August 24, 2016

To: ACHD Commission
From: Kaci Bader, Development Review Coordinator
Subject: Final Plat: Sagewood Subdivision
Project Number: SUBP14-0184
Meeting Date: September 7, 2016

FACTS & FINDINGS:
1. Sagewood Subdivision is a 44 buildable and 8 common lot mixed use subdivision on 15.44 acres. This site is located on the south side of W. Overland Road, west of S. Stoddard Road in Meridian.
2. Sagewood Subdivision adds 0.45 centerline miles to the ACHD roadway system.
3. Sagewood Subdivision does have available transit.
4. The applicants are Sagewood Overland, LLC and Corona, LLC and the principals for the applicants are Corey D. Barton and Dexter King, respective Managers.
5. The preliminary plat was approved on October 29, 2013.
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 $620,800 in the form of a letter of credit from Washington Trust Bank 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 May 23, 2017 prior to final acceptance of the street by ACHD and release of the financial surety.

RECOMMENDATION:
1. Approve the final plat of Sagewood Subdivision and authorize the President to endorse.

ATTACHMENTS:
1. Final Plat
2. Vicinity Map
SAGEWOOD SUBDIVISION

APPROVAL OF CITY ENGINEER

I, CITY ENGINEER IN AND FOR THE CITY OF MERIDIAN, ADA COUNTY, IDAHO, HEREBY APPROVE THIS PLAT.

CITY ENGINEER

APPROVAL OF CENTRAL DISTRICT HEALTH DEPARTMENT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 44, CHAPTER 13 HAVE BEEN SATISFIED ACCORDING TO THE LETTER TO BE ATTACHED ON FILE WITH THE COUNTY RECORDER OR HIS AGENT LISTING THE CONDITIONS OF APPROVAL. SANITARY RESTRICTIONS MAY BE RE-INSTITUTED IN ACCORDANCE WITH SECTION 50-1220, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DEPARTURE.

CERTIFICATE OF COUNTY SURVEYOR

I, THE UNDERCINRED PROFESSIONAL LAND SURVEYOR FOR ADA COUNTY, IDAHO, HEREBY CERTIFY THAT I HAVE CHECKED THIS PLAT AND FIND THAT IT COMPLIES WITH THE RULES OF IDAHO CODE RELATING TO PLATS AND SURVEYS.

COUNTY SURVEYOR

ACCEPTANCE OF ADA COUNTY HIGHWAY DISTRICT COMMISSIONERS

THE FOREGOING PLAT WAS ACCEPTED AND APPROVED BY THE BOARD OF ADA COUNTY HIGHWAY DISTRICT COMMISSIONERS ON THE ___ DAY OF ________ TO ________.

PREVIOUSLY
ADA COUNTY HIGHWAY DISTRICT

APPROVAL OF CITY COUNCIL

I, CITY CLERK IN AND FOR THE CITY OF MERIDIAN, ADA COUNTY, IDAHO, HEREBY CERTIFY THAT AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE ______ DAY OF ________, THIS PLAT WAS DULY ACCEPTED AND APPROVED.

MUNICIPAL CITY CLERK

CERTIFICATE OF COUNTY TREASURER

I, COUNTY TREASURER IN AND FOR THE COUNTY OF ADA, STATE OF IDAHO, DO HEREBY CERTIFY THAT ANY AND ALL CURRENT AND/or DELINQUENT COUNTY PROPERTY TAXES FOR THE PROPERTY INCLUDED IN THIS PROPOSED SUBDIVISION HAVE BEEN PAID IN FULL. THIS CERTIFICATION IS VALID FOR THE NEXT TWENTY (20) DAYS ONLY.

COUNTY TREASURER

DATE

CERTIFICATE OF COUNTY RECORDER

INSTRUMENT NO.

STATE OF IDAHO ) SS.

COUNTY OF ADA )

I, COUNTY CLERK OF ADA COUNTY, IDAHO, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED AT THE REQUEST OF

__________________________, AT _______ MINUTES PAST _______ O'CLOCK ______, THIS _______ DAY OF ________, 20____, IN MY OFFICE AND WAS DULY RECORDED IN BOOK ________ OF PLAGS AT PAGES ________.

RECORDED IN BOOK ________ OF PLAGS AT PAGES ________

DEPUTY

EX-EXEMPT RECORDER

CHALLENGER DEVELOPMENT, INC.
DEVELOPER

ENGINEERING SOLUTIONS, INC.

LAND SOLUTIONS

JOB NO. 107029
SHEET 3 OF 3
MUNICIPALITY OF MERIDIAN

UNITED-STATES-RESERVE-RIGHT
SAGEWOOD SUBDIVISION
VICINITY MAP – 1”=500’
LOCATED IN THE NW 1/4 OF SECTION 24, TOWNSHIP 3 NORTH, RANGE 1 WEST, B.M.
MERIDIAN, ADA COUNTY, IDAHO
A. **Findings of Fact**

1. **Description of Application:** The applicant is requesting the annexation and zoning of 5.02 acres to L-O, 11.32 acres to R-8, with a preliminary plat for 45 single family residential lots, 2 office lots and 8 common lots on 15.62 acres.

   The applicant's proposal is consistent with the comprehensive plan for the City of Meridian.

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>Kennedy Commercial Center</td>
<td>C-G</td>
</tr>
<tr>
<td>South</td>
<td>Middle School</td>
<td>RUT</td>
</tr>
<tr>
<td>East</td>
<td>Idaho Power Substation/mini storage facility</td>
<td>RUT/C-G</td>
</tr>
<tr>
<td>West</td>
<td>Rural Urban Transition/Residential</td>
<td>RUT/R-2</td>
</tr>
</tbody>
</table>

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

4. **Transit:** Transit services are available to serve this site. The nearest bus stop is located approximately 0.8 miles away (3 minutes driving distance, 15 minutes walking), at South Country Terrance Place.
5. **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.

6. **Capital Improvements Plan (CIP)/Five Year Work Plan (FYWP)**:
   - Linder Road is listed in the Capital Improvements Plan to be widened to 5 lanes from Victory Road to Overland Road between 2027 and 2031.
   - Overland Road is listed in the Capital Improvements Plan to be widened to 7 lanes from Linder Road to State Hwy 69/Meridian Road between 2027 and 2031.
   - The intersection of Overland Road and Linder Road is listed in the Capital Improvements Plan to be widened to 7 lanes on the north leg, 7 lanes on the south, 8 lanes east, and 8 lanes on the west leg, and signalized between 2027 and 2031.
   - The intersection of Overland Road and State Hwy 69/Meridian Road is listed in the Capital Improvements Plan to be widened to 6 lanes on the north leg, 7 lanes on the south, 9 lanes east, and 9 lanes on the west leg, and signalized between 2027 and 2031.
   - The intersection of Victory Road and Linder Road is listed in the Capital Improvements Plan to be widened to 6 lanes on the north leg, 5 lanes on the south, 4 lanes east, and 3 lanes on the west leg, and signalized between 2017 and 2021.

B. **Traffic Findings for Consideration**

1. **Trip Generation**: This development is estimated to generate 895 additional vehicle trips per day (20 existing); 108 additional vehicle trips per hour in the PM peak hour (2 existing), based on the Institute of Transportation Engineers Trip Generation Manual, 9th edition.

2. **Condition of Area Roadways**
   - Traffic Count is based on Vehicles per hour (VPH)

<table>
<thead>
<tr>
<th>Roadway</th>
<th>Frontage</th>
<th>Functional Classification</th>
<th>PM Peak Hour Traffic Count</th>
<th>PM Peak Hour Level of Service</th>
<th>Existing Plus Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overland Road</td>
<td>651 feet</td>
<td>Principal Arterial</td>
<td>431</td>
<td>Better than “E”</td>
<td>Better than “E”</td>
</tr>
<tr>
<td>Stoddard Road</td>
<td>None</td>
<td>Collector</td>
<td>113</td>
<td>Better than “D”</td>
<td>Better than “D”</td>
</tr>
<tr>
<td>Linder Road</td>
<td>None</td>
<td>Minor Arterial</td>
<td>104</td>
<td>Better than “D”</td>
<td>Better than “D”</td>
</tr>
</tbody>
</table>

* Acceptable level of service for a five-lane principal arterial is “E” (1,770 VPH).
* Acceptable level of service for a two-lane minor arterial is “D” (550 VPH).
* Acceptable level of service for a two-lane collector is “D” (425 VPH).

3. **Average Daily Traffic Count (VDT)**
   - Average daily traffic counts are based on ACHD’s most current traffic counts.
   - The average daily traffic count for Overland Road east of Linder Road was 5,482 on February 29, 2012.
   - The average daily traffic count for Stoddard Road south of Overland Road was 1,952 on July 25, 2013.
   - The average daily traffic count for Linder Road south of Overland Road was 1,368 on March 29, 2011.
C. Findings for Consideration

1. South Meridian Transportation Plan

   The South Meridian Transportation Plan (SMTP) is a long range planning tool developed to plan for future growth in the South Meridian Area by identifying future roadway, intersection, and corridor needs. The SMTP provides a framework for future roadway improvements based on the land use designations. The plan also investigates alternative transportation solutions including pedestrian and bicycle pathways. The plan was created in collaboration the City of Meridian and was adopted by the ACHD Commission in May of 2009.

2. Overland Road

   a. Existing Conditions: Overland Road is improved with 5 travel lanes, vertical curb, gutter, and 7 foot wide attached sidewalk abutting the site. There is 96 feet of right-of-way for Overland Road (48 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 7-lane street section shall be 96-feet (back-of-curb to back-of-curb) within 120-feet of right-of-way. This width typically accommodates three travel lanes in each direction, a continuous raised or landscaped median with intermittent turn lanes, and safety shoulders.

      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.

      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 Overland Road is designated in the MSM as a Planned Commercial Arterial with 7 lanes and on-street bike lanes, a 96 foot street section within 120 feet of right-of-way.

   c. Applicant Proposal: The applicant is not proposing any improvements to Overland Road abutting the site.
d. **Staff Comments/Recommendations:**

The applicant should be required to dedicate 60 feet of right-of-way from the centerline of Overland Road abutting the site. As this section of Overland Road is listed in the Capital Improvements Plan, the District will provide compensation for additional right-of-way dedicated beyond the existing right-of-way.

The applicant should be required to correct deficiencies and replace deteriorated facilities on Overland Road, including sidewalk, curb, gutter, driveways, pedestrian ramps, pavement repairs, etc.

3. **Sagewood Avenue**
   
a. **Existing Conditions:** Sagewood Avenue is not currently constructed.
   
b. **Policy:**

   **Commercial Roadway Policy:** District Policy 7208.2.1 states that the developer is responsible for improving all commercial 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 7208.5 states that right-of-way widths for new commercial streets shall typically be 50 and 70-feet wide and that the standard street section will vary depending on the need for a center turn lane, bike lanes, volumes, percentage of truck traffic, and/or on-street parking.

   - A 36-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and on-street parking.
   - A 40-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and a center turn lane.
   - A 46-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and a center turn lane and bike lanes.

   **Sidewalk Policy:** District Policy 7208.5.6 requires a concrete sidewalks at least 5-feet wide to be constructed on both sides of all commercial 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.

   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).

   **Landscape Medians Policy:** District policy 7208.5.15 states that landscape medians are permissible where adequate pavement width is provided on each side of the median to accommodate the travel lanes and where the following is provided:

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

• Vertical curbs are required around the perimeter of any raised median. Gutters shall slope away from the curb to prevent ponding.

c. Applicant’s Proposal: The applicant is proposing to construct one commercial roadway, Sagewood Avenue, with two 21 foot wide travel lanes, a 10 foot wide landscape median, vertical curb, gutter, 5 foot wide attached concrete sidewalk, and 60 feet of right-of-way.

d. Staff Comments/Recommendations: The applicant’s proposal meets District Policy and should be approved as proposed. The applicant should be required to provide permanent right-of-way easements if public sidewalks are placed outside of the dedicated right-of-way. The easements shall encompass the entire area between the right-of-way line and 2 feet behind the back edge of the sidewalk.

4. Internal Local Streets
   a. Existing Conditions: No internal local roads are constructed 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.

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

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

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

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

c. Applicant’s Proposal: The applicant is proposing to construct all internal local streets as 36 foot street sections with rolled curb, gutter, 8 foot landscape buffers, 5 foot wide detached concrete sidewalk, and 50 feet of right-of-way.

The applicant is proposing to construct one knuckle.

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

The applicant should be required to provide permanent right-of-way easements for public sidewalks placed outside of the dedicated right-of-way. The easements shall encompass the entire area between the right-of-way line and 2 feet behind the back edge of the sidewalk.

5. Roadway Offsets
a. Existing Conditions: There are no roads constructed internal to the site.

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

   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).

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

c. Applicant’s Proposal: The applicant is proposing to construct commercial roadway, Sagewood Avenue, to intersect Overland Road approximately 410 feet west of Tech Lane.

   The applicant is proposing all internal local streets to be constructed to provide a minimum offset of 125 feet from any other street.

d. Staff Comments/Recommendations: The applicant’s proposal to construct Sagewood Avenue to intersect Overland Road approximately 410 feet west of Tech Lane does not meet District Policy, however as the property only has frontage on Overland Road and would fail to meet District Policy regardless of its placement on the site, staff is recommending a modification of policy.

   The applicant’s proposal to construct all internal local streets to be constructed to provide a minimum offset of 125 feet meets District Policy and should be approved as proposed.

6. Stub Streets
a. Existing Conditions: There are no streets constructed internal 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 with 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 construct two stub streets, located approximately 130 feet and 610 feet north of the southwest corner of the site, to provide connectivity by stubbing to the parcel to the west, which is 5 acres in size.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy and should be approved as proposed. The applicant should be required to install a sign at the terminus of each stub street stating that, “THIS ROAD WILL BE EXTENDED IN THE FUTURE.”

A stub street is not required to be provided for the parcel to the south due to the fact that the site is owned by Joint School District No. 2 and is designated to be a new middle school. Therefore, a pedestrian pathway will be provided to the south, but no vehicular access should be provided.

7. **Driveways**

7.1 **Sagewood Avenue**

a. **Existing Conditions:** Sagewood Avenue is not currently constructed.

b. **Policy:**

Driveway Location Policy: District policy 7208.4.1 requires driveways located near intersections to be located a minimum of 75-feet (measured centerline-to-centerline) from the nearest street intersection.

Successive Driveways: District Policy 7208.4.1 states that successive driveways away from an intersection shall have no minimum spacing requirements for access points along a local street, but the District does encourage shared access points where appropriate.

Driveway Width Policy: District policy 7208.4.3 restricts commercial driveways to a maximum width of 40-feet. Most commercial driveways will be constructed as curb-cut type facilities.

Driveway Paving Policy: Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7208.4.3, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

c. **Applicant’s Proposal:** The applicant is proposing to construct two 24 foot wide driveways, located approximately 180 feet south of Overland Road. One driveway will be placed on each side of Sagewood Avenue and directly align.

The applicant is also proposing two vehicular connections from the office lots (Block 1 & 2). One 24 foot wide drive is proposed to stub and provide cross access to the triangular lot, located
west of the site, which is 1.46 acres in size. One 20 foot wide drive is proposed to provide cross access to the parking lot to the east, which is on a 1.43 acre parcel.

d. **Staff Comments/Recommendations:** The applicant’s proposal meets District Policy and should be approved as proposed. The applicant should be required to pave each driveway its entire width and at least 30 feet into the site beyond the edge of pavement.

8. **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.

9. **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.

10. **Other Access**  
Overland Road classified as principal arterials 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 60 feet of right-of-way from the centerline of Overland Road abutting the site. The District will provide compensation for additional right-of-way dedicated beyond the existing right-of-way.

2. Correct deficiencies and replace deteriorated facilities on Overland Road, including sidewalk, curb, gutter, driveways, pedestrian ramps, pavement repairs, etc.

3. Construct Sagewood Avenue as proposed, with two 21 foot wide travel lanes, a 10 foot wide landscape median, vertical curb, gutter, 5 foot wide attached concrete sidewalk within 60 feet of right-of-way. Provide permanent right-of-way easements for all public sidewalks placed outside of the dedicated right-of-way on Sagewood Avenue. The easement shall encompass the entire area between the right-of-way line and 2 feet behind the back edge of the sidewalk.

4. Construct all other internal local streets as 36 foot street sections with rolled curb, gutter, 8 foot wide landscape buffers, 5 foot wide detached concrete sidewalk, and 50 feet of right-of-way. Provide permanent right-of-way easements for all public sidewalks 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.

5. Construct Sagewood Avenue to intersect Overland Road located approximately 410 feet west of Tech Lane, as proposed.

6. Construct all internal local streets to provide a minimum offset of 125 feet.

7. Construct 2 streets to stub to the 5 acre parcel to the west, located approximately 130 feet and 610 feet north of the southwest corner of the site, as proposed.
8. Install a sign at the terminus of each stub street stating that, “THIS ROAD WILL BE EXTENDED IN THE FUTURE.”

9. Construct two 24 foot wide driveways onto Sagewood Avenue, located approximately 180 feet south of Overland Road, as proposed, in alignment with one another.

10. Provide two vehicular connections from office lots (Block 1 & 2) as proposed. One 24 foot wide drive should stub and provide cross access to the triangular lot, located west of the site, which is 1.46 acres in size. One 20 foot wide drive is proposed to provide cross access to the parking lot to the east, which is on a 1.43 acre parcel.

11. Pave each driveway its entire width and at least 30 feet into the site beyond the edge of pavement.

12. Direct lot access to Overland Road, is prohibited and shall be noted on the final plat.

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


E. Standard Conditions of Approval

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

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
VICINITY MAP
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 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.
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.