus additional pavement widening beyond the centerline established for the street to provide a minimum 24-feet wide paved surface. A 3-foot wide gravel shoulder and a drainage swale sized to accommodate the roadway storm runoff shall be constructed on the unimproved side. This street section shall be constructed within a minimum 40-foot right-of-way."

Applicant’s Proposal: The applicant has proposed to construct a residential collector, S. Abercrombie Avenue, with two 21-foot travel lanes, a 8-foot center landscape island, and 5-foot landscape strips with in 65-feet of right-of-way with 5-foot detached concrete sidewalks.

The applicant has proposed to construct a second residential collect, S. Andalusian Avenue, as a half street section on the west property line abutting the entire site.
**Staff Comment/Recommendation:** The applicant's proposal for S. Abercrombie Avenue meets District policy. The applicant will be required to provide a public use easement to the District for any segment of the sidewalk located outside of the right-of-way.

The applicant's proposal for S. Andausian Avenue meets District policy. The applicant will be required to construct S. Andausian Avenue with a minimum of 24-feet of pavement and vertical curb, gutter, and concrete sidewalk on the west side of the roadway and a 3-foot gravel shoulder and barrow ditch on the east side of the half street to accommodate drainage within 40-feet of right-of-way.

3. **Internal Streets**  
   **Right-of-Way Policy:** District policy 7204.4.1 and Figure 72-F1A requires 50-feet of right-of-way on local streets. This right-of-way allows for the construction of a 2-lane roadway with curb, gutter and 5-foot wide concrete sidewalks.

   **33-foot Street Section Policy:** District policy 72-F1A, allows local residential public roads with a 33-foot street section with parking on both sides of the roadway, if the amount of vehicle trips per day on the street does not exceed 1,000 and the appropriate fire department reviews and approves the street section. The proposed density of development that will utilize the internal local residential streets is anticipated to generate less than 1,000 vehicle trips per day.

   **Turnaround Policy:** District policy 7205.2.1 requires turnarounds to be constructed to provide a minimum turning radius of 45-feet. Landscape and parking islands may be constructed in turnarounds if a minimum inside curb radius of 28-feet, and a minimum outside radius of 45-feet are provided. The pavement width shall be sufficient to allow the turning around of a standard AASHTO SU design vehicle without backing.

   **Applicant Proposal (Internal streets):** The applicant has proposed to construct the internal streets as a 33-foot street section with two 14.5-foot travel lanes, 5-foot planter strip, and curb and gutter within 50-feet of right-of-way. The applicant has proposed to construct 5-foot detached concrete sidewalk located outside of the right-of-way. The applicant has proposed to construct six knuckles and two cul-de-sac turnarounds with center landscape islands.

   **Staff Comment/Recommendation:** The applicant's proposal for the 33-foot street section meets District policy and should be approved with this application. Provide a public use easement to the District for any segment of the sidewalk located outside of the right-of-way. The applicant will be required to obtain fire department approval for the reduced street section. The applicant will be required to provide a 29-foot street section around the center landscape islands, and provide a minimum turning radius of 45-feet.

4. **Alleys**  
   **Alley Policy:** District policy 7204.10.1 requires the minimum right-of-way width for new alleys to be 16-feet if: the alley is abutted by residential uses and zoning on both sides; and building setbacks required by the land use agency having jurisdiction provide sufficient space for the safe backing of vehicles into the alley; and 20-feet in all other situations. Dedication of clear title to the right-of-way and the improvement of the right-of-way, and acceptance of the improvement by the District as meeting its construction standards, are required for all alleys contained in a proposed development. The alley shall be improved by paving the full width and length of the right-of-way; provided, that the minimum width of the right-of-way is 16-feet and the homeowners association has obtained a license agreement from the District authorizing the landscaping of a portion of the alley right-of-way, which a portion abuts the development and does not exceed two feet in width, such licensed area need not be paved until the license is terminated.
**Alley Design Policy:** District policy 7202.6 states that alleys shall connect to a public street at each end and shall not terminate in dead-ends. Alleys with curves are not allowed without specific District approval taken on good cause shown. Curves shall have a minimum inside radius of 26-feet.

**Alley Intersection Policy:** District Policy 7204.10.3 states a minimum of back-of-curb radius of 15-feet is required at all alley intersections. For the reconstruction of existing alleys, the back-of-curb radius may be less than 15-feet when it is impractical to remove existing obstructions.

**Alley Access Policy:** Access is allowed to and from a fully improved alley (District policy 7204.10.2). Parking shall be designed so the minimum clear distance from the back of the parking stall to the opposite side of the alley is 22-feet for perpendicular parking. An access to an alley shall be located a minimum of 25-feet from the nearest public street.

**Applicant's Proposal:** The applicant has proposed to construct four 20-foot wide alleys. All of the proposed alleys of are straight and intersect a public street at both ends.

**Staff Comment/Recommendation:** The applicant's proposal meets District policy.

5. **Stub Streets**

**Stub Street Policy:** District policy 7203.5.1 states that the street design in a proposed development shall cause no undue hardship to adjoining property. An adequate and convenient access to adjoining property for use in future development may be required. If a street ends at the development boundary, it shall meet the requirements of sub section 7205, "non-continuous streets." District policy 7205.5 states that stub streets will be required to provide intra-neighborhood circulation or to provide access to adjoining properties. Stub streets will conform with the requirements described in Section 7204.5, 7204.6 and 7204.7, 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".

**Applicant's Proposal:** The applicant has proposed to construct one stub street to the east, two and two stub streets to the south. The stub streets are proposed to be constructed in the following locations:

- Stub street to the east, E. Seattle Slew Street, located approximately 690-feet south of the north property line (measured property line to centerline).

- Stub street to the south, S. Desert Orchid Avenue, located approximately 1,000-feet east of the west property line (measured property line to centerline).

- Stub street to the south, S. Black Gold Avenue, located approximately 380-feet east of the west property line (measured property line to centerline).

**Staff Comment/Recommendation:** The applicant's proposal meets District policy and should be approved with this application.

6. **Tree Planters**

**Tree Planter Policy:** The District's Tree Planter Width Interim Policy prohibits all trees in planters less than 6-feet in width. In addition to prohibiting trees in planters less than 6-feet in width, the policy requires a minimum planter width of 6-feet for class II trees with the installation of root barriers on both sides of the planter strip or a minimum planter width of 8-feet without the installation of a root barrier. The policy also requires Class I and Class III trees to provide a minimum planter width of 10-feet.
7. **Other Access**

Columbia Road is classified as collector roadway. Other than the access specifically approved with this application, direct lot access is prohibited to this roadway and should be noted on the final plat.

**D. Site Specific Conditions of Approval**

1. Dedicate 25-feet of right-of-way from the centerline of E. Columbia Road abutting the site.

2. Widen E. Columbia Road to one-half a 36-foot street section with vertical curb, gutter, and a 5-foot detached (or 7-foot attached) concrete sidewalk abutting the site. Provide the District with an easement for any segment of the sidewalk located outside of the right-of-way.

3. Construct a center turn lane at the site entrances on E. Columbia Road.

4. Construct, S. Abercrombie Avenue as a residential collector with two 21-foot travel lanes, a 8-foot center landscape island, and 5-foot landscape strips within 65-feet of right-of-way with 5-foot detached concrete sidewalks, as proposed. Provide an easement for any segment of the sidewalk located outside of the right-of-way.

5. Construct three center landscape islands, as proposed. Provide a minimum 21-foot street section on either side of the center landscape islands.

Construct, S. Andalusian Avenue a residential collector, as a half street section with a minimum of 24-feet of pavement and vertical curb, gutter, and concrete sidewalk on the west side of the roadway and a 3-foot gravel shoulder and barrow ditch on the east side of the half street to accommodate drainage within 40-feet of right-of-way. Provide an easement for any segment of the sidewalk located outside of the right-of-way.

6. Construct the internal streets as a 33-foot street section with curb, gutter, and 5-foot concrete sidewalks within 50-feet of right-of-way, as proposed. Obtain fire department approval for the reduced street section.

7. Construct two cul-de-sac turnarounds as proposed. Provide a 29-foot street section around the center landscape islands, and provide a minimum turning radius of 45-feet.

8. Construct six knuckles, as proposed.

9. Construct four 20-foot wide straight public alleys that intersect a public street at both ends, as proposed.

10. Construct the following stub streets and install a sign stating “THIS ROAD WILL BE EXTENDED IN THE FUTURE”

- Stub street to the east, E. Seattle Slew Street, located approximately 690-feet south of the north property line (measured property line to centerline).

- Stub street to the south, S. Desert Orchid Avenue, located approximately 1,000-feet east of the west property line (measured property line to centerline).

- Stub street to the south, S. Black Gold Avenue, located approximately 380-feet east of the west property line (measured property line to centerline).
11. Other than the access specifically approved with this application, direct lot access is prohibited to Columbia Road and shall be noted on the final plat.


E. Standard Conditions of Approval

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

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

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

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. Comply with the District’s Tree Planter Width Interim Policy.

6. 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.

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

8. The applicant shall submit revised plans for staff approval, prior to issuance of building permit (or other required permits), which incorporates any required design changes.

9. Construction, use and property development shall be in conformance with all applicable requirements of the Ada County Highway District prior to District approval for occupancy.

10. Payment of applicable road impact fees are required prior to building construction. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time.

11. 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 (1-800-342-1585) 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.

12. 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 the Ada County Highway District. The burden shall be upon the applicant to obtain written confirmation of any change from the Ada County Highway District.

13. Any change by the applicant in the planned use of the property which is the subject of this application, shall require the applicant to comply with all rules, regulations, ordinances, plans, or
other regulatory and legal restrictions in force at the time the applicant or its successors in interest advises the Highway District of its intent to change the planned use of the subject property unless a waiver/variance of said requirements or other legal relief is granted pursuant to the law in effect at the time the change in use is sought.

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.

Attachments
1. Vicinity Map
2. Site Plan
3. Utility Coordination Information
4. Request for Reconsideration Guidelines OR Appeal Guidelines
5. Development Process Checklist
Ada County Utility Coordinating Council

Developer/Local Improvement District
Right of Way Improvements Guideline Request

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

☒ Submit a development application to a City or to the County

☒ The City or the County will transmit the development application to ACHD

☒ The ACHD Planning Review Division will receive the development application to review

☒ The Planning Review Division will do one of the following:

☐ Send a “No Review” letter to the applicant stating that there are no site specific requirements at this time.

☐ Send a “Comply With” letter to the applicant stating that if the development is within a platted subdivision or part of a previous development application and that the site specific requirements from the previous development also apply to this development application.

☒ 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.

☒ The Planning Review Division will hold a Technical Review meeting for all Staff and Commission Level reports.

☐ For ALL development applications, including those receiving a “No Review” or “Comply With” letter:
  - The applicant should submit two (2) sets of engineered plans directly to ACHD for review by the Development Review Division 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 calculation.)
  - 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 (Zone)

☐ Driveway or Property Approach(s)
  - Submit a “Driveway Approach Request” form to Ada County Highway District (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-Con an Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, must be turned into ACHD Construction – Subdivision to be reviewed and approved by the ACHD Drainage Division.

☐ 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
  - ACHD Construction – Subdivision must have received approval from Development Services prior to scheduling a Pre-Con.
Request for Appeal of Staff Decision

1. **Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the ROWDS Manager when it is alleged that the ROWDS Manager did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.

   a. **Filing Fee:** The Commission may, from time to time, set reasonable fees to be charged the applicant for the processing of appeals, to cover administrative costs.

   b. **Initiation:** An appeal is initiated by the filing of a written notice of appeal with the Secretary of Highway Systems, which must be filed within ten (10) working days from the date of the decision that is the subject of the appeal. The notice of appeal shall refer to the decision being appealed, identify the appellant by name, address and telephone number and state the grounds for the appeal. The grounds shall include a written summary of the provisions of the policy relevant to the appeal and/or the facts and law relied upon and shall include a written argument in support of the appeal. The Commission shall not consider a notice of appeal that does not comply with the provisions of this subsection.

   c. **Time to Reply:** The ROWDS Manager shall have ten (10) working days from the date of the filing of the notice of appeal to reply to the notice of the appeal, and may during such time meet with the appellant to discuss the matter, and may also consider and/or modify the decision that is being appealed. A copy of the reply and any modifications to the decision being appealed will be provided to the appellant prior to the Commission hearing on the appeal.

   d. **Notice of Hearing:** Unless otherwise agreed to by the appellant, the hearing of the appeal will be noticed and scheduled on the Commission agenda at a regular meeting to be held within thirty (30) days following the delivery to the appellant of the ROWDS Manager’s reply to the notice of appeal. A copy of the decision being appealed, the notice of appeal and the reply shall be delivered to the Commission at least one (1) week prior to the hearing.

   e. **Action by Commission:** Following the hearing, the Commission shall either affirm or reverse, in whole or part, or otherwise modify, amend or supplement the decision being appealed, as such action is adequately supported by the law and evidence presented at the hearing.