To: ACHD Commission
From: Kaci Bader, Development Review Coordinator
Subject: Final Plat: Emeraldstation Subdivision No. 2
Project Number: SUBP16-0041
Meeting Date: June 22, 2016

FACTS & FINDINGS:
1. Emeraldstation Subdivision No. 2 is a 3 buildable lot commercial subdivision on 6.927 acres. This site is located southwest of the intersection of N. Curtis Road and W. Emerald Street.

2. Emeraldstation Subdivision No. 2 adds no new centerline miles to the ACHD roadway system.

3. Emeraldstation Subdivision No. 2 has available transit.

4. The applicants are Boise Surplus 2002, LLC and Halker Properties, LLC. The principals for the applicants are Gary R. Hawkins, Manager and Colby Halker, Manager.

5. The preliminary plat was approved on January 26, 2009.

6. All conditions of the preliminary plat have been satisfied, except for the completion of the roadway improvements. The applicant has provided a financial surety of $18,000 in the form of cash in accordance with ACHD Policy Section 7103.2.

7. The applicant is responsible to complete all street improvements and conditions of approval required with the preliminary plat to ACHD standards by June 9, 2017 and prior to final acceptance of the street by ACHD and release of the financial surety.

RECOMMENDATION:
1. Approve the final plat of Emeraldstation Subdivision No. 2 and authorize the President to endorse.

ATTACHMENTS:
1. Final Plat
2. Vicinity Map
3. Emeraldstation Subdivision preliminary plat, staff report dated January 26, 2009
Project/File: Emerald Station Subdivision (SUB08-00047, CAR08-00025, CAR08-00026)
This application is for rezone comprehensive plan text amendment, and preliminary plat for a 8-lot commercial subdivision on 16.87 acres.

Lead Agency: Boise City
Site address: 711 N. Curtis Road
Staff Approval: January 26, 2009
Owner/Applicant: Hawkins Companies – Jessica Aguilar
855 W. Broad Street
Boise, Idaho 83702
Staff Contact: Mindy Wallace
Phone: 387-6178
E-mail: mwallace@achd.ada.id.us

Tech Review: January 23, 2009 Via E-mail

Application Information:
Acreage: 16.87 acres
Lots: 8
Current Zoning: A-1
Proposed Zoning: PC, LOD, C-1
Proposed Use (Phase 1 Only): Pharmacy (17,250 square feet)
Medical Office (16,500 square feet)

A. Findings of Fact

Existing Conditions
1. Site Information: This site consists of the old West Junior High School.

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>Hospital, Medical Offices</td>
<td>H-SD</td>
</tr>
<tr>
<td>South</td>
<td>Residential, Church</td>
<td>R-2, L-OD</td>
</tr>
<tr>
<td>East</td>
<td>Industrial (Tank Farm), Neighborhood Office</td>
<td>M-1D</td>
</tr>
<tr>
<td>West</td>
<td>Juvenile Facility, Medical Office, City Park</td>
<td>L-OD, R-2</td>
</tr>
</tbody>
</table>
3. Existing Roadway Improvements and Right-of-Way Adjacent To and Near the Site:
   - Curtis Road is improved with four travel lanes (between 50 and 63-feet of pavement), and curb, gutter, and 5-foot attached sidewalk within 80-feet of right-of-way (40-feet from centerline) abutting the site.
   - Emerald Street is improved with three travel lanes, bike lanes (between 48 and 64-feet of pavement), and curb, gutter and 7-foot attached sidewalk within between 67 and 82-feet of right-of-way (between 25 and 50-feet from centerline) abutting the site.
   - Denton Street is improved with two lanes (35-feet of pavement), and curb, gutter, and 4-foot attached sidewalk within 50-feet of right-of-way abutting the site.

4. Existing Access: The site currently has three defined driveways onto Emerald Street and two defined driveways onto Denton Street.

5. Site History: ACHD has previously reviewed applications for portable classrooms on this site in 2004 and 2005. The District issued a rezone letter on September 14, 2007 in response to an application to rezone the site from A-1 to C-2 (CAR07-00058).

Development Impacts

6. Trip Generation: This development is estimated to generate 1,053 additional vehicle trips per day based on the submitted traffic impact study.

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. Existing Condition of Area 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>Curtis Road</td>
<td>556’</td>
<td>Minor Arterial</td>
<td>22,905 north of Emerald 2/26/2008</td>
<td>Better than “C”</td>
<td>30 MPH</td>
</tr>
<tr>
<td>Emerald Road</td>
<td>1,280’</td>
<td>Minor Arterial</td>
<td>15,402 west of Curtis 3/18/2008</td>
<td>Better than “D”</td>
<td>30 MPH</td>
</tr>
<tr>
<td>Denton Street</td>
<td>1,280’</td>
<td>Local</td>
<td>N/A</td>
<td>N/A</td>
<td>20 MPH</td>
</tr>
</tbody>
</table>

* Acceptable level of service for a four-lane minor arterial is “D” (28,000 ADT).
* Acceptable level of service for a three-lane minor arterial is “D” (17,000 ADT).

9. 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 listed for improvement in the District’s Five Year Work Plan. The following improvement is listed in the District’s Capital Improvements Plan (CIP).
   - Emerald Road is listed in the Capital Improvements Plan to be widened to five lanes from Cole Road to Curtis Road between 2019 and 2028.

B. Findings for Consideration

1. Traffic Impact Study
Dobie Engineering, Inc prepared a Traffic Impact Study for the proposed Emerald Station Subdivision. Below is an executive summary of the findings as presented by Dobie Engineering, Inc. ACHD’s staff comments can be found below under Staff Comments/Recommendations.
The object of this study was to evaluate alternative access plan to help determine the locations and numbers of driveways to be serve the proposed development.

**Traffic**

At full buildout the site development will produce a total driveway volume to 4,715 vehicles per day with a PM peak hour loading of 460 vehicles per hour. Approximately 20% of this traffic is Pass-By traffic and the site development will replace 1,360 vpd from the former West Junior High. The net new traffic is 2,420 vpd.

The Emerald/Curtis intersection now operates with moderate traffic congestion (LOS “C”). By the year 2015 Emerald Street will reach its capacity. This road is included in the ACHD CIP for reconstruction and widening to a 5-lane section. Work is now programmed beyond 10 years.

**Emerald Street Access**

Two alternative access plans were considered: 1) 3 driveways; and 2) 2 driveways.

3-Access Alternative. The proposed 3-Access Alternative consists of a right-in/right-out curb cut 350 feet west of the Curtis/Emerald intersection, an all-movement driveway aligned with the Emerald Professional Park (660 feet from Curtis Road), plus an all-movement “T”-type access 980 feet from Curtis Road.

2-Access Alternative. The second Emerald Street access alternative includes only 2 driveways, i.e. a right-in/right-out near Curtis and an all-movement “T” intersection approximately 980 feet from Curtis. This alternative appears, preferable from the standpoint of capacity, safety, and operational efficiency.

**Curtis Road Access**

Two Separate alternatives were also considered on Curtis Road. First considered was the use of Denton Street as a single site access. The existing intersection lacks traffic carrying capacity with the existing 4-lane striping scheme on Curtis Road. The projected service level is “F” with existing lane geometry. A median left turn lane will be needed to achieve an acceptable capacity standard. The single approach alternative results in a less favorable volume to capacity ratio and a longer standing queue for left-turning vehicles exiting the site. In addition, ACHD policy also recommends a maximum of 2,000 vpd on a local street like Denton. With a single access this maximum volume on Denton will be exceeded.

The 2 access alternative will reduce congestion at the Denton intersection and more adequately serve the Emerald Station traffic. ACHD policy allows two driveways per parcel for a site with the available frontage on Curtis Road. In addition, ACHD policy also recommends a driveway offset of 220-feet between a signalized arterial intersection and a right-in/right-out access. The proposed right-in/right-out driveway approximately 260 feet from the Curtis/Emerald intersection conforms to ACHD access management standards and improves the internal circulation of the site. This access alternative provides optimum site access capacity and reduces the traffic loading on Denton Street.

**Staff Comments/Recommendations:** Staff comments are provided by District Traffic Services staff.

- The PM peak hour turning movement counts were down after the West Junior High School was closed. Therefore, the trip generation numbers in the PM peak hour cannot be reduced by the estimated school traffic as done in Table 5 of the submitted traffic impact study.
- The traffic impact study recommends the installation of a northbound left turn lane on Curtis at Denton.
- The traffic impact study recommends against the 2nd driveway proposed to intersect Emerald Street.
• The submitted traffic impact study states that dual eastbound left turn lanes are needed at build out to serve the site. However, this improvement is not listed in the District’s Capital Improvement Plan or Five Year Work Plan. Due to the right-of-way constrains at the intersection and the substantial cost associated with the purchase (purchasing a minimum of two existing businesses) of right-of-way to construct the intersection improvement the District is not requiring the construct of the eastbound dual left turn lane with this application.

2. Curtis Road

**Arterial Right-of-Way Policy:** District policy requires 96-feet of right-of-way on arterial roadways (Figure 72-F1B). This right-of-way allows for the construction of a 5-lane roadway with curb, gutter, 5-foot concrete detached sidewalks and bike lanes.

**Applicant Proposal:** The applicant is proposing to replace the attached sidewalk along Curtis Road with detached sidewalk and 8-foot planter strips.

**Staff Comment/Recommendation:** The applicant’s proposal meet’s District Policy. The applicant will be required to provide the District with a sidewalk easement for any portion of the sidewalk located outside of the right-of-way.

As identified in the submitted traffic impact study, the applicant will be required to construct a northbound center turn lane on Curtis Road at Denton. The center turn lane should extend from the existing center turn lane at the Emerald/Curtis intersection south 50-feet beyond Denton Street. The roadway would then taper back to a 4-lane roadway. The applicant may need to dedicate additional right-of-way from adjacent properties to construct the center turn lane. Because of this the District will not sign a final plat for any phase of the development until all of the right-of-way needed to construct the center turn lane has been dedicated, or it has been demonstrated that no additional right-of-way dedication is required to construct the turn lane. Coordinate the design and construct of the center turn lane with District Traffic Services and Development Review staff.

3. Emerald Road

**Arterial Right-of-Way Policy:** District policy requires 96-feet of right-of-way on arterial roadways (Figure 72-F1B). This right-of-way allows for the construction of a 5-lane roadway with curb, gutter, 5-foot concrete detached sidewalks and bike lanes.

**Applicant Proposal:** The applicant is proposing to dedicate 48-feet of right-of-way from the centerline of Emerald Street abutting the site, and to replace the attached sidewalk along Emerald Street with detached sidewalk and 8-foot planter strips.

**Staff Comment/Recommendation:** The applicant’s proposal meet’s District Policy. The applicant will be required to construct the detached sidewalk a minimum of 41-feet from the centerline of Emerald Street abutting the site. Additionally, the applicant will be required to provide the District with a sidewalk easement for any segment of the sidewalk located outside of the right-of-way.

4. Denton Street

**Residential Street Policy:** District policy 7204.4.2 states, “developments with any buildable lot that is less than 1-acre in size will typically provide streets having a minimum pavement width of 32-feet with curb, gutter and sidewalks. The total street width shall be 36-feet from back-of-curb to back-of-curb. Variations of this width may be allowed, depending on traffic volumes forecast to be generated by the development. Concrete sidewalks shall be a minimum of 5-feet in width unless they are separated from the curb 5-feet or more in which case the sidewalk shall be a minimum of 4-feet in width.
**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.

**Alternative Turnaround Policy:** The applicant is not proposing to construct a standard culdesac turnaround. The District will consider alternatives to the standard turnaround on a case-by-case basis. The determination to allow a non-standard turnaround will be based on turning area, drainage, maintenance considerations and the written approval of the emergency fire service for the area where the development is located. Minimum design standards shall be met for all non-standard turnarounds. Submit a design of the turnaround for review and approval by District Development Division staff. Approval of the staff report does not indicate approval of the non-standard turnaround design.

**Applicant Proposal:** The applicant is not proposing any improvements or right-of-way dedication along Denton Street abutting the site.

**Staff Comment/Recommendation:** Denton Street is already fully improved with curb, gutter, and sidewalk abutting the site, therefore no additional right-of-way or frontage improvements are required with this application. However, Denton Street extends beyond 150-feet and does not have a turnaround at the terminus as required by District policy. Therefore, the applicant will be required to construct a turnaround at the terminus of Denton Street Abutting the site. The applicant could construct either an offset turnaround at the terminus of the roadway, or provide a T-type public turnaround easement encompassing a driveway if a driveway were to be located a minimum of 150-feet from the current terminus of Denton Street.

5. **Hartman Street**

**Staff Comment/Recommendation:** Typically, ACHD would require the applicant to extend Hartman Street through the site, due to the existing right-of-way both north and south of the site. However, in 1997 ACHD reviewed and approved a vacation of the existing right-of-way for Hartman Street, abutting the site. Because the right-of-way for Hartman Street abutting the site has been vacated, and applicant is unable to align an extension of Hartman with the existing segment of Hartman Street north of Emerald Road ACHD is not requiring the extension of Hartman Street with this application.

6. **Driveways**

**Access Policy:** District policy 7207.8 states that direct access to arterials and collectors is normally restricted. The developer shall try to use combined access points. If the developer can show that the use of a combined access point to a collector or arterial street is impractical, the District may consider direct access points. Access points for proposed developments at intersections should be located as far from the intersection as practical, and in no case closer than as illustrated on Figure 72-F4, unless a waiver for the access point has been approved by the District Commission.

**Successive Driveway Policy:** District policy 72-F5, requires driveways located on collector or arterial roadways with a speed limit of 35 to align or offset a minimum of 150-feet from any existing or proposed driveway.

**Commercial Driveway Policy:** District policy 7207.9.3 restricts commercial driveways with daily traffic volumes over 1,000 vehicles to a maximum width of 36-feet. Most commercial driveways will be constructed as curb-cut type facilities if located on local streets. Curb return type driveways with 15-foot radii will be required for driveways accessing collector and arterial roadways.
**Successive Driveway Policy:** District policy 72-F5, requires driveways located on collector or arterial roadways with a speed limit of 30 to align or offset a minimum of 125-feet from any existing or proposed driveway.

**Driveway Paving Policy:** Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7207.9.1, 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 with 15-foot radii abutting the existing roadway edge.

**Applicant Proposal:** The applicant is proposing to construct three driveways to intersect Emerald Street, one driveway to intersect Curtis Road, and three driveways to intersect Denton Street. The driveways are proposed to be located as follows:

- One 36-foot wide full access driveway proposed to intersect Emerald Street located approximately 920-feet west of the east property line (measured property line to centerline).
- One 36-foot wide full access driveway proposed to intersect Emerald Street located approximately 620-feet west of the east property line (measured property line to centerline).
- One right-in/right-out only driveway with 12-foot drive aisles proposed to intersect Emerald Street located approximately 330-feet west of the east property line (measured property line to centerline).
- One right-in/right-out only driveway with 12-foot drive aisles proposed to intersect Curtis Road located approximately 270-feet south of the north property line (measured property line to near edge).
- One 36-foot wide full access driveway proposed to intersect Denton Street located approximately 920-feet west of the east property line (measured property line to centerline).
- One 36-foot wide full access driveway proposed to intersect Denton Street located approximately 630-feet west of the east property line (measured property line to centerline).
- One 36-foot wide full access driveway proposed to intersect Denton Street located approximately 320-feet west of the east property line (measured property line to centerline).

**Staff Comment/Recommendation:** The applicant’s proposal to construct three driveways to intersect Denton Street meets District Policy and is approved, as proposed. The applicant’s proposal to construct one right-in/right-out only to intersect Emerald Street meets District policy and is approved as proposed. The applicant will be required to coordinate the design of the pork chop median and a signage program with District Traffic Services and Development Review staff.

The second driveway proposed to intersect Emerald Street located approximately 620-feet west of the east property line will not be approved as proposed. As identified in the submitted traffic study, the location of this driveway impacted by vehicles stacking from the Emerald/Curtis intersection, making this location unsuitable for a driveway.

The applicant will be required to relocate the proposed third driveway to the east (to increase the distance between the driveway and curve in Emerald Road and to align the driveway centerline to centerline with the existing driveway on the north side of Emerald Road for the Emerald Professional Park.

The applicant’s proposal to construct one right-in/right-out driveway on Curtis Road does not meet District Access Management or Successive Driveway Policy, however staff recommends a modification of policy to allow the right-in/right-out driveway to be located, as proposed. Staff recommends the modification of policy for the driveway to reduce the impacts to the
Emerald Station Subdivision

Curtis/Denton intersection. The right-in/right-out driveway should intersect Curtis Road approximately 270-feet south of the north property line, as proposed. The applicant will be required to coordinate the design of the pork chop median and a signage program with District Traffic Services and Development Review staff.

All the driveways will need to be paved their full width and at least 30-feet into the site beyond the edge of pavement of the roadway. Pavement tapers with 15-foot radii will need to be installed abutting the existing roadway edge.

7. **Tree Planters**
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.

8. **Landscaping**
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-feet 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.

9. **Other Access**
Curtis Road and Emerald Street are classified as minor arterial roadways. Other than access specifically granted with this application, direct lot access to these roads is prohibited, and shall be noted on the final plat.

C. **Site Specific Conditions of Approval**
1. Construct minimum 5-foot detached concrete sidewalk along Curtis Road abutting the site, as proposed. Provide a sidewalk easement for any portion of sidewalk located outside of the right-of-way.

2. Construct a northbound center turn lane on Curtis Road at Denton, as identified in the submitted traffic impact study. The center turn lane should extend from the existing center turn lane at the Emerald/Curtis intersection south 50-feet beyond Denton Street, tapering back to a 4-lane roadway. The applicant may need to dedicate additional right-of-way from adjacent properties to construct the center turn lane. Because of this the District will not sign a final plat for any phase of the development until all of the right-of-way needed to construct the center turn lane has been dedicated, or it has been demonstrated that no additional right-of-way dedication is required to construct the turn lane. Coordinate the design and construct of the center turn lane with District Traffic Services and Development Review staff.

3. Construct minimum 5-foot detached concrete sidewalk no closer than 41-feet from the centerline of Emerald Street abutting the site, as proposed. Provide a sidewalk easement for any portion of sidewalk located outside of the right-of-way.

4. Construct one cul-de-sac turnaround or with a minimum outside radius of 45-feet at the terminus of Denton Street abutting the site. OR construct an alternative turnaround such as an offset cul-de-sac at the terminus of the roadway, or provide a T-type public turnaround easement encompassing a driveway if a driveway were to be located a minimum of 150-feet from the current terminus of Denton Street.
5. Construct one right-in/right-out only driveway to intersect Emerald Street located approximately 330-feet west of the east property line, as proposed. 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 with 15-foot radii abutting the existing roadway edge. Coordinate the design of the pork chop median and a signage program with District Traffic Services and Development Review staff.

6. Construct one 36-foot full access driveway to intersect Emerald Street located approximately 930-feet west of the east property line. The driveway is required to align centerline to centerline with the existing driveway on the north side of Emerald Road for the Emerald Professional Park. 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 with 15-foot radii abutting the existing roadway edge.

7. Construct one right-in/right-out only driveway to intersect Curtis Road located approximately 270-feet south of the north property line, as proposed. 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 with 15-foot radii abutting the existing roadway edge. Coordinate the design of the pork chop median and a signage program with District Traffic Services and Development Review staff.

8. Construct three 36-foot full access driveways to intersect Denton Street, as proposed.

9. Other than access specifically approved with this application, direct lot access onto Curtis Road and Emerald Street is prohibited, and shall be noted on the final plat.

10. Comply with all standard conditions of approval.

D. 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 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 is 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 (1-811-342-1585) 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.

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.

E. 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 Coordinating Council
4. Development Process Checklist
5. Request for Reconsideration OR Appeal Guidelines
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.