To: ACHD Commission  
From: Kaci Bader, Development Review Coordinator  
Subject: Final Plat: Granton Square Subdivision No. 2  
Project Number: FPLT16-0042  
Meeting Date: June 22, 2016

FACTS & FINDINGS:

1. Granton Square Subdivision No. 2 is a 2 buildable and 0 common lot residential subdivision on 0.28 acres. This site is located at the northwest corner of E. Challis Street and N. Lochness Avenue.

2. Granton Square Subdivision No. 2 adds 0 centerline miles to the ACHD roadway system.

3. Granton Square Subdivision No. 2 does not have available transit.

4. The applicant is Granton Square Properties, LLC and the principal for the applicant is Randal S. Clarno, Member.

5. The preliminary plat was approved on February 11, 2015. All conditions of the preliminary plat have been satisfied.

RECOMMENDATION:

1. Approve the final plat of Granton Square Subdivision No. 2 and authorize the President to endorse.

ATTACHMENTS:

1. Final Plat  
2. Vicinity Map  
PLAT OF GRANTON SQUARE SUBDIVISION No. 2

CERTIFICATE OF OWNERS

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND APPLIED MY OFFICIAL SEAL, THE DAY AND YEAR IN THE QUESTIONS

RECEIVED AT SCOTTSDALE, ARIZONA
MY COMMISSION EXPIRES 12/9/2020

CERTIFICATE OF SURVEYOR

I, MARK L. BILLINGS, DO HEREBY CERTIFY THAT I AM A REGISTERED ENGINEERING LAND SURVEYOR LICENSED BY THE STATE OF ARIZONA, AND THAT THIS PLAT OF GRANTON SQUARE SUBDIVISION NO. 2 CONTAINED ON THE ATTACHED SHEET IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS PLAT WAS PREPARED FOR THE USE OF GRANTON SQUARE PROPERTIES, LLC., AND IS IN CONFORMITY WITH THE STATE OF ARIZONA RULES RELATING TO PLATS AND SURVEYS.

MARK L. BILLINGS, PLS. 12458

DEVELOPER
GRANTON SQUARE PROPERTIES, LLC
SCOTTSDALE, ARIZONA

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ENGINEERING SURVIVOR: PLANNING
14249 N. ARIZONA AVE., SUITE 100
SCOTTSDALE, AZ 85259
PHONE: 602-244-0831
FAX: 602-244-3466
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093482 56-5035 SHEET 1 OF 4

THE PRECEDING IS A TRUE AND ACCURATE REPRODUCTION OF THE PLAT OF GRANTON SQUARE SUBDIVISION NO. 2, \nSUBDIVISION OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AS PREPARED BY THE \nCERTIFIED LAND SURVEYOR IDENTIFIED THEREON.

MARK L. BILLINGS, PLS. 12458

DEVELOPER
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093482 56-5035 SHEET 1 OF 4
March 25, 2016
(Via email)

To: Granton Square Properties, LLC
7740 E. Pinnacle Peak Road, #142
Scottsdale, AZ 85255

Representative: Kirsti Grabo
KM Engineering, LLP
9233 West State Street
Boise, ID 83714

Subject: MPP14-0025/ H-2016-0034
1714 East Challis Street
Granton Square Subdivision No. 2

This is a staff level approval of a preliminary plat for Granton Square Subdivision No. 2. On February 11, 2015 the Ada County Highway District reviewed and approved this site as part of MAZ14-015/MPP14-019-Granton Square Subdivision. The District had site specific requirements related to that application. The site specific conditions of approval also apply to H-2016-0034-Granton Square Subdivision No. 2.

The applicant will be required to pay all applicable platting and review fees prior to final approval.

If you have any questions, please contact me at (208) 387-6218.

Sincerely,

Dawn Battles
Planner I
Development Services

cc: City of Meridian, Via email
Request for Appeal of Staff Decision

**Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the Development Services Manager when it is alleged that the Development Services 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 Development Services Manager shall have ten (10) working days from the date of the filing of the notice of appeal to reply to the notice of 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 Development Services 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.
A. Findings of Fact

1. Description of Application: The applicant is requesting annexation and preliminary plat approval for Granton Square Subdivision. The proposal consists of 29 residential lots and 6 common lots to be zoned R-8 on 4.81 acres located at 2680 N. Locust Grove Road. The proposal is consistent with the City of Meridan’s Comprehensive Plan.

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>Medium Density Residential District</td>
<td>R-8</td>
</tr>
<tr>
<td>South</td>
<td>Medium Density Residential District</td>
<td>R-8</td>
</tr>
<tr>
<td>East</td>
<td>Medium Density Residential District</td>
<td>R-8</td>
</tr>
<tr>
<td>West</td>
<td>Medium Density Residential District</td>
<td>R-8</td>
</tr>
</tbody>
</table>

3. Site History: ACHD has not previously reviewed this site for a development application.

4. Adjacent Development: The following developments are pending or underway in the vicinity of the site:

   Heritage Grove, a residential subdivision consisting of 121 buildable single family lots is located at the northwest corner of Ustick Road and Locust Grove Road, was approved by ACHD in March 2014.
5. **Transit:** Transit services are not available to serve this site.

6. **New Center Lane Miles:** This development is estimated to generate 0.21 lane miles of new public road.

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. **Capital Improvements Plan/ Integrated Five Year Work Plan:**

   Ustick Road is scheduled in the IFYWP to be widened to 5-lanes from Locust Grove Road to Meridian Road between 2018 and 2019.

   Locust Grove Road is listed in the CIP to be widened to 5-lanes from Fairview Avenue to Ustick Road between 2017 and 2021.

   The intersection of Locust Grove Road and Fairview Avenue is listed in the CIP to be widened to 7-lanes on the north leg, 7-lanes on the south, 9-lanes east, and 9-lanes on the west leg, and reconstructed between 2017 and 2021.

B. **Traffic Findings for Consideration**

1. **Trip Generation:** This development is estimated to generate 267 additional vehicle trips per day (9 existing); 28 additional vehicle trips per hour in the PM peak hour (1 existing), based on the Institute of Transportation Engineers Trip Generation Manual, 9th edition.

<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>
<th>Existing Plus Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locust Grove Rd.</td>
<td>390-feet</td>
<td>Minor Arterial</td>
<td>1,138</td>
<td>“F”</td>
<td>“F”</td>
</tr>
</tbody>
</table>

* Acceptable level of service for a three-lane minor arterial is “D” (720 VPH)

2. **Average Daily Traffic Count (VDT)**

   Average daily traffic counts are based on ACHD’s most current traffic counts.

   The average daily traffic count for Locust Grove Road south of Chateau Drive was 20,459 on September 29, 2011.

C. **Findings for Consideration**

1. **Locust Grove Road**

   a. **Existing Conditions:** Locust Grove Road is improved with 3-travel lanes, vertical curb, gutter, and 7-foot wide sidewalk. There is 76-feet of right-of-way for Locust Grove Road (35-feet from centerline).

   b. **Policy:**

      **Arterial Roadway Policy:** District Policy 7205.2.1 states that the developer is responsible for improving all street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

      **Master Street Map and Typology Policy:** District Policy 7205.5 states that the design of improvements for arterials shall be in accordance with District standards, including the Master Street Map and Livable Streets Design Guide. The developer or engineer should contact the District before starting any design.
Street Section and Right-of-Way Width Policy: District Policies 7205.2.1 & 7205.5.2 state that the standard 5-lane street section shall be 72-feet (back-of-curb to back-of-curb) within 96-feet of right-of-way. This width typically accommodates two travel lanes in each direction, a continuous center left-turn lane, and bike lanes on a minor arterial and a safety shoulder on a principal arterial.

Street Section and Right-of-Way Width Policy: District Policy 7205.2.1 & 7205.5.2 states that the standard 3-lane street section shall be 46-feet (back-of-curb to back-of-curb) within 70 feet of right-of-way. This width typically accommodates a single travel lane in each direction, a continuous center left-turn lane, and bike lanes.

Right-of-Way Dedication: District Policy 7205.2 states that The District will provide compensation for additional right-of-way dedicated beyond the existing right-of-way along arterials listed as impact fee eligible in the adopted Capital Improvements Plan using available impact fee revenue in the Impact Fee Service Area.

No compensation will be provided for right-of-way on an arterial that is not listed as impact fee eligible in the Capital Improvements Plan.

The District may acquire additional right-of-way beyond the site-related needs to preserve a corridor for future capacity improvements, as provided in Section 7300.

Sidewalk Policy: District Policy 7205.5.7 requires a concrete sidewalk at least 5-feet wide to be constructed on both sides of all arterial 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.

Detoured 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.

Frontage Improvements Policy: District Policy 7205.2.1 states that the developer shall widen the pavement to a minimum of 17-feet from centerline plus a 3-foot wide gravel shoulder adjacent to the entire site. Curb, gutter and additional pavement widening may be required (See Section 7205.5.5).

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.

ACHD Master Street Map: ACHD Policy Section 3111.1 requires the Master Street Map (MSM) guide the right-of-way acquisition, arterial street requirements, and specific roadway features required through development. This segment of Locust Grove Road is designated in the MSM as a Residential Arterial with 5-lanes and on-street bike lanes, a 72-foot street section within 96-feet of right-of-way.

c. Applicant Proposal: The applicant is proposing to dedicate 12-feet of right-of-way along Locust Grove Road abutting the site. The applicant is not proposing any street improvements to Locust Grove Road.
d. **Staff Comments/Recommendations:** The Locust Grove Road project listed in the CIP requires 96-feet of right-of-way (48-feet from centerline) abutting the site. The applicant should be required to dedicate the 12-feet of right-of-way necessary to complete 48-feet from centerline. Locust Grove Road is improved to 3-lanes, so no additional roadway improvements are required.

2. **Internal Streets (36-foot Local Street Sections)**
   a. **Existing Conditions:** There are no streets existing internal to the site.

   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.

**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.

c. **Applicant’s Proposal:** The applicant is proposing to construct 3 local streets (Challis Drive, Summerbrook Avenue, and Lochness Way) as 36-foot street sections, internal to the site. These streets are proposed with rolled curb, gutter and 5-foot wide attached sidewalk. The proposal consists of 40-feet of right-of-way with 4-foot wide sidewalk easements on each side. The sidewalks are proposed to be split between the dedicated right-of-way and the easement.

d. **Staff Comments/Recommendations:** The applicant should be required to construct Challis Drive, Summerbrook Avenue, and Lochness Way as 36-foot street sections with curb, gutter and 5-foot wide concrete sidewalk, as proposed. Due to design constraints, staff recommends a waiver of policy to allow the sidewalk to be split between right-of-way and an easement, with the condition that brass caps are to be used for the pins.

The applicant should be required to dedicate 40-feet of right-of-way and 5-foot wide easements on each side to meet the District requirement of 2-feet behind the back edge of sidewalk. The full right-of-way for Summerbrook Avenue and Lochness Way should continue to the northern property boundary.

3. **Chemise Street (29-foot Local Street Section)**

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

b. **Policy:**

**Reduced Urban Local Street—29-foot Street Section and Right-of-Way Policy:** District Policy 7207.5.2 states that the width of a reduced urban local street shall be 29-feet (back-of-curb to back-of-curb) with curb, gutter, and minimum 5-foot concrete sidewalks on both sides and shall typically be within 42-feet of right-of-way. Although some parking is allowed by the following subsections, the District will further restrict parking on a reduced width street if curves or other physical features cause problems, if actual emergency response experience indicates that emergency vehicles may not be able to provide service, or if other safety concerns arise. The following set of design conditions shall apply.

**Design Conditions:** Parking is allowed on one side of a reduced width street when all of the following criteria are met:

The street is in a residential area.

The developer shall provide written approval from the appropriate fire department or emergency response unit in the jurisdiction.

The developer shall install —NO PARKING signs on one side of the street, as specified by the District and as specified by the appropriate fire department.

Vertical curbs with attached 5-foot (minimum) wide sidewalks, or rolled curbs with 5-foot (minimum) wide detached sidewalks and 8-foot (minimum) wide planter strips, are required.
Traffic volumes on the street shall not exceed 1,000 vehicle trips per day. There shall be no possibility that another street may be connected to it in a manner that would allow more than 1,000 vehicle trips per day.

**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 Proposal:** The applicant is proposing to construct Chemise Street as a 29-foot street section within 30-feet of right-of-way. The applicant is proposing curb and gutter along both sides of Chemise Street and 5-foot wide attached sidewalk on the south side.

d. **Staff Comments/Recommendations:** The applicant should be required to construct Chemise Street as a 29-foot street section within a minimum of 30-feet of right-of-way. The south side of Chemise Street should be improved with vertical curb, gutter, and 5-foot wide concrete sidewalk. The north side of Chemise Street should be improved with vertical curb, and gutter, with the right-of-way extending to the northern property line.

Staff recommends a modification of policy to allow sidewalk to not be constructed along the northern portion of Chemise Street due to design constraints. A sidewalk easement should be required to encompass the sidewalk and 2-feet behind the back edge.

Parking should be restricted to one side of Chemise Street. Coordinate with the Meridian Fire Department and ACHD Development Review staff on an appropriate signage plan.

4. **Roadway Offsets**

   a. **Existing Conditions:** Meadowgrass Street is 147-feet south of the southern property line (measured from centerline). Cougar Creek Drive is 405-feet north of the northern property line (measured from centerline).

   b. **Policy:**

      **Local Street Intersection Spacing on Minor 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 660-feet as measured from all other existing roadways as identified in Table 1a (7205.4.6).

      **Local Offset Policy:** 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).
c. **Applicant’s Proposal:** The applicant is proposing Chemise Street to intersect Locust Grove Road. The intersection would be approximately 420-feet south of Cougar Creek Drive (520-feet north of Meadowgrass Street).

d. **Staff Comments/Recommendations:** The proposed access location does not meet District policy 7205.4.3; however staff recommends a modification of policy to allow access, due to the fact that there is not adequate frontage to meet policy.

The western segment of Chemise Street (from Summerbrook Drive to Locust Grove Road) should be constructed as a 33-foot street section. This segment should be improved with vertical curb, gutter, and 5-foot wide concrete sidewalk on the south side. The north side of Chemise Street should be improved with vertical curb, and gutter, with the right-of-way extending to the northern property line.

5. **Stub Streets**
   a. **Existing Conditions:** There are no existing stubs to the site.

   b. **Policy:**
      
      **Stub Street Policy:** District policy 7207.2.4 states that stub streets will be required to provide circulation or to provide access to adjoining properties. Stub streets will conform to the requirements described in Section 7207.2.5.4, 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."

      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 7207.2.4 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.

   c. **Applicant Proposal:** The applicant is proposing to stub Summerbrook Avenue to the north of the site.

   d. **Staff Comments/Recommendations:** The applicant should be required to extend right-of-way for Chemise Street, Summerbrook Avenue, and Lochness Way to the northern property line. Doing so creates flexibility for potential future stub streets. The northern portion of Chemise Street should be improved with vertical curb and gutter in its entirety, and stub street signage should be required at both potential stubs to the north.

6. **Driveways**

6.1 **Locust Grove Road**

   a. **Existing Conditions:** There are 2 existing driveways onto Locust Grove Road abutting the site.

   b. **Policy**
Access Points 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.

Access Policy: District policy 7205.4.6 states that direct access to minor arterials is typically prohibited. If a property has frontage on more than one street, access shall be taken from the street having the lesser functional classification. If it is necessary to take access to the higher classified street due to a lack of frontage, the minimum allowable spacing shall be based on Table 1a under District policy 7205.4.6, unless a waiver for the access point has been approved by the District Commission.

Cross Access Easements/Shared Access Policy: District Policy 7202.4.1 states that cross access utilizes a single vehicular connection that serves two or more adjoining lots or parcels so that the driver does not need to re-enter the public street system.

c. Applicant’s Proposal: The applicant is proposing to close all existing driveways onto Locust Grove Road.

d. Staff Comments/Recommendations: The applicant should be required to close all existing driveways onto Locust Grove Road and replace with vertical curb, gutter and 7-foot wide attached concrete sidewalk to match the existing improvements.

7. 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.

8. 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.

9. Other Access
Locust Grove Road is classified as minor arterial roadway. Other than the access specifically approved with this application, direct lot access is prohibited to these roadways and should be noted on the final plat.

D. Site Specific Conditions of Approval
1. Dedicate 12-feet of additional right-of-way for Locust Grove Road abutting the site, totaling 48-feet from centerline.

2. Construct internal streets (Challis Street, Summerbrook Way, and Lochness Way) as 36-foot street sections within 40-feet of right-of-way, complete with curb, gutter, and 5-foot wide concrete sidewalks.

3. Construct Chemise Street as a 29-foot local street section with vertical curb, and gutter. Sidewalk should be required on the south side of Chemise Street only. The right-of-way for Chemise Street should extend north to the property line.
4. Coordinate with the Meridian Fire Department and ACHD Development Review staff on an appropriate signage plan to restrict parking to one side of Chemise Street.

5. A sidewalk easement is required for all portions of sidewalk located outside of the right-of-way and 2-feet behind the back edge of the sidewalk. Brass caps are required for all pins located within the sidewalk.

6. Construct one public street entrance to intersect Locust Grove Road approximately 520-feet north of Meadowgrass Street.

7. Close all existing driveways onto Locust Gove Road and replace with vertical curb, gutter, and 7-foot wide attached concrete sidewalk to match the existing improvements.

8. Other than the access specifically approved with this application, direct lot access is prohibited to Locust Grove Road and should be noted on the final plat.

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


E. **Standard Conditions of Approval**

1. All proposed irrigation facilities shall be located outside of the ACHD right-of-way (including all easements). Any existing irrigation facilities shall be relocated outside of the ACHD right-of-way (including all easements).

2. Private Utilities including 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. Utility Coordinating Council
4. Development Process Checklist
5. Request for Reconsideration Guidelines
SITE PLAN
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

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 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 Development Services Manager when it is alleged that the Development Services 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 Development Services 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 Development Services 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.
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.