

## SECTION 3100 – DEVELOPMENT OF PROJECTS

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### SECTION 3100 – LIST OF EXHIBITS

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| Project Development Checklist                            | Exhibit 1  |
| Project Concept  | Exhibit 2  |
| Preliminary Project Cost Summary Sheet                   | Exhibit 3  |
| Environmental Evaluation                                 | Exhibit 4  |
| Permits and Approvals                                    | Exhibit 5  |
| Joint Application for Permit, US Army Corps of Engineers | Exhibit 6  |
| Topography Blocks and Symbols                            | Exhibit 7  |
| Line Types   | Exhibit 8  |
| Text   | Exhibit 9  |
| Standard Drawing Sheets                                  | Exhibit 10 |

3100 DEVELOPMENT OF PROJECTS

This section outlines various phases of project development.

3101 PROJECT OVERVIEW

The development of construction projects involves a considerable amount of time and effort. Construction projects must be necessary, cost effective and within the approved policies of the District.

A construction program is to be designed based on selected projects, and priorities established by needs, studies and long range planning.

3102 PROJECT NEED AND CONCEPT

A project need is based on considerations such as limited capacity for current traffic volumes, physical condition, safety and public sentiment, and conformance with area planning.

Normally, the need for projects develops over a period of one to six years. When the need for a project has been established and documented, District staff is responsible for recommending projects for the Highway District's Integrated Five Year Work Program (IFYWP). They should help set priorities and changes to the IFYWP. Proposed changes should include documentation of statistical data on pavement condition, structure condition, signal needs, hazard reduction potential, and capacity needs. Documentation should also address the existing deficiencies, possible alternatives and an estimated cost. Documentation may be supported by a preliminary project concept report (Exhibit 2). It will be circulated to all appropriate sections and management. Proposed changes not approved by management will be returned.

3103 PROJECT ESTIMATED COSTS

Under 3101 PROJECT OVERVIEW, a preliminary project cost summary sheet (Exhibit 3) shall be completed and submitted on all projects except the following:

Overlays;

Miscellaneous projects (i.e., miscellaneous concrete, guardrail installation, chip seals and other types of sealing projects);

Maintenance and Operations projects;  
Traffic Maintenance projects.

3104 PROJECT FIELD REVIEW

A preliminary project concept report (Exhibit 2) may be completed and submitted for select project including widening, reconstruction, rehabilitation for capacity related projects, and any other projects not identified in the list of exceptions in item 3103.

## 3105 PRELIMINARY DESIGN

The flow of project development for each project may or may not follow the project checklist (Exhibit 1). Checkpoints have been established at various stages that require approval of specific project information. These checkpoints are:

1. Approval of Preliminary Project Concept (Exhibit 2);
2. Preliminary Design Review;
3. Public Information Meetings;
4. Final Design;
5. Contract Advertisement.

This assures that each project has had the proper reviews and that money is available. The project should meet management policies and design requirements.

The minimum design guidelines and specifications to be used are outlined in Section 3003. Variance from these requirements requires District approval before the next stage of work begins.

The preliminary design phase should include, but not be limited to, the following:

1. Topographic surveys;
2. Completed materials information;
3. Traffic volumes - present and future;
4. Projected number of traffic lanes, bike lanes, and parking lanes;
5. Mapping of project area;
6. Preliminary environmental evaluation;
7. Contact with local government agencies;
8. Review of alignment options;
9. Preliminary pavement and gravel base recommendations;
10. Preparation of preliminary project plans;
11. Review of impending right-of-way impacts;
12. Conducting informational project meetings;
13. Getting information from utilities.
14. Review of drainage and irrigation issues.
15. Land surveying information of P-line to land corners.

### 3105.1 Traffic Information

Traffic volume information shall be prepared based on counts from the District, Community Planning Organization of Southwest Idaho (COMPASS), and/or actual on-site counts. The traffic study shall consider current counts, turning movements, accident history, projected future volumes, current and future land development, among others.

A traffic report shall be prepared that projects the traffic volumes for twenty years or more beyond the expected construction year. The traffic report will recommend traffic lanes, bike lanes, parking lanes, sidewalks, length of turn lanes, traffic signal types and locations, with other related information.

## 3105.2 Preliminary Design Analysis

Design standards and conditions for a project need to be established as early as possible. Standards for a project include, but are not limited to, design speed, roadway width, horizontal and vertical alignments, grade, clear zone width, super elevation, design vehicle, minimum vertical clearance, level of service, functional street classification, and traffic volumes.

Traffic volumes shall be determined for the current year, and for twenty years from the proposed construction year. These projections shall consider current and future land use.

Design speed for the project shall be the proposed posted speed limit plus 5 miles per hour, unless otherwise approved by the District. After design speed is selected, the required stopping sight distance, vertical alignment widths, maximum grades and clear zone can be determined. Existing conditions need to be reviewed to determine the horizontal alignment.

The Level of Service Planning Threshold for District projects shall be a minimum of "E." In some cases, the cost of construction for the recommended Level of Service Planning Threshold becomes prohibitive. Then, a lower Level of Service Planning Threshold may be acceptable for economic or property impact reasons. Justification for the reduced level of service must be documented and approved by the District.

The District has adopted the AASHTO publication "A Policy on Geometric Design of Highways and Streets", latest edition. This must be used for new and reconstruction projects on roadway systems. It is a District policy that all design criteria will be met. Where both minimum and desirable values are provided, every reasonable effort shall be made to achieve the desirable standards. The roadway widths adopted by the District shall be used. If the proposed width or other standard is less than the AASHTO standards, it must be documented, justified and approved by the District.

In addition to the AASHTO Geometric Design Standards, the AASHTO Roadside Design Guide shall be used in the concept analysis and actual project design.

## 3105.3 Environmental Evaluation

Environmental documentation starts with the concept or initial step of project development. This documentation must use existing studies pertaining to social, economic and environmental impacts of the project activities. Preliminary engineering, surveys, soil surveys, and location decision documentation can be completed before or at the same time as the environmental evaluation document (Exhibit 4).

All interested parties, agencies or jurisdictions must be identified and involved early in the environmental process. The governmental agencies shall be involved in data collection, impact assessment and identification of such issues as bikeways, wetlands, landscaping, historical, cultural and noise mitigation, when

appropriate. Decision making will be in the best interest of the public.

Environmental documentation for a project may be governed by the following materials.

1. National Environmental Policy Act (NEPA) of 1969;
2. "Council on Environmental Quality Regulations for Implementing NEPA" 40 CFR Parts 1500-1508, November 29, 1978;
3. "Federal Highway Administration - Urban Mass Transportation Administration", 23 CFR Part 771, "Environmental Impact and Related Procedures".

Additional information may be gained by referring to the Idaho Department of Transportation Environmental Process Manual, dated January 2012.

#### 3105.4 Preliminary Plans

The minimum information required on preliminary plans shall be complete enough to show location and general design features of all existing and planned facilities. Some of these items are proposed irrigation and drainage facilities, intersection geometric layout and roadway segment features, grade, line, and other related items that will affect project design. These plans should be at 50% complete at a minimum.

The following is a checklist for materials required for preliminary design review. The list is general and is not intended to be limiting. Any important project information shall be submitted for review, whether or not it is specifically identified. The plans shall be used as part of the presentation for the public information meeting.

##### 3105.4.1 Roadway

1. Title sheet with vicinity map;
2. Typical roadway sections;
3. Plan and profile sheets
  - a. Topography
  - b. Existing property lines
  - c. Existing and proposed drainage and irrigation
  - d. Horizontal and vertical alignment and grade
  - e. Utility locations
  - f. Proposed roadway

##### 3105.4.2 Traffic

1. Signal layout;

2. Lighting
3. Construction traffic control plan;
4. Striping layout;
5. Turn bays;
6. Transition lengths (taper lengths);
7. Signing;
8. Signal warrant worksheet.

#### 3105.4.3 Bridges

1. Title sheet with vicinity map;
2. Bridge plan detail sheet;
3. Foundation investigation sheet;
4. Structure details;
5. Roadway approaches on plan and profile sheet(s);
  - a. Topography
  - b. Existing and proposed property lines
  - c. Existing and proposed drainage and irrigation
  - d. Horizontal and vertical alignment and grade
  - e. Construction notes
  - f. Utility locations
  - g. Proposed roadway

#### 3105.5 Government Permits

A project may require one or more permits from State, Federal and Local agencies. This section presents a list of regulatory permits and approvals. Permits normally require an application process. Project approvals are obtained through coordination and negotiation with the approving agency.

##### 3105.5.1 U.S. Department of the Army - Corps of Engineers (Corps)

1. General. The Corps of Engineers has authority over all work within waters of the United States jurisdiction, including wetlands and tributaries.
2. Permits. Highway construction that affects waters or wetlands of the United States must have a Section 10 permit or a Section 404 permit. Either permit may be in the



form of a nationwide or regional general permit or an individual permit.

- a. Section 10 Permit. This is a permit required for any construction, excavation, deposition of material, or any other work in navigable water affecting the course, location, conditions or capacity of such waters. The purpose of the permit is to prevent obstructions to navigation.

Navigable waters are "those waters of the United States that are subject to tidal action shoreward to mean high water or are used, have been used, or are susceptible to use in interstate or foreign commerce."

- b. Section 404 Permit. This permit is required for placing of dredged or fill material into waters of the United States. The purpose of the permit is to prevent water quality degradation.

Waters of the United States include all navigable waters, interstate waters, and intrastate waters of which the use, degradation or destruction could affect interstate or foreign commerce. Also included are tributaries to, and wetlands adjacent to the above.

- c. Nationwide Permits (NWP). These permits are both Section 10 and Section 404 permits and are fully detailed in 33CFR330. In general, NWP are preapproved permits that certain projects may qualify for based on permitted action quantities. Although "preapproved" a PCN is usually still required.

3. Procedures. The Districts submit a joint application for a State Stream Alteration 404 permit to the Idaho Department of Water Resources (IDWR) and the Corps. When a contractor wishes to work in water of the United States, he must apply for a joint water resources/404 permit. This may take an additional 60 to 90 days response time.

#### 3105.5.2 Idaho Department of Water Resources

1. General. IDWR issues permits for any proposal that will alter a channel that carries continuously flowing water.
2. Procedures. Districts apply to IDWR after the preliminary design stage with a joint application as mentioned above.

### 3105.5.3 Idaho Department of Lands

1. General. All projects involving or affecting the beds and shores of navigable waters in Idaho as determined by Department of Lands (IDL), must have approval. Approval is in the form of permit, special use lease, or easement.
2. Permits to IDL should be submitted individually. However, IDWR also submits joint applications to IDL for review and comment. If a permit or easement is required, IDL will comment. When a project involves a navigable lake, the District will ask for comment and get approval from IDL. Reclamation plans will be prepared by the District and submitted to IDL for approval.

### 3105.6 Public Involvement Process

#### 3105.6.1 Introduction

The public involvement process assures adequate public input about the need for a proposed project. The District and public can discuss alternate courses of action; alternative project locations; major design features; social; economic and environmental effects of the alternatives; changes to the local roadway system; transportation planning; and the consistency of the project with Federal and State laws.

The public involvement process may be thought of as having two phases. The informal public involvement phase identifies issues, goals, objectives, values and impacts. The formal hearing phase summarizes studies and work to date and presents these in a public forum. Formal hearings provide opportunity for further public interaction. If a proper job was done during the informal phase, there should be few "surprises" at this time.

As part of the information process that is undertaken on each project, the consultant should be prepared to answer the following questions:

1. Why are we doing this project? (origin of project, traffic, safety, maintenance, structural needs, etc.)
2. Is the project supported by existing plans? (Long Range Plan, Transportation Improvement Plan (TIP), Pathway Plan, etc.)
3. When will the project start and be completed? (If the project is phased over several years, a schedule for each phase should be provided.)
4. What is the anticipated construction cost?
5. What type of work is going to be completed? (Widening, curb, gutter, sidewalk, bicycle facilities, number of travel lanes, turn lanes, irrigation relocation, detour routes, etc.)

6. What will be the effect on the environment? How is this being considered in the approval process?
7. What considerations have been reviewed and what type of mitigation, if required, have been included.
8. How are pedestrians and bicyclists being accommodated?
9. What other measures or alternatives were considered and why was this alternative selected?
10. What type of traffic control features has been planned?

This is only a partial list of questions that are typically asked and are intended for your use in preparing the supporting project information. In many areas the District will have to participate with the consultant in finalizing the answers to these questions. Prior to any public involvement process the consultant and District should meet to discuss these questions and any others that might arise.

#### 3105.6.2 Informal Phase

The number and extent of informal meetings, informal requests and preliminary project scoping procedures varies depending on the proposal, impacts, location and public interest. The basic strategy for public involvement shall be determined early by District staff and documented in project memo files. Such items as who to contact, size of groups, areas, detail of presentation, how best to make contact and other matters must be decided.

Informal public involvement activities described in memorandums that shall cover such items as length of meetings or contacts; where held; who initiated them, who participated; how they were notified; content of discussion; questions, comments, and concerns; and conclusions. Minorities should be identified and included at the early stage of project development to follow Title VI of the Civil Rights Act.

The information gained in the scoping process should be used to help support future determinations on issues; decide the need for a formal hearing or not; and provide input for project development. Additional guidance for public involvement is provided in Guidelines on Citizen Participation in Transportation Planning, 1978, AASHTO; and Improving the Effectiveness of Public Meetings and Hearings, 1978, FHWA.

#### 3105.6.3 Formal Phase

In all cases, the District Engineer shall review the major design features, route locations, alternatives and approved environmental documents. This review determines that the project features are generally acceptable for hearing purposes.

#### 3105.6.4 Definitions

1. Design Public Hearing. This hearing is held after a route location has been determined but before a final commitment is made to a specific design.
2. Combined Location and Design Public Information Meeting. This is a public meeting held to discuss the proposed location and major design features of the proposed alternatives before a commitment is made for a specific route location and design.
3. Location Public Information Meeting. This is a meeting held before a route location is approved. The meeting purpose is to present information to the public to secure comments on the proposed work.
4. Class I Project. This involves actions likely to have significant impact on the environment and requires an Environmental Impact Statement.
5. Class II Project. This involves actions that do not individually or in combination have significant effects on the environment. It can result in a Categorical Exclusion or a Finding of No Significant Impact (FONSI).
6. Class III Project. This involves actions for which the significance of the impact on the environment is not clearly established. It requires an Environmental Assessment.
7. Scoping. A process for determining the extent of issues to be addressed. It identifies the significant issues related to a proposed action. It occurs early in project development and is open to interested parties.

#### 3105.6.5 Public Involvement Process

1. The public involvement process applies to all projects, except those noted in Section 3103, beginning early in project development. The project scope, intensity of interest and level of impact determines the level of public involvement activities.
2. Projects must have a hearing when:
  - a. There is acquisition of significant amounts of right-of-way;
  - b. There is substantial change to the layout or function of connecting roadways, or of the facilities being improved;

- c. There is significant adverse impact on abutting property, or when litigation or public controversy is anticipated; and
  - d. There is significant social, economic, environmental affect on the surrounding area.
3. Notice of Public Hearing or Information Meeting. Notices for public hearings or for public information meetings shall be published in a newspaper having general circulation in the area in which the proposed project is located. Plans and Surveys prepare the hearing notification and coordinates hearing activities.

When a public hearing is to be held, a notice of public hearing is published at least twice. The first notice is published 15 days before the date of the hearing. The second notice is published 5 days before the date of the hearing.

When a public information meeting is advertised, one notice is published. The notice shall be published at least 7-days before the meeting.

In addition to publication of the notice of the public hearing, copies of the notice shall be distributed to the news media. Copies or other notices also shall be sent to local public officials; public advisory groups and agencies who have requested notice of hearings; and other groups, including minority groups. Agencies that, by nature of their function, interest or responsibility, may be interested in or affected by the proposal should also receive notice.

Each notice of a public hearing shall specify the date, time and place of the hearing and shall contain a brief description of the proposal(s). The notice shall specify that pertinent information concerning the project is available for public inspection and copying. It shall explain where this information is available and give the name and phone number of a contact person.

Procedures for submitting written statements after the hearing shall be described in the notice.

4. Conduct of Public Hearing or Information Meeting. Public hearings or information meetings are to be held at a place and time convenient for persons affected by the proposed undertaking. Provisions shall be made to accommodate handicapped or minority individuals. Responsible per-

sonnel shall be present at the hearing to conduct the hearing and answer questions. Appropriate documents must be made available for public inspection at the hearing, and a Hearing Officer shall be appointed.

As the result of, and to be in conformance with, the *Americans with Disabilities Act (ADA)*, the Highway District and its consultants are required to make all off-site activities accessible, including audio and visual material. When arranging an off-site activity, select a site that is accessible. If special arrangements are requested by someone with a hearing or visual impairment, the District must comply if given reasonable notice.

The hearing or meeting shall cover the need for the proposed project; alternative courses of action; alternative project locations and major design features; engineering, social, economic and environmental documents; right-of-way requirements; relocation assistance programs and payments, when needed; and the consistency of the project with local planning goals. Alternatives shall be presented at comparable levels of detail.

Provisions shall be made to accept written statements and exhibits. This can be in place of, or in addition to, oral statements at the public hearing. The procedures for such submittals shall be clearly described at the hearing.

5. Public hearing transcript - A word-for-word written transcript of the oral proceedings of each public hearing is prepared by the hearing officer. A statement certifying that a hearing opportunity was provided shall accompany this transcript, with copies of all written statements submitted to the hearing officer. It shall be prepared before the close-of-hearing date. A combination of these items forms the transcript. Copies of the hearing transcript shall be sent to those who request copies.

#### 3105.6.6 Design Hearing Plans

The design hearing or information meeting plans shall show the property owner's name. These plans shall not show the acreage required or remaining.

If title reports are not available, the owner's name as shown on the assessor's tax role is acceptable. The profile and ground line should be shown, except in urban projects, where profile and ground line tend to coincide. The right-of-way lines established on the basis of the latest design should be shown with cut and fill catch lines and pertinent planimetric features. Approaches established on the basis of access control approved by the District and owner contact should be shown. Right-of-way lines, cut and fill catch lines, and approaches shown on the plans are subject to change as the project moves to final design. The same title sheet should be used for the preliminary design review.

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Adopted: Res. 469 (7/13/94)

Revised: 7/19/95; 12/97; Res. 895 (5/27/09); Res. 897 (5/27/09); Res. 920 (1/27/10); Ord. 215 (8/3/11); Ord. 248 (3/10/21)

There are two forms of plans for design hearing presentation:

1. Plans can be made from topographic plans with separate profile sheets (cut from the rolls).\ Matching plan and profiles should be mounted on a firm background to make a workable exhibit at the hearing.
2. Plan and Profile Sheets (22"x34") can be used, if they are available at this project stage and contain the required data for presentation.

The District or consultant shall prepare at least two sets of design hearing plans as colored white prints showing ownership. All-white prints to be used for hearing plans will be sent to the Plans & Surveys Division with any other data to be used for the hearing. The plans will be stamped "Official Hearing Plans" and prepared for public display. The District is responsible for furnishing hearing plans and other hearing data for public display at the locations set in the published hearing notice. Enough copies of the hearing plans shall be colored to provide adequate public information. The coloring should show individual ownerships in contrasting colors.

The required right-of-way should be a solid color. The ownership boundary should be colored along the line, with the owner's name printed in the same color as the required area. Easements, if known, are to be labeled and cross-hatched with the same color for the applicable ownership. The roadway may be left white or colored, using one neutral color throughout the project.

### 3105.7 Mitigation

As part of any realignment, reconstruction, widening or other project not listed in Section 3103, the District must take mitigation action to the reduce impact to adjoining properties. This effort shall be made according to the various permitting requirements.

Each project shall be reviewed on a project-by-project basis to determine the type and amount of mitigation required.

#### 3105.7.1 Examples of Mitigation

Following is a list of general mitigation measures that may be considered. The list is not considered to be all inclusive.

1. Design changes should not increase noise, and if possible reduce noise, vibration, light and other traffic effects during and after construction.
2. The design process should assure impacts on the handicapped are considered and that handicapped individuals are provided access.

3. Designs should consider the impact of the project on pedestrian traffic.
4. During design, consider measures that minimize the impact on vehicle traffic during construction.
5. Insure that business and property owners are provided access during and after construction.
6. Make changes to designs assuring preservation of historically important sites and structures.
7. Assure that designs include measures to protect public safety, including designs providing adequate street lighting that is coordinated with other safety and security lighting.
8. Include measures to protect the environment, including protection of natural resources.
9. In areas where negative impacts cannot be avoided, implement measures to reduce the impacts such as creating or enhancing wetland.
10. Include measures to preserve scenic views.
11. Lessen the overall impact on neighborhoods.
12. Provide access to public recreational sites.
13. Landscape to enhance and preserve scenic vistas and reduce visual and noise impacts.
14. Include corridors such as pathways and bikeways as part of projects, where appropriate.
15. Designs should include passive design elements to discourage excessive speeds.

## 3106 FINAL DESIGN

### 3106.1 Final Right-of-Way Plans

Projects needing right-of-way, including permanent (P) or temporary (T) easements require the preparation and submission of "official right-of-way plans." They also require substantiating documentation to complete plans and acquisition of the right-of-way.

If needed, the District will furnish title reports for the affected properties. The designer must be careful to request only the title reports needed. He should not request reports that are not needed. Title reports should be examined for



easements or other encumbrances. These would reveal the existence and location of water lines, conduits, drainage or irrigation lines, utilities, etc. that must be handled during construction.

The designer will check the following list of items to be included in preparation of right-of-way plans and other documents.

1. All projects shall be referenced to land corners, i.e. section corners, 1/4 corners, 1/16 corners, 1/64 corners, street intersections or lot and block corners. The Ada County Projection based on the Idaho State Plane coordinate system shall be used for the development of all ACHD right-of-way plans. In some cases the District will provide Ada County Base Map coordinates for control corners of a project.
2. Township plat must be used to check the proposed alignment location. This will assure that all subdivisions being crossed have been properly set, and the correction is shown along lines common with adjacent townships.

In platted areas such as suburban tracts, lake shore lots, patented mining claims and city subdivisions, secure copies of official plats for map preparation. Use maps of existing highways, railroads, utilities and any other facilities where plans or maps of record may contain valuable historic information.

3. The ownership of all property where there is right-of-way proposed for the project will be determined from records available in county offices. Ownership records will be used for location studies, preparation of ownership map sheets, title reports, and right-of-way plans.
4. Right-of-way widths and centerline stations are shown at the beginning and end of each sheet, and at all points of change in width of the right-of-way. Distance left or right is not identified unless the right-of-way width is variable. All dimensions and computed area must be shown on the plans.
5. Right-of-way lines, widths to be acquired, centerline stations with properties to intersecting property lines, and changes in right-of-way widths are required.
6. A parcel number shall be assigned to each recorded ownership for properties involved in each project. This shall include all units of government.
  - a. Parcels are to be numbered consecutively starting with No. 1 for the first tract crossed and continuing in numerical sequence through to the end of the project. Do not use fractions. After assigning the parcel numbers, hyphenated numbers will be used to designate the intervening parcels, if the existence of an intervening ownership is discovered. This applies if a parcel is created because a portion of one of the original tracts is sold and creates an intervening

ownership.

- b. Show property ownership lines.
  - c. Show names of the property owners.
7. Property line symbols shall be shown on both sides of the right-of-way where a property line is continuous across the right-of-way.
  8. Plan information must be tied to the name of the subdivision, designation of lot and block numbers and all platted dimensions adjacent to the new right-of-way, as shown on the plat of record. Show all dedicated widths of streets and alleys. Review all subdivision records for possible public land vacations. Where recorded tracts are described locally by tax numbers, it is helpful to include tax designation and legal description of the tract. This legal description may be a metes and bounds description available in the county records.

A warranty deed is the conveyance currently used by the District in the acquisition of right-of-way. Where possible, that portion of the existing right-of-way being held by the District for future use will be included in the total area conveyed in the deed. There is no need to refer to old project plans to determine the extent of right-of-way, since complete information is now shown on the new project plans.

9. Proposed limits of slope will be placed on plans as soon as earthwork design is mostly completed. Slope lines should be carried around any approaches.
10. Delineate easements required outside the right-of-way to accommodate intersecting roads and streets, land service, access and temporary roads, drainage areas, material storage areas, slope widening, utilities, railroads and any other special use. There must be adequate data shown to allow easement description, including area in square feet or acres. Permanent easements are used where parties other than the owner need to maintain a right to the land. Examples are pipelines or an access road. Interceptor ditches, normally at the top of cuts, shall have permanent easements. Temporary easements give permission to use the land for a limited period, such as during construction.
11. Show centerline station (plus) at the beginning and end of each easement. Mark each easement as temporary (T) or permanent (P) and note the purpose of each permanent easement (P). If the easement is irregular in shape, it shall be necessary to include distances and bearings to write a description.
12. Use a profile, showing ground line and grade line, including profiles of any approaches for which special design is made.
13. All types of ditches, irrigation pipe lines, concrete lined ditches, checks,

etc., must be shown on the plan but need not be on the profile.

14. Plans shall include replacement of sod where it currently exists, and replacement or reconstruction of sprinkler systems where they already exist; shrubs, trees and fences are not included.
15. Project construction numbers shall be shown on all sheets of the project plans. Show the station at the BEGIN and END designation on all projects.
16. All items originally shown of the official right-of-way plans shall be retained on the right-of-way and Final Design Construction Plans, whether or not the items are negotiated for the owner to construct. Items that are negotiated for the owner to construct, as stated in the right-of-way contract, are to be shown on the plans as "By Owner." These are items such as irrigation ditches or fencing. A typical example is a small concrete-lined ditch which is initially shown on the plans as a construction contract item within a temporary easement. If, by negotiation, the owner is paid for the ditch instead of contract construction, and it is stated in the right-of-way contract, then a right-of-way revision would be made eliminating the temporary easement. The ditch is still shown on the plans. The concrete-lined ditch profile on the construction plans would have a line drawn through it and the plans would state "Concrete-lined ditch by Owner."
17. Right-of-way plans are prepared in permanent form on standard 22"x34" sheets on stable reproducible material. Consistent drafting procedures must be observed to attain maximum accuracy and clarity.
18. Final right-of-way plans submittal shall include a sheet or sheets listing land owners, parcel numbers, takes remainders, easement (both temporary and permanent), along with furnishing two complete sets of right-of-way drawings colored to identify each parcel and need and stamped "Legal Description" by an Idaho Licensed Land Surveyor.

#### 3106.2 Final Project Plans

Plans for the Final Design submittal should be complete and shall include the following items:

1. Title sheet.
2. Plan and Profile Sheets (with a maximum of 500 linear feet of roadway per sheet).
3. Necessary detail sheets.
4. Traffic Control Plan sheet to include motor vehicle, pedestrian and bicycle temporary traffic control, striping plan, and signals, lighting, etc., if applicable.
5. Final Right-of-Way Plans and necessary legal descriptions.

6. Project Special Provisions.
7. Engineer's projected opinion of costs.
8. Original project survey notes.
9. Native Auto Cad drawings containing all information used to develop the project plans.
10. Bridge situation and layout drawings, bridge detail sheets, and stamped structure calculations when appropriate.
11. Any additional supporting information, though not previously specifically identified.

The submitted drawings shall be a Portable Document Format (PDF) or other approved media. They shall be stamped and sealed by a Professional Engineer licensed in Idaho. The drawings shall be according to Section 3107 Plan Configuration.

#### 3106.3 Final Specifications

As part of the final plan submittal, one set of original final specifications, stamped and sealed by a Professional Engineer licensed in Idaho shall be submitted via PDF or other approved media.

#### 3106.4 Final Estimate

The Engineer must prepare an estimate of project construction costs and submit this with the final project package. When more than one project number is included in the contractor's bid proposal, separate estimates shall be prepared for each project number. Each of these estimates shall be further separated into roadway and bridge quantities, if applicable.

#### 3106.5 Certification of Compliance with Design Standards (Idaho Code 6-904 (7) (8))

Consulting Engineering firms that are preparing project designs for the District (plans and specifications) shall be required to provide *Certification of Compliance with Design Standards*. Certification that the plans or designs are prepared in substantial conformance with engineering or design standards in effect at the time of preparation shall be given on all designs for construction or improvements to the highways, roads, streets, bridges, drainage facilities, or other public property.

Certification shall be provided for all projects, regardless of size or complexity, and shall be provided on the cover sheet of the project plans or on the front sheet of the project specifications if no plans are involved.

In cases where the District grants variances on the project design, the Consultant shall provide a letter detailing the allowed variance(s). The letter shall have a

certification as to what variance(s) from the normal design standards were allowed and the justification for said changes. The cover sheet of the plans or specifications shall note the letter detailing the variance(s). The documentation shall become, in all cases, a permanent part of the project package.

## 3107 PLAN CONFIGURATION

### 3107.1 Plans

The following information provides examples, sample sheets and suggestions for preparing project construction plans for the District. The construction plans should include detailed construction features required to complete the project. The plans should show all property lines and right-of-way limits, items to be removed, and new items to be constructed. Special detailed drawings are required to clarify construction details or non-standard items included in the project.

Not all necessary details for preparing project plan sheets will be covered in these procedures. If questions arise on the amount of detail or appropriate format, review other similar project plans for examples or ask the Design & Survey Division. CAD standards are available for use/reference on the ACHD website.

Stationing on all plans, unless otherwise approved by the District, shall begin with a minimum station of 10+00 and shall either proceed south to north or west to east.

### 3107.2 Plan Size

All project plans shall be prepared on 22"x34" sheets for uniformity and ease of filing. Standard project plan sheets are available in computer format for CAD systems in the .DWG form.

### 3107.3 Drafting Symbols

Standard drafting symbols shall be used on all project plans. Symbols are shown with standard shapes and sizes on Exhibit 7 and are available in CAD format on the ACHD website. All symbols have been designed for 20-foot per inch scale and should be sized proportionately for all other scales. For example, the manhole symbol measures 2-feet in diameter on a 20-scale drawing and should measure 2-feet in diameter on a 40-scale drawing.

Symbols used for existing topography shall be lighter in tone than new design symbols which should show up black. This is to show contrast between existing topography/features and proposed design improvements.

### 3107.4 Drafting Line Types

Standard drafting line types shall be used on all project plans. Line types and line weights are available in CAD format.

All line types have been designed for 20-foot per inch scale and should be

sized proportionately for all other scales. For example, a dash in a line type measures 10-feet long on a 20-scale drawing and should measure 10-feet long on a 40-scale drawing.

Line types used for existing topography should show lighter in tone than new design line types which should show up black. This shows contrast between existing topography and new design.

Line types for various detail sheets shall be 0.70 black for object lines on various details with 0.25 or 0.35 lines for dimensions and or note leaders. Hidden lines shall be dashed and thin.

#### 3107.5 Drafting Plan Scales

All project plans in the plan view shall be drawn at 20-foot per inch scale, except, traffic control, striping, and structure drawings which may vary.

All project plans in the profile view shall be drawn at 20-foot per inch horizontally and 2-foot per inch vertically.

Any variation of drawing scales shall have prior approval of the District.  
All drawings shall show scales.

#### 3107.6 Drafting Lettering

All lettering on plans shall be uniform and of the same style, height and line weight for each particular purpose.

Existing topography lettering shall be visibly lighter than lettering for proposed design improvements or notes. Design and note lettering shall be black. All lettering shall be minimum 0.10 of an inch high.

Titles and street names shall be at least 0.20 inch high with a minimum plotter pen size of 0.70 or equivalent.

Lettering style shall be as shown in the CAD standards file available on the ACHD website. A simple single-line style, set vertically, is preferred.

Lettering for notes shall be a combination of upper case for the first letter of the first word of a sentence/statement and lower case lettering for all following words. In this way it will use a minimum of space on drawings.

#### 3107.7 Drafting Layers

Where applicable for CAD drawings, drafter shall separate the drawing into layers in the computer. The number of layers required will be based on the type and complexity of the particular drawing file. The drafter should confer with District before commencing with drawings if he is unsure of reasonable layer number and type.

### 3107.8 Standard Drawing Sheets

The District has developed standard drawing sheets with borders, title blocks, profile grids, and legends. Standards have been developed for title sheets, plan and profile sheets, detail sheets, traffic control sheets, etc. These sheets are available in the CAD standards located on the ACHD website.

## 3108 BIDDING AND CONTRACT AWARD

### 3108.1 Advertisement Period

Refer to Construction Contracts sub-section 2011.5.1, Procurement Procedures and Award Process for minimum periods for advertisement on capital improvement contracts.

### 3108.2 Contract Award

Refer to Section 2011 Construction Contracts, sub-section 2011.5.1, Awards for approval process.

## 3109 COST SHARE ORDINANCE

### 3109.1 Short Title, Authority and Applicability

This Ordinance shall be known and may be cited as the “Ada County Highway District Cost Share Ordinance.”

The Board of Commissioners of the Ada County Highway District has the authority to adopt ordinances pursuant to the powers granted it under § 40-1406, Idaho Code.

This Ordinance shall apply in all areas under the control and jurisdiction of the Ada County Highway District, including all Highways and Public Rights-of-Way within Ada County.

### 3109.2 Findings and Purpose

ACHD is committed to furthering the policies and goals set forth in the Blueprint for Good Growth, the Transportation and Land Use Integration Plan; the Complete Streets Policy; the Liveable Streets Design Guide; the Master Street Map, the Pedestrian-Bicycle Transition Plan, and the Bike Master Plan.

In accordance with the foregoing plans and in accordance with the jurisdiction and authority of ACHD, the Board of Commissioners of ACHD finds that it is in the best interest of the citizens of Ada County, Idaho to define the role of ACHD and its partnering agencies in constructing and funding both Transportation Components and Non-Transportation Components of ACHD's Road Projects. ACHD has limited funding for transportation improvements. It is the intent of the Commission, by enactment of this Ordinance, to:

- a. acknowledge that Title 40, Chapter 14 specifically reserves jurisdiction to the cities to authorize the expenditure of funds for the placement, care and removal of Non-Transportation Components in the Public Right-of-Way;
- b. acknowledge that cities have the statutory authority and expertise to design, develop and fund Non-Transportation Components in the Public Right-of-Way in order to define the aesthetic character of their respective communities;
- c. declare that all ACHD revenues should be spent exclusively for the construction and maintenance of the Transportation Components of Road Projects, which includes Pedestrian and drainage facilities, in accordance with applicable law;
- d. adopt a policy that establishes that ACHD will not fund any Non-Transportation Components, in accordance with applicable law;
- e. provide rules for when ACHD and partnering agencies desire to include Non-Transportation Components into ACHD's Road Projects;
- f. ensure that any Road Project improvements that result in costs outside of ACHD's statutory jurisdiction over Transportation Components are funded by the partnering agency that requests such Non-Transportation Components;
- g. acknowledges that ACHD will purchase and/or otherwise acquire right-of-way necessary for motorist and pedestrian safety, subject to the public necessity requirements for eminent domain for Highway Districts under Idaho law;
- h. establish Non-Transportation Components to be included in cost-sharing applications submitted to ACHD by a partnering agency for approval;
- i. adopt a policy that authorizes a proportionate credit based on the cost of Transportation Components that would otherwise be installed by ACHD in lieu of the Non-Transportation Components proposed by a Partnering Agency); and
- j. establish an application and permit process whereby partnering agencies may apply to ACHD for approval of a cost-sharing request.

### 3109.3 Definitions

Following are definitions of certain terms used in this Ordinance.

As used in this Ordinance, the following terms shall have the following meanings:



“ACHD” means the Ada County Highway District.

“Commission” means the Board of Commissioners of ACHD.

“Cost Share Application” means an application submitted by a Partnering Agency to ACHD in accordance with this Ordinance.

“Cost Share Permit” means a permit issued by ACHD to a Partnering Agency in accordance with this Ordinance.

“Hardscape” means surface areas within sidewalk buffers and paved medians with hard material, such as asphalt, concrete, or similar materials, as opposed to soil and vegetation.

“Highway” means any of the following located within a Public Right-of-Way; roads, streets, alleys, curbs, gutters, culverts, sidewalks, paved medians, bulkheads, retaining walls, bridges, culverts, sluices, drains, stormwater facilities, waterways, embankments, tunnels, grade separation structures, bicycle facilities, and any other structures, works or fixtures incidental to the preservation of the highways for motorist and public safety.

“Highway Necessity” means an improvement, structure, work, or fixture that is necessary for motorist and/or Pedestrian traffic, motorist and/or Pedestrian safety, Public Right-of-Way maintenance, traffic control, or that is otherwise necessary for the preservation of the Highways or necessary to mitigate project impacts on adjacent lands, in accordance with Idaho law and as determined by ACHD. ACHD may utilize ACHD’s Development Policy, Idaho Standards for Public Works Construction (ISPWC) and other established engineering standards to determine Highway Necessity. The determination of Highway Necessity will occur on a case-by-case basis and will include a written analysis that weighs the merits of cost, traffic operations and safety. The determination as to Highway Necessity is also subject to the public necessity requirements for eminent domain for Highway Districts under Idaho law, as applicable. Section 3004 of the existing ACHD Policy Manual provides that ACHD relies on AASHTO guidelines in determining the necessity for certain transportation improvements. However, AASHTO are only guidelines, and ACHD reserves the discretion to deviate from AASHTO based upon the unique circumstances of each project. AASHTO “Green Book” provides: *“The intent of this policy is to provide guidance to the designer by referencing a range of values for critical dimensions. It is not intended to be a detailed design manual that could supersede the need for the application of sound principles by the knowledgeable design professional. Sufficient flexibility is permitted to encourage independent designs tailored to particular situations.”*

“Non-Transportation Components” means those components of a Road Project set forth in Section 3109.6.3 of this Ordinance, and includes components that are requested by a Partnering Agency and are the Partnering Agency’s responsibility.

“Partnering Agency” means any of the agencies defined in Section 3109.5.2 of this Ordinance.

“Pedestrian” means foot traffic, bicycle, and other non-motorized use by the public of a Highway or a Public Right-of-Way.

“Person” means an individual, corporation, partnership, association, government agency, or other entity.

“Public Right-of-Way” means a Highway, roadway or other right-of-way open to the public under the jurisdiction of ACHD.

“Road Project” means a Public Right-of-Way and/or Highway improvement project by ACHD that may, in accordance with the provisions of this Ordinance, incorporate both Transportation Components under the jurisdiction and control of ACHD and Non-Transportation Components requested by a Partnering Agency.

“Transportation Components” means those components of a Road Project set forth in Section 3109.6.2 of this Ordinance, and includes components that are under the jurisdiction of ACHD and are ACHD’s statutory responsibility.

#### 3109.4 Rules of Construction

The provisions of this Ordinance shall be interpreted to be consistent with state and federal law, including but not limited to the United States Constitution, the State of Idaho Constitution, federal statutes, and state statutes, including without limitation, Idaho Code Title 40.

#### 3109.5 Applicability

##### 3109.5.1 General Application

This Ordinance governs and is limited to those instances in which a Partnering Agency desires to incorporate Non-Transportation Components into an ACHD Road Project.

##### 3109.5.2 Applicability to Partnering Agencies

This Ordinance applies to all governmental entities that have the authority under federal and/or state law to construct, reconstruct, and/or maintain Non-Transportation Components that are located or may become located within an ACHD Road Project in accordance with the terms of this Ordinance. Such governmental entities may include the following:

- a. Cities
- b. Counties
- c. Urban Renewal Agencies
- d. Idaho Transportation Department
- e. School Districts
- f. Utilities

- g. Irrigation and Drainage Districts
- h. Regional Public Transportation Authority -Valley Regional Transit (“VRT”) (provided, however, that issues related to the construction, placement, or relocation of transit structures in Public Rights-of-Way are addressed under that certain Cooperative Agreement for Transit Structures between ACHD and VRT, dated July 1, 2007, or as amended in the future, and are not governed by this Ordinance).
- i. Metropolitan Planning Organization (MPO) or Transportation Management Agency (TMA)

Nothing in this Ordinance shall be construed to prevent a Partnering Agency from requiring a third party to pay for the costs or install improvements allocated to the Partnering Agency by a Cost Share Application and Cost Share Permit issued in accordance with this Ordinance.

#### 3109.5.3 Non-Application to Agreements with Private Parties

This Ordinance does not govern instances in which ACHD and a Partnering Agency desire to enter into a development agreement with a private party pursuant to ACHD’s Impact Fee Ordinance and the Idaho Development Impact Fee Act.

### 3109.6 ACHD’s Jurisdiction and Authority Over Road Projects

#### 3109.6.1 ACHD General Jurisdiction

ACHD is a single county-wide highway district, a public entity, organized and existing pursuant to Idaho Code Title 40, Chapter 14, as amended and supplemented, with the exclusive jurisdiction and authority to maintain, improve, and operate Highways and Public Rights-of-Way in Ada County, Idaho. Idaho Code, Title 40, Chapters 13 and 14, define ACHD’s jurisdiction and powers, and includes, by way of example and without limitation, the following:

- a. the full power to construct, maintain, repair, acquire, purchase and improve all Highways within ACHD’s Highway system;
- b. all transportation powers and duties that would by law be vested in the commissioners of Ada County, if not already vested in ACHD;
- c. the power to establish and post speed and other regulatory signs;
- d. the right to acquire all lands and other property necessary for the construction, use, maintenance, repair and improvement of Highways;

- e. the right to change the width or location or straighten the lines of any Highway;
- f. the exclusive general supervisory authority over all Highways, public streets and Public Rights-of-Way under its jurisdiction, with full power to establish design standards, establish use standards, pass resolutions and establish regulations in accordance with the provisions of Title 49, Idaho Code, and to control access to said public Highways, public streets and Public Rights-of-Way;
- g. the design, construction, reconstruction and maintenance of city rights-of-way and accompanying curbs, gutters, culverts, sidewalks, paved medians, bulkheads and retaining walls, which shall include: (a) traffic and safety engineering for both motorist and Pedestrian traffic; (b) procurement and installation of highway lighting where it is primarily of benefit to the motorist (provided that energy costs and maintenance of lighting shall subsequently be a function of the applicable city or the county); (c) procurement, installation, operation and maintenance of traffic control devices where they are needed for traffic control; and (d) drainage where it is necessary for motorist safety or necessary for right-of-way maintenance;
- h. the acquisition and acceptance of Public Rights-of-Way; and
- i. the responsibility for planning and locating Public Rights-of-Way.

#### 3109.6.2 Transportation Components

ACHD may fund components of any Road Project in accordance with the powers and authority granted to ACHD in accordance with the authority above. By way of example and without limitation, "Transportation Components" of a Road Project funded by ACHD may include the following, so long as they are a Highway Necessity:

- a. Roads - Through lanes and turn lanes for the purpose of vehicular movements;
- b. Bike Facilities - Facilities for bicycle use within the Public Right-of-Way and/or Highways;
- c. Curbs and Gutters - Infrastructure for storm water conveyance on urban cross-sections;
- d. Sidewalks – Pedestrian facilities within the Public Right-of-

Way for the safe movement of pedestrians; including safety buffers that are deemed to be a Highway Necessity;

- e. Paved Medians - Facilities installed for purposes of motorist safety, access management and traffic operation;
- f. Retaining Walls - Facilities for buttressing of slopes as a result of roadway design;
- g. Highway Lighting – Procurement and installation of illumination for the primary benefit to the motorist;
- h. Traffic Control Devices - Traffic and Pedestrian signals, flashing beacons, signage, striping, and intelligent transportation system facilities;
- i. Drainage - Stormwater structures, drainage, and irrigation facilities;
- j. Right-of-way and pavement necessary for pullouts, stops and lanes associated with public transportation that are a Highway Necessity; and
- k. Any other improvements, facilities, structures, works, or fixtures that are a Highway Necessity.

### 3109.6.3 Non-Transportation Components

There are certain improvements or features that a Partnering Agency may request to be incorporated into an ACHD Road Project that do not fall within the definition of Transportation Components and/or are not a Highway Necessity. These “Non-Transportation Components” are improvements which ACHD will not fund, but the Partnering Agency may receive a proportionate credit as authorized herein. By way of example and without limitation, “Non-Transportation Components” of a Road Project funded by a Partnering Agency

may include the following depending on the particular power and authority of the Partnering Agency:

- a. Landscaping;
- b. Specialized pavement or sidewalk treatments;
- c. Decorative lighting or other illumination features that are not for the primary benefit of the motorist;
- d. Medians that are not a Highway Necessity;
- e. Medians necessary for traffic management, but made of materials other than Hardscape;

- f. Pedestrian facilities that are not included in ACHD's Livable Design Guide or other cross-section policies;
- g. Bike lanes that are not included in ACHD's Livable Design Guide or other cross-section policies; and
- h. Utilities, parking, bus pullouts, bus stops, transit structures, and specialized signing.

3109.7 Procedure for Providing Notice of Interest for Inclusion of Non-Transportation Components into an ACHD Road Project

ACHD shall determine whether to include Non-Transportation Components into ACHD Road Projects after submission of a Cost Share Application by a Partnering Agency pursuant to Section 3109.8.1 below. However, ACHD recognizes that in some circumstances, it may be beneficial for ACHD and a Partnering Agency to exchange information in advance of the application process. For that reason, prior to submitting a Cost Share Application, a Partnering Agency may elect to notify ACHD that it is interested in the inclusion of Non-Transportation Components into a future ACHD Road Project through any of the following procedures set forth in this Section below. Notifying ACHD of this interest shall not obligate ACHD in any way to incorporate the Non-Transportation Components or to make any determination at the time of such notice as to whether to incorporate the Non-Transportation Components. Such determination shall be made only upon the submission of a complete Cost Share Application.

3109.7.1 Notice of Interest by Partnering Agency

Prior to submitting a Cost Share Application, a Partnering Agency may contact ACHD at any time to provide notice of its interest to include Non-Transportation Components in connection with any planned ACHD Road Project. Partnering Agencies are encouraged to provide this notice during ACHD's annual request for input on its Integrated Five-Year Work Plan (IFYWP). Such interest should provide as much detail as possible and should:

- a. be provided in a written letter to ACHD, addressed to Deputy Director, Planning and Project Management Division;
- b. identify the name or location of the applicable Road Project;
- c. identify the Non-Transportation Components being proposed by the Partnering Agency; and
- d. provide any information available about the anticipated cost and proposed funding for the Non-Transportation Components (including, if applicable, any credits based on the cost of Transportation Components that would otherwise be installed by ACHD in lieu of the Non-Transportation Components proposed by a Partnering Agency).

### 3109.7.2 Invitation from ACHD

From time to time, before or during project development, ACHD will use its best efforts to contact various Partnering Agencies and request input as to whether any Non-Transportation Components are desired by the Partnering Agency in connection with any ACHD Road Project. In addition, ACHD will provide each city and county that is a Partnering Agency with a list of all of the existing ACHD Road Projects planned within city or county limits on an annual fiscal year basis. ACHD shall provide the applicable Partnering Agency with a Notice of Project Intent, which shall be served on the Partnering Agency not less than 15 days prior to ACHD commencing the scoping design process for the ACHD Road Project. If the Partnering Agency determines it would like to incorporate Non-Transportation Components into the ACHD Road Project, it shall complete a Cost Share Application pursuant to Section 3109.8.1 below. ACHD may elect to specify a deadline by which the Partnering Agency must submit a Cost Share Application in order for the incorporation of the Non-Transportation Components to be considered. Applications that are not timely submitted may be rejected, or, if they are considered, they will be approved only on the condition that the Partnering Agency pay for all redesign costs and other costs associated with the inclusion of the Non-Transportation Components.

## 3109.8 Cost Share Application

### 3109.8.1 Submission of Cost Share Application

If a Partnering Agency determines it would like ACHD to incorporate Non-Transportation Components into any ACHD Road Project, it shall complete and submit the Cost Share Application set forth on Appendix 1, attached hereto and incorporated herein. There shall be no application fee required in connection with submitting the Cost Share Application.

To be considered for approval, all Cost Share Applications must provide information and certifications by the Partnering Agency consistent with the following specifications and rules:

- a. Project Description. Each Cost Share Application shall identify the Road Project and include a complete description of the Non-Transportation Components. If project plans or other conceptual designs for the inclusion of the Non-Transportation Components are available at the time of execution, they shall be provided by Exhibit to the Cost Share Application.
- b. Project Design. All Non-Transportation Component design and operation plans associated with and ACHD Road Project pursuant to a Cost Share Application are the responsibility of the Partnering Agency and must comply with (i) established engineering standards, including the Idaho Standards for Public Works Construction (ISPWC) and American Association of State Highway and

Transportation Officials (“AASHTO”) guidelines, (ii) this Ordinance, (iii) all adopted ACHD rules and regulations, and (iv) all state and federal laws. All Non-Transportation Component designs and plans may be provided by ACHD directly with reimbursement by the Partnering Agency and shall be subject to the final review and approval of ACHD. The Partnering Agency shall participate in the design of any requested Non-Transportation Components.

- c. Project Design Costs. All Cost Share Applications shall specify that all Road Project design costs associated with the Non-Transportation Components are the responsibility of the Partnering Agency, including any overrun costs. Such allocation shall be made in accordance with the provisions of this Ordinance, and the Project Cost Responsibilities Chart is summarized on Appendix 2, when applicable. Any redesign costs of Transportation Components of the Road Project that are necessitated by the incorporation of Non-Transportation Components in the Road Project also shall be paid by the Partnering Agency. The Cost Share Application shall also specify, if applicable, any credits based on the cost of the design of Transportation Components that would otherwise be installed by ACHD in lieu of the Non-Transportation Components proposed by a Partnering Agency.
- d. Project Construction. All Cost Share Applications shall identify whether ACHD or the Partnering Agency will be responsible to construct the Non-Transportation Components. There shall be a presumption that in most instances, the Partnering Agency shall be responsible for the construction of the Non-Transportation Components. If the Partnering Agency is responsible for any construction, the Partnering Agency must certify in its Cost Share Application that such construction will not negatively impact ACHD’s construction of the Transportation Components or the overall ACHD Road Project schedule in any way. In addition, the Partnering Agency shall be responsible for obtaining all permits required by ACHD in connection with any construction.
- e. Project Construction Costs. All Cost Share Applications shall allocate the Road Project construction costs, with the Partnering Agency responsible for paying all construction costs associated with the Non-Transportation Components, including applicable construction, maintenance, administration and overrun costs, and ACHD responsible for paying all construction costs associated with the Transportation Components, which is summarized on Appendix 2. - Project Cost Responsibilities Chart. Any



reconstruction costs of Transportation Components of the Road Project that are necessitated by the incorporation of Non-Transportation Components into the Road Project also shall be paid by the Partnering Agency. The Cost Share Application shall also specify, if applicable, any credits based on the construction cost of Transportation Components that would otherwise be installed by ACHD in lieu of the construction of Non-Transportation Components proposed by a Partnering Agency.

- f. Land Acquisition. If real property is necessary for the Non-Transportation Components, or if the incorporation of Non-Transportation Components into the Road Project necessitates or increases the costs of the acquisition of real property for the Transportation Components, the Partnering Agency shall be responsible for acquiring, paying for, or dedicating such additional real property and/or paying for the cost increase in the acquisition of real property for the Non-Transportation and Transportation Components, as applicable.
  
- g. Maintenance. All Cost Share Applications shall provide that the Partnering Agency shall be solely responsible for perpetually replacing, maintaining, and caring for the Non-Transportation Components, so long as ACHD provides the Partnering Agency with authority and permission to do so pursuant to the terms of the Cost Share Permit. The Partnering Agency shall also certify in the Cost Share Application that if the Partnering Agency fails to replace, maintain, and care for the Non-Transportation Components, ACHD shall have the following remedies in addition to any other recovery in law or in equity, provided that ACHD first gives the Partnering Agency thirty (30) day's notice and the Partnering Agency fails to remedy such failure: (i) ACHD may revoke the Partnering Agency's Cost Share Permit for the Non-Transportation Components, (ii) ACHD may replace, maintain, and/or care for the Non-Transportation Components and the Partnering Agency shall reimburse ACHD fully for all associated costs, (iii) ACHD may remove, alter, redesign, or, in the case of landscaping, replace with hardscape over the Non-Transportation Components, and the Partnering Agency shall reimburse ACHD fully for all associated costs, and (iv) ACHD may refuse to issue any further Cost Share Permits or any other permits for future ACHD Road Projects until the Partnering Agency complies with the conditions of the Cost Share Permit. In addition, in the event of an emergency caused by the Partnering Agency's failure to perform required maintenance, ACHD may immediately perform any and all emergency repairs or take

other measures in connection with an emergency, and the Partnering Agency shall reimburse ACHD fully for all associated costs.

- h. Future Work. In the event the Non-Transportation Components will or may necessitate future maintenance, repair, relocation, or replacement that is not the subject of the original Cost Share Permit, ACHD shall, in its discretion, issue the Partnering Agency an amended Cost Share Permit to perform such work.
- i. Relocation of Utilities. The Partnering Agency shall be solely responsible for all costs associated with the relocation of any utilities required in connection with the placement, incorporation, or construction of the Non-Transportation Components, provided that ACHD may require, as a condition of the Cost Share Permit, that the Partnering Agency be responsible for the relocation.
- j. Effect on Stormwater Quality. The Cost Share Application shall include a certification by the Partnering Agency that if ACHD determines that a Partnering Agency's request for a Non-Transportation Component will have an adverse effect on stormwater quantity or quality, the Partnering Agency shall be responsible for mitigating or funding the mitigation of any such adverse effects, in a means determined by or acceptable to ACHD.
- k. Medians and Other Structures. If a Partnering Agency requests medians or other structures that are not a Highway Necessity, the Partnering Agency shall be solely responsible for all of the associated costs, including, without limitation, the design, construction, additional land acquisition, and maintenance costs. If ACHD determines that a median or any other structure is a Highway Necessity, the Partnering Agency shall only be responsible for all of the costs of any aesthetic features and landscaping associated with said structure, including without limitation, the design, construction, and maintenance costs related to the aesthetic features and landscaping that are in excess of the cost of installing ACHD's structure, such as Hardscape and in such case, a credit shall be applied.
- l. Pedestrian/Bicycle Facilities. If a Partnering Agency requests a bicycle and Pedestrian facility that is not a identified in ACHD's Livable Street Design Guide and/or is not a Highway Necessity, the Partnering Agency shall be solely responsible for providing or paying all of the costs for the bicycle and Pedestrian facilities, including, without limitation, the design, construction, land acquisition, and

maintenance.

- m. On-Street Parking. ACHD may fund the land acquisition, construction, and maintenance of on-street parking, where appropriate, on arterials, collectors, and local roads for ACHD Road Projects that is based upon an approved ACHD transportation plan and is determined to be cost-effective, safe and appropriate. If a Partnering Agency requests any additional on-street parking, the Partnering Agency shall be solely responsible for all costs associated with the on-street parking. ACHD shall retain the authority to remove any parking at any time.
- n. Federally-Funded Projects. If pursuant to the federal-aid grant, the federal law requires any match, mitigation and maintenance for an ACHD Road Project as a condition of the grant, then ACHD shall be responsible for such costs as required by federal law. If federal funds are available for any Non-Transportation Components that are not required for the Project under federal law, the Partnering Agency shall pay any proportionate match mitigation, and maintenance for the Non-Transportation Components of the Road Project. Mitigation. Site-specific mitigation may include specialized treatments such as sound walls, berms, and other components whose purpose is to mitigate traffic impacts within the Road Project area. Funding and responsibility for mitigation shall be addressed in the Cost Share Application and Cost Share Permit.
- o. Revocation of Rights by ACHD. Each Cost Share Application shall include a certification by the Partnering Agency that ACHD shall at all times have the right to (i) maintain, relocate, reconstruct, remove, or redesign any and all improvements that are part of the Road Project, in which case the Partnering Agency shall reimburse ACHD fully for all associated costs; (ii) revoke any Cost Share Permit granted to the Partnering Agency to access any Highway or Public Right-of-Way; and (iii) immediately perform any and all emergency repairs or take other measures in connection with an emergency, in which case the Partnering Agency shall reimburse ACHD fully for all associated costs. ACHD shall use best\_efforts to provide the Partnering Agency with advance notice before taking any of these steps.
- p. Indemnification. Each Cost Share Application shall include a certification by the Partnering Agency that it will indemnify ACHD from all damages caused or suffered by the Partnering Agency and its contractors and agents and invitees in connection with the Road Project.

#### 3109.8.2 Determination as to Completeness of Cost Share Application

Upon receipt of a Cost Share Application from a Partnering Agency, ACHD shall first review it and make a determination as to whether the Cost Share Application contains all information necessary for making a determination whether to grant or deny the application. Within 30 days following receipt of the Cost Share Application, ACHD shall provide notice to the Partnering Agency indicating that either (i) the application is complete and no further information is needed at that time, or (ii) the application is incomplete and requires certain other additional information prior to consideration. If ACHD notifies the Partnering Agency that the application is incomplete, the Partnering Agency shall submit the additional requested information within fifteen (15) days. ACHD shall review the application and any additional information and notify the Partnering Agency within 15 days that either (i) the application is complete and no further information is needed at that time, or (ii) the application is incomplete and requires certain other additional information prior to consideration. If ACHD notifies the Partnering Agency that the application is complete, such notification shall not preclude ACHD from requesting additional information should it become necessary at any time during the full consideration stage outlined below in this Section. ACHD may at any time notify the Partnering Agency that its Cost Share Application is or will be rejected if it would be untimely in relation to the ACHD Road Project schedule.

#### 3109.8.3 Approval or Denial of Cost Share Application – Issuance of Cost Share Permit

After ACHD notifies the Partnering Agency that the application is complete and no further information is needed at that time, ACHD's Director or the Director's designee(s) shall determine, in his or her discretion, whether to approve or deny the application. If an application is approved, ACHD shall issue a Cost Share Permit to the Partnering Agency that provides the terms and conditions upon which the incorporation of the Non-Transportation Components is approved. The Cost Share Permit shall include a schedule for completion of the Road Project. Any application that is approved by ACHD must comply with the requirements set forth in this Ordinance, including, without limitation, each of the provisions set forth in Section 3109.6 regarding ACHD's jurisdiction and authority over Transportation Components and each Partnering Agency's jurisdiction and authority over Non-Transportation Components. The application must also be consistent with the requirements of any cost sharing arrangement set forth in Section 3109.8.1 above. Additional reasons for denial of any application may include, but are in no way limited to, considerations of economics, the impact on project costs, availability of ACHD staff and resources, anticipated project schedules, availability of land acquisitions, noncompliance with any issued Cost Share Permits or other permits or applicable law and the authority of ACHD and/or the Partnering Agency, and other feasibility issues. If at any point during the consideration process, ACHD determines that it requires additional information from the Partnering Agency in order to consider the application, ACHD shall notify the Partnering Agency, and the Partnering Agency shall supply the information with a new application.

### 3109.9 Appeal Process

If ACHD denies a Cost Share Application or Exception request, or if ACHD issues a Cost Share Permit on terms that are unacceptable to the Partnering Agency, the Partnering Agency shall have fourteen (14) days following receipt of written notice on ACHD's decision to appeal to the ACHD Commissioners. To make such appeal, the Partnering Agency shall submit the following:

- a. written notice of the Partnering Agency's request to appeal the decision, addressed to the Commission;
- b. a copy of the application and a copy of ACHD's decision denying the application or Exception request;
- c. a copy of any other information submitted to ACHD in connection with the application; and
- d. a written statement indicating why the Partnering Agency believes the application or Exception should be approved on appeal or why the Cost Share Permit should be revised.

Upon receipt of an appeal, the ACHD Commission shall consider the appeal and make a decision within 30 days. The ACHD Commission's decision shall be communicated in writing to the Partnering Agency. The ACHD Commission's decision shall be final and non-appealable.

### 3109.10 Exception Requests

ACHD reserves the right to consider any exceptions to this Ordinance on a case-by-case basis and in accordance with ACHD rules and regulations and Idaho law. Exceptions may include, without limitation, any interim treatments and the eligibility of a feature (or portion thereof) as a Transportation Component as proposed by a Partnering Agency. Subject to the Appeal Process provided herein, any exceptions to this Ordinance shall require ACHD's Director or the Director's designee(s) approval granted in response to a written request from the Partnering Agency for an Exception request, identifying the specific provisions of this Ordinance from which the Partnering Agency requests an exception in connection with any Road Project, and any supporting documentation. The Exception request may be made in advance of submitting the Cost Share Application for the Road Project or simultaneously with the submission of the Cost Share Application.

### 3109.11 Severability/Conflict with Other Laws and/or ACHD Policies or Ordinances

The provisions of this Ordinance are hereby declared to be severable, and if any provision of this Ordinance or the application of the same to any Person or circumstance is declared invalid for any reason, such declaration shall not

affect the validity of the remaining portions of the Ordinance. In the event of any conflict between this Ordinance and any state or federal law, the applicable state or federal law shall control. In the event of any conflict between this Ordinance and any other ACHD policy or ordinance, this Ordinance shall control.

[Section 3109.12 on following page]

3109.12 Project Cost Responsibilities

| <b>ITEM</b>   | <b>ACHD COST</b>  | <b>PARTNERING AGENCY</b>  |
|---|---|---|
| <b>Design</b>   | <b>Standard Design</b>  | <b>Design of Amenities</b>  |
| Right-of-Way  | Project specific design dimensions or Livable Street Design Guide basic street section if typology adopted by ACHD and jurisdiction in Master Street Map or ACHD Capital Improvement Plan - subject to Highway Necessity requirement. | Extra Right of Way (ROW) for amenities as outlined in Ordinance, including damages, buyouts and associated legal costs.   |
| Through and Center Turn Lanes, Curb and Gutter, Utility Strip | Project specific design dimensions or Livable Street Design Guide dimensions if typology adopted by ACHD and jurisdiction in Master Street Map or ACHD Capital Improvements Plan – subject to Highway Necessity requirement.          | None.   |
| Medians   | Demonstrated need for traffic safety & operations, with Hardscape – subject to Highway Necessity requirement.   | Upgraded Hardscape or landscaping and irrigation if median is needed for traffic management. All ROW, construction, and maintenance if median is for aesthetics only. |
| Buffer Zone   | As specified in the Livable Street Design Guide for the basic Pedestrian zone; 6' ROW if partnering agency chooses to landscape - subject to Highway Necessity requirement.   | Landscape costs, construction and ROW in excess of 6'; perpetual maintenance of landscaping.  |
| Bike Lanes  | 5' unless constrained in a built environment, then determined during project design – subject to Highway Necessity requirement.   | Greater than 5' unless otherwise specified in an adopted ACHD plan - subject to Highway Necessity requirement.  |
| Sidewalks   | 5' – subject to Highway Necessity requirement.  | Greater than 5' unless otherwise specified in an adopted ACHD plan - subject to Highway Necessity requirement.  |
| On-Street Parking   | ROW, design, construction and maintenance on arterials, collectors, and local roads for ACHD Road Projects, subject to approved ACHD transportation plan and determined to be cost-effective, safe and appropriate.                   | Dedicated by the partnering agency or developer when required as a condition of development approval and determined to be cost-effective, safe and appropriate.       |
| Illumination (lighting)                                       | Primarily of benefit to motorists.  | Energy and Maintenance costs, Pedestrian lighting.  |

## 3110 ACHD COMPLETE STREETS POLICY

### 3110.1 Introduction

A “complete” street addresses the needs of all users. Motorists, pedestrians, bicyclists, and transit riders of all ages and abilities can be safely accommodated within the overall street network. Planning for this diverse user group requires consideration of the following elements:

1. Appropriately-sized travel lanes for cars, trucks, and delivery/emergency service vehicles;
2. Sidewalk space for pedestrians;
3. Bike lanes or bike routes;
4. Transit vehicles, facilities and routes;
5. On-street parking where applicable;
6. Median use for traffic flow, safety, and pedestrian refuge;
7. Adequate buffer areas for pedestrian safety, utility placement, and possible landscaping;
8. Landscaping or hardscaping adding pedestrian protection; and
9. The general land use context of a roadway or corridor.

Future streets within Ada County will be designed to balance user needs and incorporate those elements that match the land use context. Some corridors will be oriented to vehicle mobility but should always safely accommodate other modes. Through context sensitive design, a “complete” street can accomplish greater public benefits, improve safety, increase transportation options, strengthen the overall benefit of transportation investments and enhance air quality.

ACHD supports the creation of “complete” streets by establishing the following policies.

### 3110.2 Guiding Principle

Streets, bridges and transit stops within Ada County should be designed, constructed, operated and maintained so that pedestrians, bicyclists, transit riders, motorists, and people of all ages and abilities can travel safely and independently.

### 3110.3 Policies

#### 3110.3.1 Bicycle and Pedestrian Ways

Bicycle and pedestrian ways should be established in new construction and



reconstruction projects in all urbanized areas and areas identified for urban levels of development in adopted land use plans unless one or more of the following conditions are met:

- a. Significant safety or other challenges exist that make bicycle and pedestrian facilities dangerous to potential users.
- b. The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable future use.
- c. Where current and projected future population is sparsely forecasted or other factors indicate an absence of need.

Where bicycle and pedestrian facilities are omitted from a roadway project, it may be necessary to accommodate bicyclists and pedestrians elsewhere within a nearby transportation corridor.

#### 3110.3.2 Paved Shoulders

In rural areas, paved shoulders should be included in all new construction and reconstruction projects on roadways used by more than 1,000 vehicles per day. Paved shoulders of adequate size have safety and operational advantages for all road users in addition to providing a place for bicyclists and pedestrians.

#### 3110.3.3 Pedestrian Facilities

All pedestrian facilities, including sidewalks, shared-use paths, street crossings (including over- and undercrossing), pedestrian signals, signs, transit facilities, and all connections within the public right-of-way, should be designed, constructed, operated and maintained so that all people, including children, the elderly and people with disabilities, have safe usage.

#### 3110.3.4 Transportation Infrastructure

The design and development of the transportation infrastructure should improve conditions for all likely users through the following steps:

- a. Plan projects for the long-term. Transportation facilities are long-term investments that should be designed and constructed to anticipate future demand and connectivity needs for bicycle, pedestrian, and transit facilities. Transportation projects should not preclude accommodations for bicycle, pedestrian, and transit facilities, except as outlined in Section 3110.3.1.
- b. Coordinate with transit agencies to ensure that planned transit services and facilities are accommodated within the street network. Identifying transit corridors that are accessible and connected to surrounding neighborhoods requires close coordination between transit agencies,

municipalities and ACHD in all phases of design and development. Installation and maintenance of transit facilities would be funded through cooperative cost sharing agreements between ACHD and the applicable municipality or transit provider.

- c. Address the need for bicyclists and pedestrians to cross corridors as well as travel along them. Even where bicyclists and pedestrians may not commonly use a particular travel corridor that is being improved or constructed, they will likely need to be able to cross that corridor safely and conveniently. Therefore, the design of intersections, interchanges, and overpasses should accommodate bicyclists and pedestrians in a manner that is safe, accessible and convenient.
- d. Consider enhancements such as landscaping, specialized pavement treatments, decorative lighting, public art and other aesthetic features in new construction and reconstruction projects in appropriate land use contexts. Funding for installation and maintenance of enhancements will be specified in cooperative cost sharing agreements between ACHD and its partners as outlined in ACHD Policy Manual, Section 3109, "Interagency Cost Share Policies and Procedures." In new development, these enhancements may be required by the land use agencies through development approval.
- e. Get material exceptions approved by the commission. Removal of bikeways or walkways from an existing facility or design should be approved by the Commission or their designee in consultation with the relevant land use agency and be documented with supporting data that indicates the basis for the decision. The decision process and supporting documentation should be open to the public for review and comment.

## 3111 MASTER STREET MAP PURPOSE AND AMENDMENT PROCEDURES

### 3111.1 Purpose of the Master Street Map

The ACHD Master Street Map is a planning tool that works in concert with ACHD's partner agencies comprehensive plans. The Master Street Map creates a shared vision between ACHD and its partner agencies by capturing information about future roadway characteristics based on land use plans and transportation goals. Portions of the Master Street Map can be used to comply with Idaho State Statute 67-6508 which describes local land use agencies responsibility to include transportation analysis in the comprehensive planning process.

The information captured in the Master Street Map shall be used by ACHD as

input into the scoping and conceptual design of roadway projects; and in the development process as a guide for right-of-way acquisition, collector street requirements, and specific roadway features required through development.

In no way do the features and dimensions adopted in the Master Street Map constitute final design decisions for ACHD's capital projects or create entitlement for development approvals. All final decisions will be made through the ACHD project development process or the official development review process.

The Master Street Map along with the Livable Street Design Guide and Cost Share Policies and Procedures establish a planning framework for ACHD to interact with its partner agencies. To be effective the Master Street Map should be adopted by ACHD and its partner agencies.

The Master Street Map is not intended to be a regulatory document but rather a planning tool that informs the decision making process of ACHD and its partner agencies.

In summary, the three primary functions of the Master Street Map are as follows:

1. Define a shared vision of the future roadway network between ACHD and its partner agencies based on approved Comprehensive Plans and street typologies.
2. Establish a county wide right-of-way preservation map.
3. Establish an existing and future collector network map.

### 3111.2 Elements of the Master Street Map

The Master Street Map consists of two main components. The first component is a map that depicts roadway typologies (described in the Livable Street Design Guide), street codes, and existing and proposed collector streets. The second component is a spreadsheet that contains detailed information about each street segment identified on the map. Element No.s 1, 2, 4, 5, 11, and 12 of the Master Street Map (as identified below) are primarily for informational purposes and the content of which, on the map and in the spreadsheets, can be changed at the staff level from time to time as new information becomes available.

#### 3111.2.1 Master Street Map Elements

1. Street Code – This code is the key link between the spreadsheet and the associated map. Each unique street segment is assigned a code. In general no segment exceeds one mile.
2. Segment Description – Identifies the road name associated with the segment.

3. Street Typology –The typology from the Livable Street Design Guide (adopted by the ACHD Commission on May 27, 2009) designated for the segment. The typology is directly related to the planned land use adjacent to the roadway and it provides the basic information regarding the planned roadway cross section.
4. Existing Number of Lanes – Describes existing lane configuration as of the most recent Master Street Map update.
5. Planned Lanes for “Construction” – The number of lanes ACHD has funded for construction within a 20-year time frame. This information is taken from ACHD’s adopted CIP and Five- Y e a r Work Plan. Projects listed as funded for right-of-way preservation only in the CIP are not shown in this column.
6. Planned Lanes for “Preservation” – The number of lanes planned for preservation. This column represents preservation only and not a commitment by ACHD to purchase right-of-way or construct projects. This information was taken from several different sources including ACHD’s current CIP, adopted sub area studies, and in some cases reflects what ACHD has been preserving for in areas outside the CIP where development has occurred.
7. Parking – ACHD generally prohibits parking on arterial streets when there are significant impacts on safety and traffic flow, but there are some locations where parking is allowable due to the specific traffic conditions and the adjacent land use, such as a central business district. The Livable Street Design Guide provides typologies where on-street parking may be appropriate in the context of a roadway’s size, speed limit and adjacent land uses. This column represents several different parking conditions:

Existing - An “E” in this column indicates that parking exists on the street segment. Existing parking does not guarantee that parking can be accommodated on the street segment in perpetuity. Undeveloped areas often have parking along arterial streets that needs to be removed for safety purposes when a road is widened.

Parking removal associated with projects is addressed through the project team process involving representation from the respective city or Ada County. Where more than a few spaces of parking are removed that are not involving the project development process, ACHD will contact the respective jurisdiction for discussion prior to parking

removal. Traffic safety and operations goals must be satisfied but concerns of the jurisdiction and the adjacent property owner, and alternatives, will be considered before action is taken.

Approved - An “A” in this column represents that parking is approved by the ACHD Commission for a street segment but not yet built. Parking can sometimes be approved through the development process and the ACHD project development process. During the concept design phase of an ACHD project the city or county will have ample opportunity to discuss parking as an element of the street cross section.

Blank – On many segments the parking column will be left blank due to lack of information. A blank designation indicates that no specific data is available for that segment. There may be existing parking on some of these segments but it will take further research to create a countywide parking inventory.

8. Amenities or Enhanced Features – Areas where the city/county has a desire to include elements beyond the ACHD basic treatments described in the Livable Street Design Guide. These features may include a wider buffer area between the sidewalk and back of curb, a larger pedestrian zone, a place for public art or some other special feature that would require extra right-of-way than what would be preserved for the ACHD basic footprint. These features may require funding partnerships in accordance with the Cost Share Policies and Procedures.
9. Planned Right-of-Way Footprint “Projects” – Defines the total right-of-way needed for an ACHD capital project based on the input of the other elements. This number will be used by ACHD as a starting point for the concept design process. In some cases ACHD has a segment already designed. In these instances the right-of-way needs from the existing design will be used in the spreadsheet. In no way does this column represent a financial commitment from ACHD to purchase right-of-way. There may be areas where development is required to pay for some or all of the right-of-way and construction needs. There may also be modifications to this dimension based on specific project context and needs.

For many roadway segments there is no current plan to expand the road beyond the existing footprint. In these cases the roadway is identified as “No Planned Improvement” (NPI). In some cases the necessary right-of-way footprint is

still to be determined (TBD).

10. Planned Right-of-Way Footprint “Preservation” – Defines the total right-of-way needed for preservation based on the input of the other elements and the buffer space needed to place the sidewalk in its final location so it will not be disturbed when the roadway is widened. This number will be used by ACHD to preserve right-of-way along developing corridors where the roadway will be widened to its full cross sections after some development has occurred. In no way does this column represent a financial commitment from ACHD to purchase right-of-way. There may be areas where development is required to fund some or all of the right-of-way and construction needs.

For many roadway segments there is no current plan to preserve right-of-way or expand the road beyond the existing footprint. In these cases the roadway is identified as “No Planned Improvement” (NPI). In some cases the necessary right-of-way footprint is still to be determined (TBD).

11. Comments – Miscellaneous comments or features that do not fall into the standard form. This area can also be used to describe special circumstances or approved policies associated with a specific road segment.
12. Reference to approved Concept Designs, Other Plans or Studies – Upon approval of a concept design, access management plan, or any other applicable document or policy related to a street segment, a reference will be placed in the comments section of the Master Street Map identifying these documents.
13. Collector Streets – In general collector streets are designed and constructed through the development process. Cross section features for collectors will continue to be worked out on a case by case basis with the developer in coordination with the lead land use agency and ACHD based on the traffic impacts of the proposed land uses in the area. The typology and proposed location of the collector streets is captured on the map and will serve as the starting point for the discussion that occurs through the development process.
14. Mobility Corridors – There are two types of mobility corridors identified on the Master Street Map. State mobility corridors include the interstate and state highway system. ACHD mobility arterials are major roadways that focus on traffic operations and efficiency while maintaining

pedestrian safety. Mobility corridors may be designed to accommodate higher speeds and may need strict access control. Mobility corridors may also require strategic investment and prioritization to help preserve traffic flow.

Like all other typologies identified on the Master Street Map ACHD mobility arterials are subject to modification to fit the roadway context. For example, some sections of a particular mobility arterial may need a lower speed to accommodate the adjacent land use. Other elements of the street sections such as lane width will also be reviewed at the project level.

### 3111.3 Amendment Procedures

Periodically, the Master Street Map will require amendment in response to development applications or comprehensive plan modifications initiated by ACHD's partner agencies. Element No.s 3, 6, 7, 8, 9, 10, 13, and 14 (as identified above) can only be amended through the Master Street Map.

#### 3111.3.1 Amendment Requests through Development Applications

ACHD's standard development review process shall be the vehicle for processing and commenting on requests to amend the Master Street Map associated with new development. All requests to amend the Master Street Map from a landowner or developer shall be associated with a development application (e.g. Comprehensive Plan Amendment, Zoning and Annexation, etc.) that is submitted to one of ACHD's partner agencies and officially transmitted to ACHD for review and comment.

#### 3111.3.2 Pre-Application Process

Developers are encouraged to meet with ACHD and the lead land use agency (City or County) prior to submitting a development application in a joint pre-application meeting. At this meeting the developer will be informed of the roadway typology and associated features adopted by the city or county. The developer in conjunction with the lead land use agency and ACHD will determine if a change to the Master Street Map is necessary and should be proposed as part of the development application.

#### 3111.3.3 Official Transmittal

In accordance with ACHD's standard policies and procedures for development review the lead land use agency will transmit completed development applications to ACHD for official review. If a change is being requested to the Master Street Map the desired amendments should be clearly identified in the applicant's narrative and on the city or county application. At a minimum, the application should address:

1. Current Typology – As shown on the approved Master Street Map for each street segment where a change is being requested.

2. Proposed Typology – All proposed typology changes must be clearly defined in the application. The extents of the proposed changes can be described in the application or the applicant can provide an exhibit showing the proposed typology changes.
3. Parking – If parking in the right-of-way or adjacent to the right-of-way is proposed it shall be clearly shown on the site plan associated with application.
4. Collector Streets – All new collector streets shall be shown on the preliminary plat map and/or master site plan. The applicant shall work with ACHD staff to determine the appropriate cross sections features and details of new collector streets.
5. Other Special Features - Any other features that impact the right-of-way or differ from the approved Master Street Map shall be clearly defined in the application and if possible shown on the site plan or preliminary plat.

If this information is not provided the request cannot be processed by ACHD staff. If no changes are being requested to the Master Street Map this should also be indicated on the application.

#### 3111.3.4 ACHD Staff Review and Comment

Requests to modify the Master Street Map will be reviewed by ACHD through its development review process when included with the development application. Street typology, the presence and location of collector streets, and any other features described in the Master Street Map will be analyzed by ACHD staff and comments will be provided to the lead land use agency. If no requests to modify the Master Street Map are included with the development application ACHD will conduct its standard development review.

#### 3111.3.5 ACHD Decision

According to ACHD's standard development review procedures requests to modify the Master Street Map will be acted upon by ACHD staff or the ACHD Commission. The ACHD final decision and conditions of approval for the development application will be transmitted to the lead land use agency for inclusion in its review process.

#### 3111.3.6 Lead Land Use Agency Decision

The final decision on the development application as a whole is made by the lead land use agency according to its standard policies and procedures.

#### 3111.3.7 Approval

Upon approval of the development application by the lead land use agency any amendments to the Master Street Map approved by the ACHD Commission



associated with the application will be included in the Master Street Map.

#### 3111.3.8 Approval with Changes

If the lead land use agency through the approval process modifies some aspect of the requested Master Street Map amendment that contradicts with ACHD comments or approval, the applicant, ACHD and the lead land use agency will meet to resolve any discrepancies.

#### 3111.3.9 Denial

Upon denial of the application by the lead land use agency no changes will be made to the Master Street Map.

#### 3111.3.10 Amendment Process through Large-Scale City or County-Initiated Comprehensive Plan Changes or Sub Area Plans

1. Request Letter  
During the early stages of a large scale comprehensive plan amendment or specific area plan the city or county may send ACHD an official correspondence informing ACHD of the plan and requesting ACHD to participate in the amendment process. At a minimum the letter should include the general area of the proposed changes and the goals and objectives of the amendment.
2. Scoping Meeting  
If requested ACHD will meet with the city or county to determine the scope of work and partnership responsibilities necessary to address the proposed comprehensive plan amendment or specific area plan.
3. Draft Comprehensive Plan or Specific Area Plan Change  
The city or county will provide ACHD with a draft of the proposed plan including any land use maps, circulation maps, or other information that pertains to the transportation network. Without these items ACHD cannot review the proposal.
4. ACHD Review and Comment  
Based upon the information provided by the city or county, ACHD will analyze the impacts of the proposal on:
  - a. Street Typologies
  - b. Right-of-way
  - c. Integrated Five Year Work Plan
  - d. Capital Improvements Plan
  - e. Other Master Street Map features

- f. Traffic Impacts
  - g. Timing of projects
  - h. Needed improvements that fall outside the Capital Improvements Plan and Integrated Five Year Work Plan
  - i. Previous actions or approvals
  - j. Known or Pending Developments
5. Public Involvement  
Upon city or county request, ACHD will participate in any public involvement process associated with the comprehensive plan amendment or specific area plan. Depending on the scope and scale of the changes, ACHD may hold its own public involvement process (especially in the case of specific area plans, or regional transportation plans).
6. Approval
- a. City or County Approval  
The final comprehensive plan amendment or specific area plan will be approved by the lead land use agency in accordance with their standard policies and procedures.
  - b. ACHD Approval  
After all public comment and revisions, the amendments to the Master Street Map recommended in the Comprehensive Plan change or specific area plan will be presented to the ACHD Commission for adoption by resolution.

#### 3111.3.11 Official Updates to the Master Street Map

Changes to the Master Street Map become effective upon approval by the lead land use agency and ACHD. ACHD staff will maintain an up-to-date version of the Master Street Map in electronic format that reflects the approved amendments.

ACHD will officially update the Map and Spreadsheet and present it to the ACHD Commission for approval by resolution on a bi-annual basis.

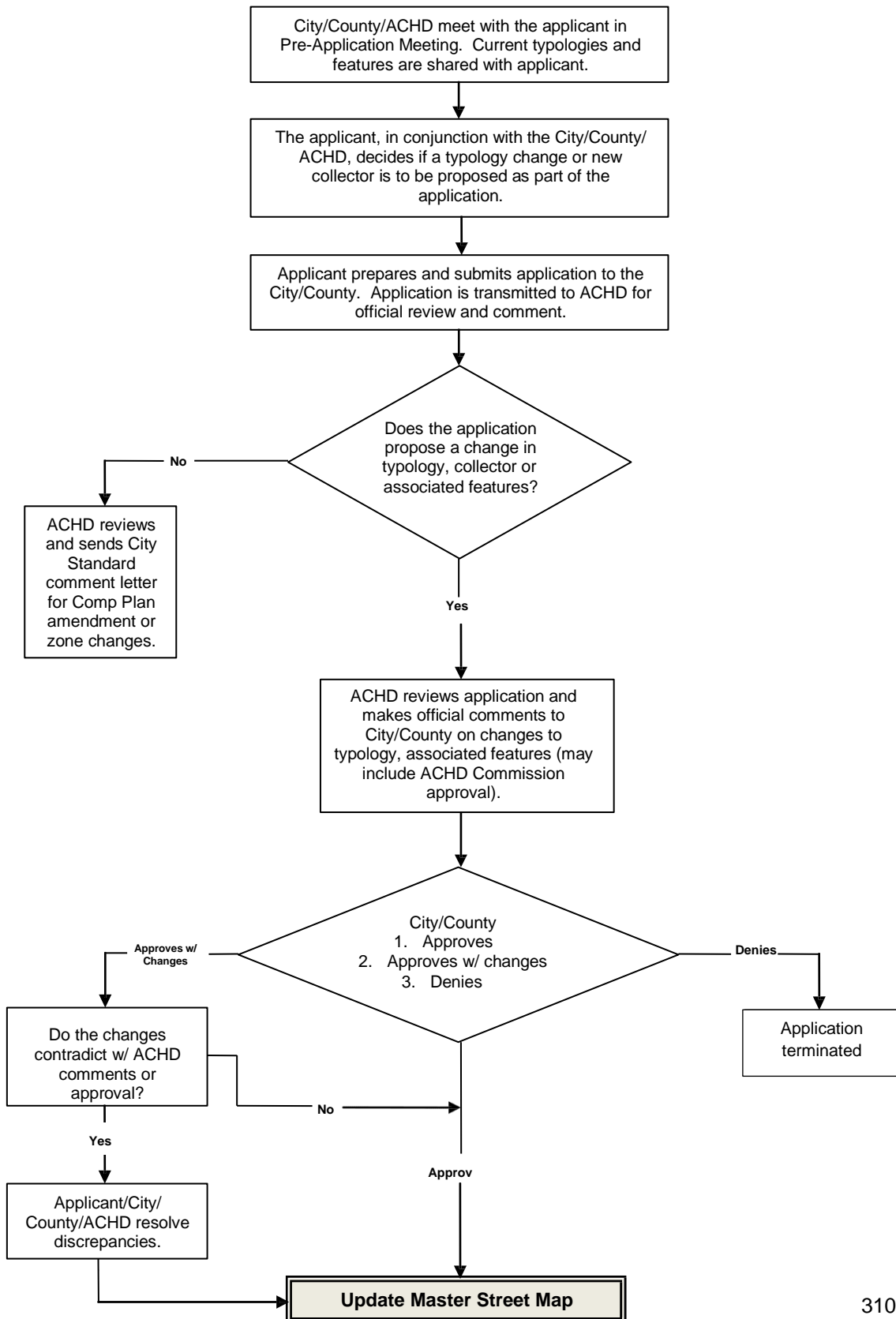
#### 3111.4 Additional Right-of-Way Acquisition

Right-of-way acquisition for features beyond the ACHD basic footprint, as described in the Livable Street Design Guide, shall occur in accordance with ACHD's Cost Sharing Policies and Procedures.

## 3111.5 Master Street Map Amendment Process

Diagram of Master Street Map Amendment Process is on the following page.

# MASTER STREET MAP AMENDMENT PROCESS



Adopted: Res. 469 (7/13/94)

Revised: 7/19/95; 12/97; 12/99; Res. 895 (5/27/09); Res. 897 (5/27/09); Res. 920 (1/27/10); Ord. 215 (8/3/11); ~~Ord. 4850~~  
(3/10/21)