

SECTION 7100 – GENERAL REQUIREMENTS & PROCEDURES FOR DEVELOPMENT

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7100 GENERAL REQUIREMENTS & PROCEDURES FOR DEVELOPMENTS

7101 APPROVAL PROCESS

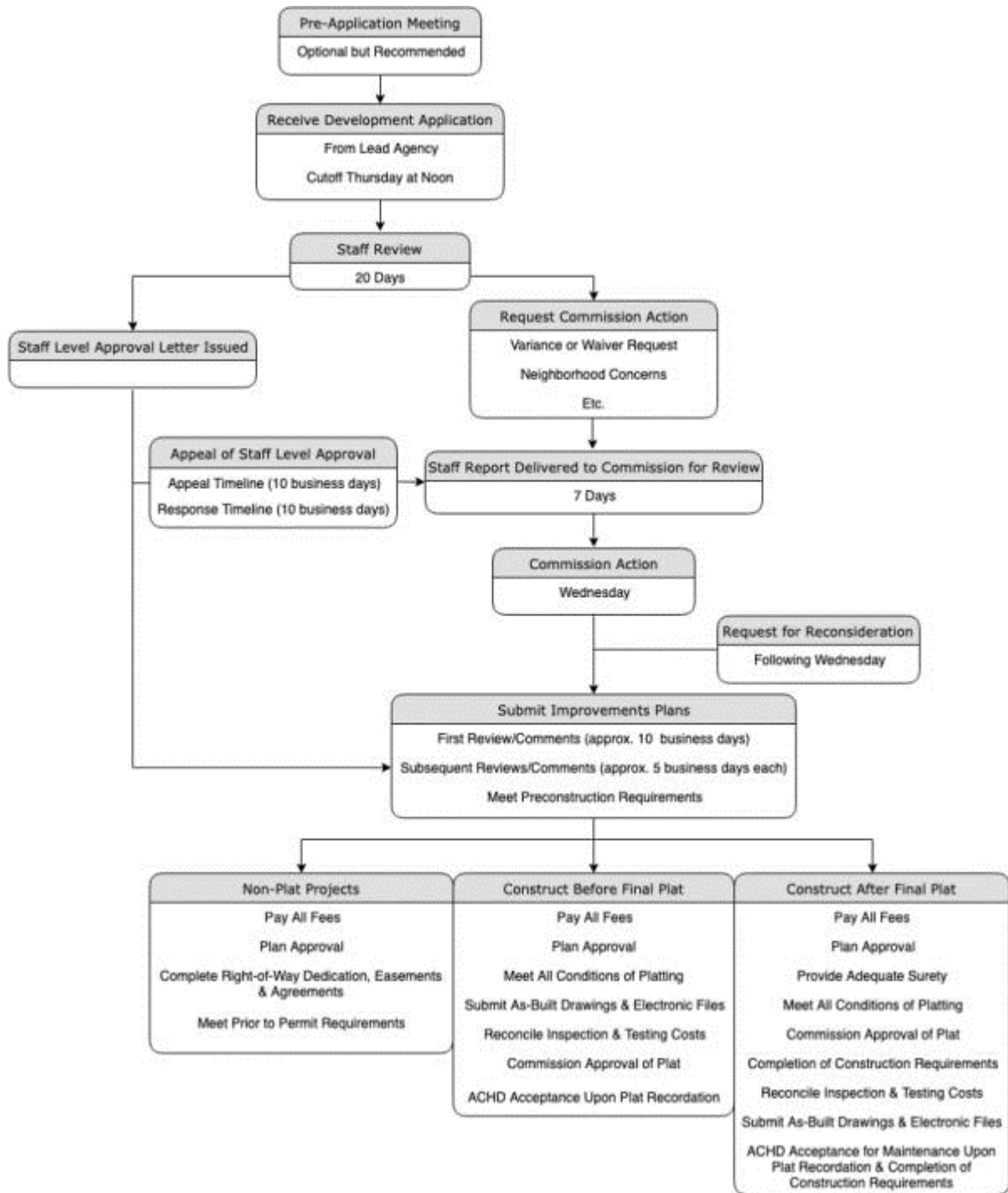
7101.1 General

The District participates in a countywide effort to standardize and simplify the development process. When the Community Planning Association of Southwest Idaho (COMPASS) Board accepts guidelines, the District will adopt those guidelines that pertain to District activities and include them in these policies.

NOTE: If the lead agency in which the development proposal is located has not adopted the guidelines contained in Appendix A at the time the development application is filed, all references to "lead agency" in the following policies shall read "District."

7101.2 Flow Chart

Below is a simple flow chart that shows the steps and critical time requirements. The time and steps shown may vary depending on the size and complexity of the proposed development.



7101.3 Time Requirements

7101.3.1 Application Review Schedule

The deadline for development applications that ACHD will consider for the weekly review is at Noon on Thursdays. Applications received by Thursday are typically reviewed within 20 calendar days from that cut-off date for staff level actions; and 30 calendar days from that cut-off date for Commission level actions. Large or complex developments may require additional review time. ACHD encourages

applicants to schedule a pre-application meeting with staff to review the proposed development, ACHD standards and potential traffic impacts and/or issues that may need to be addressed.

Exceptions to the timelines above include, but are not limited to:

- Applications requiring a Traffic Impact Study (TIS) will not be accepted or reviewed until the TIS has been reviewed and approved by ACHD. Applicants are encouraged to submit the TIS prior to submittal of the development application to the lead agency.
- Applications requiring a modification or waiver of policy will not be scheduled for Commission action until the applicant has provided documentation supporting the modification or waiver; or alternative proposals.
- The application may be deferred to a date beyond the standard review times to provide the public the opportunity to testify at a Commission meeting. Applications with public input are typically scheduled for the next available meeting. Applications may be scheduled for the next available evening meeting if requested by the public or the Commission.
- Revised site plans/plats submitted after staff has initiated the review may be considered as new applications; and the time for review may start over.
- Applications may be deferred if updated traffic counts are necessary for review of the application.
- If an application is deemed by ACHD staff to have a substantial impact on the existing transportation system, the staff may defer consideration of the application in order to obtain and review additional information or to provide sufficient time to conduct an adequate review (also see Section 7102).
- ACHD reserves the right to delay Commission action, on those requests that differ from established policy to provide sufficient time to conduct an adequate review.

Reports for applications requiring Commission approval will be provided to the Commission one week prior to the Commission meeting when the application will be considered; and will be available for the public on the same date.

Staff level determinations under this section are subject to Commission review.

7101.3.2 Improvement Plans

1. Time of Review

Construction plan review will normally be completed in a maximum of ten working days from the date all required materials are submitted to the District. Complex developments, and those which differ from established policy, may take longer. The District reserves the option to assign construction plan review to an on-call consulting engineer.

If the District expects the review time to exceed ten working days, staff will estimate a completion date and inform the developer or engineer, as soon as practical after receiving the plans.

The time required for approval of improvement plans may vary due to required changes or corrections to the plans. If changes or corrections are required, the District will review the revised plans within five working days after re- submittal.

2. Responsibility of Design Engineer

The Registered Engineer who signs and stamps the improvement plans is responsible for the proper design and workability of the improvements. Approval of the improvement plans by the District does not relieve the design engineer of this responsibility.

7101.4 Irrigation Districts

An irrigation entity or owner must approve or accept all irrigation conveyance system alterations including, but not limited to, design, construction, piping, moving of structures and/or the discharge of drainage into the irrigation system before District acceptance.

7101.5 Conditional Use, Design Review and Rezone Requests

These requests are submitted to the District by Ada County or the city having jurisdiction. The District will respond to the county or city with the District requirements together with a recommendation that they be included in the action taken by the governing body handling the request.

The administrative fees shall be as adopted and modified by the Commission. See Section 7200 for improvement requirements.

7101.6 Approval Authority Levels

7101.6.1 Staff Level Approval Authority

The Development Services Manager or the Manager's designee shall have the authority to give the staff level approval authorized by this Section and Section 2021.7.

7101.6.2 Full Compliance

A proposed development that fully complies with District Policy is eligible for staff level approval.

7101.6.3 Substantial Compliance

A development application is eligible for staff level approval if the application complies with the following criteria:

- a. It is of the following types:
 1. Annexation Requests
 2. Conditional Use Applications
 3. Design Review Applications

4. Private roads
5. Staff level approval applications from other agencies
6. Commercial subdivision preliminary plats that contain five or fewer lots
7. Residential subdivision preliminary plats that contain twenty or fewer lots
8. Traffic and Development Plans (Master Site Plans)
9. Zone Changes; and

- b. The proposed development does not involve the acquisition by ACHD of right-of-way at a value of more than \$400,000, or the construction by ACHD of street improvements at a cost of more than \$400,000.

7101.6.4 Modifications to Previously Approved Development Applications
 Requested modifications to development applications previously approved at the staff level are subject to staff level approval if the requested modification will not result in an increase in vehicular traffic or the acquisition by ACHD of additional right-of-way beyond the limits set forth in Section 7101.6.3 (b).

7101.6.5 Management Level Authority to Approve Modifications of Dimensional Standards

ACHD management level personnel having authority to approve modifications of dimensional standards as such is granted herein and in Section 2034.7 upon first making findings of fact, and conclusions based thereon, that:

- a. A parcel of real property proposed for development is so unusual in size, shape, location and/or physical condition that strict enforcement of one or more of the dimensional standards contained in sections 7100 and 7200 of this Policy Manual would result in extraordinary economic and design hardships and practical difficulties, as distinguished from a mere inconvenience, for purposes of determining compliance with District Policy and staff level approval authority under section 7101.6.3; and
- b. Modification of such dimensional standards will not jeopardize pedestrian and motorist safety or otherwise be injurious to other adjacent property or detrimental to public safety, health or welfare; and
- c. Conditions upon the request for modification are unique to the property for which the modification is sought and are not applicable generally to other property; and
- d. The modification will not contravene the overall intent or effect of sections 7100 and 7200 of this Policy Manual;

may modify such standard(s) as follows:

- a. Director – by no more than seventy-five percent (75%).
- b. Deputy Director – Development & Technical Services – by no more than sixty percent (60%).
- c. Development Services Manager – by no more than forty percent (40%) on arterial roadways; and all dimensional standards on collector and local roadways.

Provided, modifications cannot be made to a dimensional standard which is required by statute, and can only modify a standard based on public health and safety considerations when the requested modification is found by the authorized management level personnel to satisfy the same public health and safety concerns which gave rise to the development policy standard sought to be modified.

A request for a modification of dimensional standard(s) under this section must be initiated by the developer, by submitting a written request to the Development Services Manager as a part of the original development application. The request shall identify the specific dimensional standard(s) sought to be modified, and include an explanation of how the intent and effect of the development policy will still be met if the request is granted, and contain an accurate description of the physical conditions that preclude compliance with the dimensional standard(s), and also provide information addressing and supporting the findings of fact and conclusions listed above in this section.

The authorized management level personnel will act upon the request as applicable, within ten (10) working days after receipt, unless otherwise agreed in writing by the developer.

7101.6.6 Review Process

Staff Level Approval and Management Level Approval under this section 7101.6 will follow the same process and time schedules as all applications, except that the authorized management personnel will have the authority to approve the applications on behalf of the Commission pursuant to their authority level. The staff will prepare letters of approval and/or modification of dimensional standards for signature by the authorized management personnel following the Technical Review Committee meeting and a decision by the authorized management personnel.

Notwithstanding the provisions for Staff Level Approval and Management Level Approval, any Commissioner, the Director, Deputy Director Development & Technical Services, or the Development Services Manager may bring any application forward for Commission review that contains unusual circumstances.

7101.6.7 Appeal of Staff Level and Management Level Decisions to Commission

The Commission shall hear and decide appeals by an applicant of the final decision made by the authorized management personnel when it is alleged that the authorized management personnel (as applicable) did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error

of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.

1. Filing Fee

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

2. Initiation

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

3. Time to Reply

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

4. Notice of Hearing

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

5. Action by Commission

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

7102 PLAT REQUIREMENTS AND CONTENT

7102.1 Preliminary Plats

7102.1.1 Discussion

The content and drafting of a preliminary plat shall provide enough information to properly evaluate the proposed development.

Staff will review the proposed street layout for continuity and adequate connection with existing and proposed streets next to the proposed development. They will check conformity with the current Functional Street Classification Plan.

Staff will review the drainage system for its impact on adjacent property (both upstream and downstream). They will check the design details of the system proposed for the development and assure conformity with applicable drainage master plans. See Section 8000 and following.

If land included in a preliminary plat is to be developed in phases, Commission approval of the preliminary plat shall be interpreted as approval of a master plan of streets for the entire project. The requirements of the approved master plan must be followed for each intermediate phase of the development. The developer will provide a copy of the drainage plan for information purposes to the lead agency at the same time the developer submits said plans to ACHD.

The District will return, without action, any preliminary plat submitted for review that does not contain adequate information or is not complete.

The District will send a letter to the applicant advising the applicant about the Commission action. The conditions of approval will be included if it is approved. If not, the reason(s) for disapproval will be stated.

7102.1.2 Preliminary Plat Contents

All Preliminary Plat Applications shall include a vicinity map, a preliminary plat map and attachment. Each part is described more fully below.

1. Vicinity Map

A vicinity map, drawn to a scale of 1" = 300' or larger (that is 1" = 200', etc.) which includes the proposed development and enough area around it to provide adequate orientation and landmark identification for someone unfamiliar with the area. All the following elements are to be included:

- a. A minimum distance of 600' beyond all boundaries of the proposed development.
- b. A north arrow.
- c. Location and names of all existing and proposed roadways, including those within 200 feet of the boundary of the property.

- d. Clear identification of the boundary of the proposed development and its proposed roadway alignments.
- e. Names of all adjoining developments, with location of all intersecting boundary lines and approved public and private streets.

2. Preliminary Plat Map

A 24"x36" plat map, drawn to a scale of 1" = 100' or longer (that is 1" = 50' etc.) which shows the complete proposed development and topography including an area not less than 100-feet beyond all boundaries of the proposed development if it is smaller than 5-acres and 300-feet beyond all boundaries of all other developments. (Note: For larger developments, a smaller scale or different size plat map may be used, if the lead agency has given approval in writing.) All the following features are to be shown on the plat map:

- a. A graphic scale, north arrow and date of preparation.
- b. Name and signature of person preparing plat.
- c. Name of owner/developer.
- d. Name, firm name, address and telephone number of primary contact person.
- e. Lot layout with lot numbers and approximate dimension of each lot. The approximate number of square feet of all lots not conforming to listed minimums for the proposed zoning must be included. When the proposed development is an extension of an existing platted development, lot and block numbers for all portions of the development platted before shall be included.
- f. Public use areas (i.e. parks, school sites, pathways, etc.) with intended uses identified on the map.
- g. Proposed locations, widths, direction of slope and names of all streets, alleys, highways, and private roads within the proposed development. (This includes all future street extensions shown with dotted lines). If secondary access will be a concern, more information may be needed.
- h. In areas where street or private roadway grades may not conform with the required minimum or maximum slope requirements of the District, show approximate grades of existing and proposed streets and private roads within and immediately next to the proposed development (Note:

Additional information may be required by the District after initial review of plat map).

- i. Centerline radii of all curves on public or private roadways and alleys.
- j. Location of existing and proposed irrigation lines, tile drains, wells, pipelines, and sewer and water lines within the proposed development; location of access point to existing water and sewer lines.
- k. Location, width and direction of flow of all existing water courses, irrigation drains and storm drains within and next to the proposed development; location and description of the proposed method of providing flood and erosion control.
- l. Location and identification of known potentially dangerous areas. Include geologic hazard areas, areas subject to inundation or flood, and areas of high groundwater. High groundwater is deemed to be an area where the groundwater is less than 4-feet below natural ground level.
- m. Location and width of all existing or proposed easements or right-of-way.
- n. Contour lines, based on USGS datum. Use intervals of not more than 5-feet for parcels with a general slope greater than 5%. Use intervals of not more than 2-feet for parcels with a general slope of 5% or less. Contour lines shall extend a minimum of 100-feet beyond the proposed development boundary if it is smaller than 5-acres and 300-feet beyond all boundaries of all other developments. If a drainage channel borders the proposed development the contour lines shall extend the additional distance necessary to show the far side of the drainage facility.

Note: In areas where USGS datum is not available, this requirement may be waived by prior written agreement between the developer and the District.

- o. Proposed locations of facilities to be used by alternative transportation forms, such as bus stops, park and ride lots, etc.
- p. Proposed location of micro-pathways through the development.

3. Special Requirements

Where the proposed development may have significant adverse impact on adjacent developments, the following additional information may be required:

- a. Location of any areas of fill or excavation and estimated volume of material to be moved.
- b. For multi-phase developments, the proposed boundaries of each phase and the sequence of phases to be developed. The phasing sequence should use consistent lot and block numbering patterns.
- c. Secondary access.
- d. Traffic impact studies, special intersection studies and/or master plans. Traffic impact studies will generally be required for projects that include more than 100 dwelling units, 35,000 square feet of commercial use, 70,000 square feet of industrial or institutional use, or have special circumstances that the District determines warrant such studies. (See Section 7106.)

4. Attachments

- a. An 8-1/2"x11" photo-reduction of the vicinity map suitable for public presentation.
- b. An 8-1/2"x11" photo-reduction of the preliminary plat suitable for public presentation.

Note: If either the vicinity map or the preliminary plat is so large that it does not fit conveniently on a single 8-1/2"x11" photo-reduction, the developer should work with District to decide how to photo-reduce the map or plat (for example, multiple sheets; single sheet of different dimensions, etc.).

- c. An electronic file of the preliminary plat and vicinity map. The preliminary plat will not be processed until an acceptable electronic file is submitted to the District.

7102.1.3 Name Changes

If the name of a subdivision is changed after submittal to the Lead Agency, the developer shall notify the District staff of the name change in writing within seven days of the name change.

7102.2 Final Plats

Final plats may be submitted at any time for consideration by Director and the President of the Commission. The content and drafting of the final plat shall be consistent with the requirements of Ada County, the respective municipal jurisdiction

and Idaho law.

The final plat will be scheduled for consideration by the Director and the President of the Commission or the Commission consistent with the schedule outlined in Section 7101.3.1.

If the final plat conforms to all requirements established by the District at the time of approval of the preliminary plat, and all conditions of approval of the preliminary plat have been met, the Director and the President of the commission upon joint concurrence may approve, or conditionally approve said plat and the president of the commission shall execute said plat. If there is a change from the preliminary plat or at least one of the conditions of approval of the preliminary plat has not been met, the decision to accept and approve the final plat shall be brought before the commission and the Commission may refuse to approve the final plat for reasons including, but not limited to, the following:

1. Federal, State or local laws affecting the approved preliminary plat have changed.
2. Final engineering requirements differ from those used in the preliminary plat.
3. Changes made by the developer between preliminary plat and final plat require modification in order to maintain integrity with current laws and policies. Changes that might invoke this provision include, but are not limited to, phasing, lot density, street layout and drainage.
4. The required approval of any other agency or jurisdiction is contingent upon changing the plat.
5. More than twelve months have passed since the District approved the preliminary plat.

7102.3 Limitations on Time of Recording

A final plat shall be recorded within 24 months after approval of the preliminary plat by the governing board of the lead agency. District approval of a preliminary plat shall be voided if the final plat is not recorded within 24 months after lead agency approval unless a time extension is granted. If a preliminary plat is voided, a developer shall be required to start a new platting process with the District.

7103 AGREEMENTS

7103.1 Financial Guarantee of Subdivision Improvement Agreements for Streets and Drainage Facilities

1. General

The District requires a developer to provide, subject to the approval of the District in its sole discretion and the conditions set forth in this Section 7103.1, a cash bond, a surety bond, a certificate of deposit, and/or an irrevocable letter of credit as a financial guarantee if improvements are not constructed at the

time of final plat approval. The financial guarantee must be issued by a financial institution or surety that has a local branch in Ada County, and the District must be able to draw at that branch. The District shall be the sole beneficiary of the financial guarantee. The financial guarantee shall insure that the Developer will properly install the improvements required by the District within a specified time state in the Subdivision Improvement Agreement. The financial guarantee amount will be 110% of the construction costs estimated by the District to complete the required improvements. If the required improvements have not been completed 15 working days prior to the expiration of the term of the financial guarantee, the District will make demand on the financial guarantee and initiate proceedings to complete the required improvements.

The financial guarantee shall not be released by the District until the required improvements have been fully completed and accepted by the District and all fees have been paid in full. The District may, but is not obligated to, grant a reduction of the financial guarantee if a substantial portion of the required improvement has been constructed and accepted by the District.

The Development Services Manager may, but is not obligated to, grant an extension of the Subdivision Improvement Agreement for the development for up to one year, providing the improvements have not been identified as an urgent need. An acceptable valid financial guarantee must be in force at the time the extension request is made.

If a second extension is requested, the Deputy Director - Development & Technical Services may but is not obligated to grant the extension. A written request for any extension shall not prevent the District from enforcing the Subdivision Improvement Agreement and original financial guarantee.

If a Subdivision Improvement Agreement extension is granted, the District has the right to adjust the financial guarantee requirements to reflect an updated cost estimate. An extension request shall state the desired duration of the extension and the reason for the extension.

The liability upon the financial guarantee given for the faithful performance of the Subdivision improvement Agreement shall be:

- a. The performance of the work covered by the Subdivision Improvement Agreement and any changes or alterations in such work provided that all such changes or alteration do not exceed 10 percent of the estimated cost of the improvement at the time construction of the improvement commences. Any changes in the performance obligations must be approved in writing by the Development Services Manager.
- b. Reasonable costs, expense and fees, including attorneys' fees and statutory interest, incurred to enforce the financial guarantee.

2. Surety Bond

The minimum financial guarantee amount of the surety bond is \$250,000.

The Surety Bond to secure the performance of all the terms and conditions of the Subdivision Improvement Agreement shall be in substantially the following form:

Whereas, the Board of Commissioners of the Ada County Highway District (the "District"), and the _____ (the "Principal") have entered into a Subdivision Improvement Agreement, dated _____; 20____, which is incorporated herein by reference (the "Agreement"), whereby Principal agrees to install and fully complete all the designated public street improvements; and

Whereas, the Principal is required under the terms of the Agreement to furnish a bond for the faithful performance of the Agreement.

Now, therefore, we, the Principal and _____, as surety (the "Surety"), are held and firmly bound unto the District in the penal sum of _____ dollars (\$_____) lawful money of the United States for the full payment of such sum well and truly to be made, and we bind ourselves, our heirs, executors, administrators, successors or assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, or his or its heirs, executors, administrators, successors or assigns, in all thing stands to, and abides by and well and truly keeps and performs in strict compliance with all covenants, conditions and provisions in the Agreement and any alteration thereof made as therein provided, on his or its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and indemnifies and saves harmless the District, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included reasonable costs, expenses and fees, including attorneys' fees and statutory interest, incurred by the District in enforcing such obligation.

The Surety hereby stipulates, agrees and warrants that no change, extension of time, alteration or addition to the terms of the Agreement, the work to be performed thereunder or the specifications accompanying the same shall in anyway affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration or addition.

The Surety hereby further stipulates and agrees that the extent to which the Principal has not installed any or all of the designated public

improvements in conformance with the Agreement, the plans and specifications approved by the District or any other improvements described by the final plat, it shall in no way affect Surety's obligations on this bond, and the Surety does hereby waive any right to claim its obligations are reduced or otherwise affected by the installation of, or failure to install, any such public and private improvements.

In witness whereof, this instrument has been duly executed by the Principal and Surety on 20_____.

At a minimum, the surety company issuing the surety bond must meet the following requirements:

- a. Be duly authorized to conduct the business of insurance in Idaho;
- b. Have an A.M. Best minimum Financial Strength Rating of Excellent;
- c. Have an A.M. Best Financial size category of no lower than Category VIII (\$100-\$250 Million policyholder surplus); and
- d. Be on the U.S. Department of the Treasury's list of acceptable surety companies on federal bonds under 31 U.S.C. 9304-9308.

7103.2 Subdivision Inspection Agreement

The District requires an agreement between the District and the developer to provide District quality assurance, inspection services, and testing of the proposed public facilities during the construction of the project. This agreement should include, but not be limited to, the assurance that the improvements will be installed to minimum District Standards and in conformance with the approved construction plans, warranty work, labor and materials for two years after the streets are accepted for maintenance, and the assurance that the streets will be kept free of mud tracking and the contamination of the storm drainage system by siltation until eighty percent (80%) or more of the lots in the subdivision have received a certificate of occupancy.

An initial inspection fee assessment shall be estimated based on the scope of work. The developer shall pay the estimated fee assessment to the District before starting work. The final fees assessed shall be based on the actual inspection costs incurred. The developer may request that an accounting of the final fee be provided.

7103.3 Maintenance Requirements

7103.3.1 Discussion

The "General Requirements" listed below shall apply when a proposed development includes any on-site facility that directly or indirectly affects public facilities. An example is an on-site drainage system serving both private and public property.

7103.3.2 General Requirements

1. The recorded restrictive covenants for the proposed development shall include a section describing the maintenance responsibilities of property owners within the development.
2. A dues-paying organization shall be established if on-site facilities are in common areas. The by-laws of the organization shall describe the maintenance obligation of the organization. An operation and maintenance (O&M) procedure manual may be required.
3. The documents describe in subsection 1 and 2 above shall include wording that:
 - a. Gives the District the right to inspect such facilities, and if necessary, promptly perform any required maintenance;
 - b. Requires District concurrence with any proposed changes in the previously approved documents; and
 - c. Allows the District to assess the costs of any required maintenance to the property within the development, including the use of liens and/or assessment of maintenance costs against the real property taxes owed by the lots within development.

7104 MODIFICATIONS AND WAIVERS OF DISTRICT DEVELOPMENT POLICY

7104.1 Findings Required to Support Modification or Waiver

If the Commission first makes findings of fact, and conclusions based thereon, that:

- a. A parcel of real property proposed for development is so unusual in size, shape, location and/or physical condition that strict enforcement of one or more development policies contained in section 7100 and 7200 of this Policy Manual would result in extraordinary economic and design hardships and practical difficulties, as distinguished from a mere inconvenience; and
- b. Modification or waiver of such development policies will not be injurious to other adjacent property or detrimental to public safety, health, or welfare; and
- c. Conditions upon the request for modification or waiver are unique to the property for which the modification or waiver is sought and are not applicable generally to other property; and
- d. The modification or waiver will not contravene the overall intent and effect of sections 7100 and 7200 of this Policy Manual;

The Commission may modify or waive such policy(ies) to permit the proposed development of the parcel to proceed.

7104.2 Developer's Written Request, Referral to Commission with Staff Recommendation

A developer desiring a waiver or modification of one or more development policies contained in sections 7100 and 7200 of this Policy Manual on the grounds set forth in section 7104.1 must present a written request to the Development Services Manager at the time the original development application is made, describing with particularity the District development policy(ies) sought to be waived or modified. Along with the request, the developer must present all related data, calculations, maps and drawings and other facts which illustrate and support the relief sought, describe any statutory, public health, safety and other impacts that may occur if the request is granted, and provide information addressing and supporting the findings of fact and conclusions set forth in section 7104.1, and include such other information as the Development Services Manager may request.

The Development Services Manager shall refer the request and supporting documentation, including the Development Services staff recommendations, to the Commission within twenty (20) working days after receiving such request. The Development Services manager shall provide the developer with a copy of the staff recommendations at least two (2) working days before the Commission meeting at which the request is scheduled for consideration.

7104.3 Request by Development Services Manager

A request by the Development Services Manager for a waiver or modification of one or more development policies contained in sections 7100 and 7200 of this Policy Manual on the grounds set forth in section 7104.1 shall be presented to the Commission in a written staff report, describing with particularity the District development policy(ies) sought to be waived or modified and presenting all related data, calculations, maps and drawings and other facts which illustrate and support the relief sought, describing any statutory, public health, safety and other impacts that may occur if the request is granted, and providing detailed information addressing and supporting the findings of fact and conclusions set forth in section 7104.1, and include such other information as the Development Services Manager deems appropriate. The request shall be considered at a regular meeting of the Commission.

7105 IMPROVEMENT PLANS SUBMITTAL CONTENTS

7105.1 Discussion

The District requires complete and clear plans for proper review and/or understanding of proposed construction.

7105.2 Street Improvement Plan Requirements

Since approved plans become permanent public record, the following requirements must be followed. It is the developer's responsibility to add information, as necessary, to assure complete construction drawings.

7105.2.1 Data to be Included on Drawings

Each drawing shall have a north arrow, appropriate horizontal and vertical graphic scale, curve data, station, bearings, angles, monument ties with descriptions, and reference sheet numbers.

7105.2.2 Preparation and/or Certification of Plans

An Engineer registered in the State of Idaho shall prepare and certify all improvement plans.

7105.2.3 Submittals

The developer shall submit the following information: two complete sets of improvement plans on 22" x 34" sheets; a copy of the plat; a soils report from an accredited laboratory showing the "R" value and appropriate calculations for all structures, loads, sizing and quantities; and a list of quantities for the various items of work pertinent to District facilities in the proposed development.

7105.2.4 The Improvement Plans Shall Show

1. Existing ground elevations and elevations of proposed improvements at enough locations to permit adequate review.
2. A roadway profile showing existing ground; final centerline grade; existing and proposed underground facilities; and, where applicable, the final grade of the flow line on both sides of the street.

The profile and grading information shall show elevations at a maximum of 50-foot intervals; at all grade breaks; points of vertical curve; structures; and other points necessary to show clearly the intent of the improvements.

The profile shall include dimensions showing length of vertical curves, distance between structures and other pertinent design data.

3. Existing and proposed drainage and irrigation structures, including size and type of structure.
4. The catch points of all slopes, showing limits of cut and fill areas and the proposed method of slope stabilization.
5. Typical street sections to be constructed, including the structural section design. The District will calculate the traffic index for arterials on an as-needed basis.
6. Details of structures, traffic control devices, medians, landscaping, street signs and other special facilities in the right-of-way, not included in the standard drawings.

All encroachments into the public right-of-way must be submitted to the District for approval and documentation before construction.

7. Details showing the connection of any private facility to a public facility including, but not limited to, private roads or alleys, drainage facilities, sidewalks, bike paths, parking areas and traffic control devices.
8. A drainage plan prepared by a professional engineer registered in the State of Idaho. The plan shall include an overall map delineating and labeling drainage basins within, and contributing to, the development, a description of the drainage system and facilities, assumptions and methodologies used and all calculations. The report shall be in an organized, easy to follow format.

7105.2.5 Cross-sections

The District requires cross-sections when the configuration of the land and improvements create cut or fill back-slopes. Cross-sections shall be submitted on standard cross-section sheets or on computer cross-section printouts. Cross-sections shall be at 50-foot intervals or less. They shall extend to the limits of cut or full slopes, or 15-feet outside the right-of-way line, whichever is greater.

Include cross-sections at crests, sags or any unusual feature, other than tangent runs, in addition to the 50-foot interval requirement.

7106 TRAFFIC IMPACT STUDIES

7106.1 TIS Purpose and General Requirements

Traffic Impact Studies (TIS) are intended to determine the need for any improvements to the adjacent and nearby transportation system in order to maintain a satisfactory level of service, and acceptable level of safety and the appropriate access provisions for a proposed development. *ITE, Transportation Impact Analyses for Site Development.*

Traffic Impact Studies are generally required when:

- A proposed development or redevelopment of a site will generate 100 or more new peak hour trips; OR
- The added volume is equal to 1,000 vehicles per day; OR
- As required in Table 1 below. (The values in Table 1 are a general guide to determine if a TIS will be required.)

Table 1: Approximate TIS Trigger Values

Land Use Type	Land Use Code	Trigger Value
Residential	210, 220, 221, 270	100 Dwelling Units
Retail	815, 820, 850	35,000 square feet
Office	710, 750, 770	50,000 square feet
Industrial	110, 130, 140, 150	70,000 square feet
Lodging	310, 312, 320	100 rooms
School (K-12)		All

7106.1.1 Initial Meeting

It is recommended that the applicant of a proposed development that may require a TIS, review the project with District staff before submitting the development application to the lead land use agency. The initial meeting may need to include staff from the lead land use agency, COMPASS, and the Idaho Transportation Department, (if ITD roadways will be impacted), and other agencies as appropriate. The District will review the requirements for the TIS with the applicant and set the general parameters for the study. It is recommended that the applicant submit the TIS directly to the District prior to the submittal of a development application to the lead land use agency (Submitting the TIS before the development application will allow time for the TIS review which will help to expedite approval of the development.) If the assumptions in the TIS do not match the development application, the TIS may need to be revised.

It will be determined at the Initial Meeting which agencies and/or parties shall continue to be involved in the review of the TIS.

7106.1.2 Preparer Qualifications

The TIS shall be prepared by a professional engineer registered in the State of Idaho. All work shall be stamped and signed. The applicant is responsible for hiring the engineer to perform the TIS.

7106.1.3 District Review

District staff will conduct a completeness review of the TIS within three (3) business days of the submittal. If a TIS submittal is deemed incomplete, the District will not initiate a review until all components are submitted. The engineer and applicant will be notified of the deficiencies in the submittal. This notification shall in no way constitute a review of the TIS.

Once the TIS submittal is deemed complete, the District will provide, in writing to the engineer, applicant, and lead land use agency, an estimated timeline for the review. The review time needed will vary depending on the number of traffic studies in the "queue" and the complexity and accuracy of the submitted study.

District staff will review the TIS on a first come-first serve basis. Upon the completion of the District's review, written comments will be provided to the engineer, the applicant, and the lead land use agency. If necessary, the District will schedule a meeting with all parties to review the District's comments. Any comments provided by the District, prior to a formal development application, are preliminary in nature and may change once a development application is submitted.

7106.1.4 Final Report

The preparer shall submit a final report to the District, COMPASS and the lead land use agency with the District's required changes and/or revisions prior to the District scheduling an action for the associated development application. Other agencies may request a copy from the lead land use agency or ACHD.

7106.2 Guide to Developing a TIS

The information below is intended as a guide to developing the TIS. The information is general and refers to other more detailed sections of the policy.

7106.2.1 Determine if a TIS is Required

Traffic Impact Studies are generally required when:

- A proposed development or redevelopment of a site will generate 100 or more new peak hour trips; OR
- The added volume is equal to 1,000 vehicles per day; OR
- As required in Table 1.

If a project has special circumstances associated with it, the District may require a TIS, even if the aforementioned criteria are not met. The District may waive the TIS requirement if, in the District's opinion, a study is not warranted.

In some cases, the lead land use agency or ITD may require the submittal of a TIS under its own authority when ACHD thresholds for a TIS are not met. Additionally the lead land use agency or ITD may require additional information beyond what is required by ACHD. If the lead land use agency requires a TIS, ACHD will review the TIS, at the agency's request, provided that the study was prepared in accordance with this Policy.

7106.2.2 Site Plan and Study Area

Prepare a preliminary site plan showing the proposed development, internal circulation and connections to the public road system. In addition to the site plan, the study area should be identified (See 7106.3.1 for guidance). The study area must be approved by ACHD prior to commencing the study. If requested, ACHD will provide comments in writing; however, the study area may be modified based on the analysis of the criteria in 7106.3.1 depending on the scale and scope of the TIS, ACHD may need to modify the study area as the impacts are being determined.

7106.2.3 Traffic Counts

24 hour and peak hour counts are required for the study. New road segment counts are required if the data is older than one year (or as otherwise determined by the District). Existing traffic count data can be obtained by contacting ACHD Traffic Services or on the District web site at www.achdidaho.org

All turning counts require collection of new data. The counts should be collected over two hours during the AM and PM peak hours of the site. The counts should be grouped into 15 minute intervals. Vehicle classification, pedestrian movement, and bicycle activity may also be required as needed. *This procedure is based on the latest edition of the ITE Trip Generation Handbook.*

Data shall be presented in graphic form for all intersections and roadway sections within the study area.

7106.2.4 Trip Generation

Trip Generation is generally calculated using the size of the building and the land use. For each land use, determine the number of trips by using the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. Use the table to determine the average vehicle trip ends per 1,000 square feet of gross floor space, or other applicable variable, unless otherwise directed by the District. The trip generation variable should match the variable identified in the District's Impact Fee Tables.

For some applications, such as rezones or comprehensive plan amendments that do not have site plans associated with them, the lead land use agency will need to work with the District and the engineer to establish parameters for potential land uses to determine possible trip generation rates.

All assumptions shall be documented.

7106.2.5 Directional Distribution

Directional Distribution is the process of determining where the site traffic will originate from and where it will go to within the larger street network. Many factors affect this distribution, from the size of the development to the location within the community. No specific methodology to determine directional distribution is required but all conclusions must be approved by ACHD. The methodology and rationale used to determine the distribution shall be included within the TIS.

7106.2.6 Internal Circulation

Prior to determining the trip assignment, the internal circulation shall be established for the site. The internal circulation will influence the distribution and assignment and shall therefore be determined prior to assigning the trips.

7106.2.7 Trip Distribution and Assignment

Trip distribution takes the trips generated, the site layout, access to existing streets, and directional distribution to assign trips to the site's access points and intersection(s) within the study area.

7106.2.8 Analysis

The analysis requires the use of various highway capacity software programs. The analysis shall include the level of service for each roadway segment, intersection, and access point as well as the delay for each intersection movement and/or access point. This data is to be compared to the planning thresholds in Table 2 and Table 3.

7106.3 Study Approach

7106.3.1 Scope of TIS

The analysis of the impact of a proposed development shall include but not be limited to:

- Any point which accesses a public roadway.

- Internal circulation of the site and circulation/connectivity between adjacent development areas (if applicable).
- Site traffic is 10%, or greater, of the downstream intersection traffic (applicable to intersections and roadways).
- A distance determined by ACHD along the primary route based on other relevant data or factors.

7106.3.2 Horizon Year

The TIS should be developed for the opening year of the planned development. Opening year is the year construction begins. If the development is staged with multiple phases within the single development, the TIS should include the opening year of the first development phase and all subsequent phases including project completion. For large developments, such as (but not limited to) planned communities, the District will require an updated TIS with each future phase providing actual data from the development to date and necessary mitigation measures. See Section 7106.7.4 for requirements for multi-phase developments.

The dates of the significant phases and completion should be reviewed at the initial meeting by ACHD. If a change in the scope or intensity of a development is proposed or occurs before the horizon year, a new TIS may be required if there are changes in trip generation, roadway layout, etc.

Horizon year capacity assumptions can only include capital projects planned by an agency for construction within the development's horizon year. Projects listed for right-of-way preservation only shall not be included as constructed capacity in any modeling.

7106.3.3 Time Periods

The time of day to evaluate the traffic impact is the peak hour of the adjacent street. This period is based on the type of development and the adjacent impacted street(s). The time periods that need to be analyzed include:

- Weekday PM Peak, generally 4PM to 6PM, of the street the development is accessing.
- Weekday AM Peak, generally 7AM to 9AM, of the street the development is accessing.
- Weekend Peak, as determined by ACHD and dependent upon the proposed land use.

The peak with the highest combination of site and adjacent street traffic is the time period of evaluation (See Section 7106.5.7 for more details on trip generation). The AM and PM Peak shall be analyzed, and the District may require other time periods as conditions warrant. The District may also waive the requirement to analyze certain time periods, depending on the specific use and the associated peak hour trips. This will be determined at the Initial Meeting.

7106.4 Standards

7106.4.1 Level of Service Planning Thresholds

The TIS shall evaluate the potential impact of a specific development on the existing system. Acceptable level of service planning thresholds for each roadway segment and/or intersection evaluated shall be in accordance with Table 2 and Table 3. For all roadway segments the minimum acceptable projected level of service shall be LOS E for Principal Arterials and Minor Arterials and LOS D for Collectors. The acceptable level of service for all intersections should be based on a maximum Volume to Capacity (V/C) ratio of .90. The projected traffic shall include the background traffic and the projected site traffic.

[Table 2 on following page]

Table 2: Level of Service Planning Thresholds for Roadway Segments (Peak Hour Volume Planning Thresholds)

Functional Classification	Lanes	LOS	
		LOS D	LOS E
Principal Arterials			
No Left-Turn Lanes			
	1	600	690
Continuous Center Left-Turn Lane			
	1	770	880
	2	1680	1780
	3	2560	2720
Median-Control, Channelized Left-Turn Lanes @ Major Intersections			
	1	850	920
	2	1860	1960
	3	2800	3000
Minor Arterials			
No Left-Turn Lane			
	1	540	575
Unrestricted Median, Continuous Left-Turn Lane			
	1	675	720
	2	1395	1540
	3	2155	2370
Median-Control, Channelized Left-Turn Lanes @ Major Intersections			
	1	710	770
	2	1465	1670
	3	2270	2530
Collectors			
No Left-Turn Lanes			
	1	425	525
Unrestricted Median, Continuous Left-Turn Lane			
	1	530	660
	2	1080	1250

Intersection measures and planning thresholds based on the volume-to-capacity ratio are applied based on the Highway Capacity Manual and Florida Department of Transportation LOS Handbook. Table 3 identifies the recommended policy method for intersection capacity analysis.

[Table 3 on following page]

Table 3: Intersection Capacity Analysis Method

Capacity:	LOS "D" = V/C .90 LOS "E" = 1.00					
Method:	Lane Group V/C 1.00					

7106.4.2 Signal Warrants

All unsignalized intersections identified in the TIS that have a projected overall LOS D or worse shall be evaluated to determine if a signal is warranted. The warrant analysis shall be done using procedures outlined in the latest version of the Manual on Uniform Traffic Control Devices (MUTCD). In some locations there may be a need to evaluate signal or Pedestrian Hybrid Beacon warrants for pedestrians and bicycles.

7106.4.3 Roundabouts

If an intersection meets signal warrants or all-way stop warrants, a roundabout may be considered as an alternative control method and reviewed in accordance with applicable ACHD guidelines. This should be discussed at the Initial Meeting.

7106.4.4 Turn Lane Analysis

Dedicated left and right-turn lanes are to be provided in situations where traffic volumes and speeds are relatively high and turning conflicts are likely to develop at public road intersections and driveways. Auxiliary lanes are used to decrease conflicts and improve traffic flow.

Turn lane storage and tapers shall be based on the projected volume at the proposed site access (public roadway or driveway) and shall be calculated based on AASHTO standards. Right turn lanes are typically 100-feet in length and left turn lanes are typically a minimum of 300-feet in length (exclusive of taper lengths). See Figures 1 thru 7 to determine when left and/or right turn lanes may be required.

The TIS should identify where existing turn lanes are not sufficient for projected volumes.

The TIS may also need to include a turn lane analysis of future roadway conditions (i.e. an existing 2-lane road that is planned for 5-lanes).

7106.5 Traffic Data

This section establishes the sources of background traffic and growth rate data and how the different future rates are determined and used.

7106.5.1 Current Traffic Data

Traffic data for the study area should include the 24-hour Average Daily Traffic (ADT) for all roadway segments and intersections and the 2 hour turning counts

for the peak hour in Section 7106.3.3 of this policy. Traffic data should also include peak hour counts for the applicable roadway segments.

7106.5.2 Peak Hour Counts

If no current peak hour traffic count exists, the developer must conduct a count in accordance with accepted traffic counting methods.

All new counts must be 48-hour continuous counts taken Tuesday, Wednesday, or Thursday and may be adjusted by the month the count was taken. Weekend counts will be required if the TIS is required to analyze the weekend condition.

7106.5.3 Turning Counts

Unless current year data exists, new turning counts for each intersection identified in the study area shall be collected. The counts should be at a minimum of two hours and cover the AM and PM peak hours established in Section 7106.3.3.

7106.5.4 Future-Year Traffic Data

The TIS shall analyze years beyond the current year. Typically, this is the projected build-out year of the development or the year of major phases of the development as determined in the scope of the TIS and as approved by ACHD. To determine future traffic data, the approved COMPASS Model growth rate shall be used. The preferred method is to utilize the approved COMPASS Model growth rate and add in the traffic data from known developments within the approved study area that have conducted a TIS. Developments that have been approved or have an active application with the lead land use agency shall also be included and shall be identified in the report. The engineer shall contact ACHD to determine the other developments to include.

7106.5.5 Pass-By Trips

Land use activities such as retail, office, and grocery stores generally attract trips to that land use specifically. However, some of the trips generated by the development already exist on adjacent roadways. The ITE Trip Generation Handbook includes pass-by rates for applicable land uses. The ITE Handbook includes the approved rates and methodology for determining pass-by trips. Alternative methods will not be accepted.

7106.5.6 Internal Trips

To determine the number of internal trips that a multi-use development might capture within itself, the preparer shall utilize the method identified in the latest edition of the ITE Trip Generation Handbook to calculate the amount of trip capture within a multi-use development. The preparer shall include the appropriate worksheets as attachments to the report. The ITE Trip Generation Handbook and NCHRP 684 include the calculation of internal capture rates for retail, office, and residential uses. Alternative methods will not be accepted.

For developments that include schools, ACHD will allow up to an 8% trip capture rate for residential trips if there is a school within the proposed development that serves the residential uses. This rate is based on data from the 2002 COMPASS Household Survey.

7106.5.7 Trip Generation

All calculations shall use the latest edition of the ITE Trip Generation Manual. The Manual lists the number of trips that will be generated by various land uses. For each land use identified on the site plan the following shall be identified in the report:

- Land use type
- ITE land use code
- Square footage of proposed development
- Directional distribution (for the entire site)
- Trip generation rate for the time period determined in 7106.3.3

7106.5.8 Trip Distribution and Assignment

Trip distribution determines where the site traffic will originate from and where it will go within the larger street network. This distribution percentage is used to assign trips to and from the development. The distribution of site traffic can be determined by many factors including location, size and type of development, existing street conditions, and other available data.

Although there are mechanical methods available to estimate where trips will come from, it is still important for the analysis to incorporate professional judgment. The analysis conducted should be presented in a clear and concise manner. Flow charts and diagrams are preferred in order to allow the reviewer to track the analysis.

7106.6 Analysis

7106.6.1 Method to Determine Level of Service

To determine the level of service, the Highway Capacity Software (HCS-based on the Transportation Research Board Highway Capacity Manual) or Synchro shall be utilized¹. The level of service shall be determined and analyzed for the roadway segments and the intersections within the study area. See Table 2 for acceptable level of service planning thresholds for roadway segments and Table 3 for acceptable v/c ratio for intersections.

7106.6.2 Signalized Intersections

Intersections that are signalized or will be signalized as a result of the development shall use the following defaults in the HCS software¹:

Variable	Existing Analysis	Future Year Analysis
HCS Analysis Type	Operations	
HCS Report Type	Full Report and Back of Queue Worksheets	
Analysis Duration	0.25 hours	
PHF	Actual by approach	0.90 ^{2 6}
Right Turn On Red	Actual count or 0	Existing percentage or 0
Extension	3 seconds	
Arrival Type	HCM Exhibit 19-14	
Start Up Time	2 sec	
Extension of Effective Green Time	2 sec	
Walking Speed	3.5 ft/sec ³	
Pedestrian Clearance Time	Existing	Calculate based on est. distance from top of ramp to opposite curb
Pedestrian Volume	Actual count or 400 CBD or estimate Non-CBD	
Lane Utilization Factor	HCM Exhibit 19-15	
Phasing	Existing	Existing or Leading/Protected left turns
Cycle Length	Existing	Existing or 150 sec (new) or corridor
Actuation Type	Existing	Fully actuated except Boise CBD
Base (Ideal) Saturation Flow Rate	1800	
Lane Width	Existing	Existing ⁴
% Heavy Vehicles	Existing %	
% Grade	Existing %	
Yellow Time	Existing	Existing or 4 sec 40 mph and under; 5 sec over 40 mph
Red Time	Existing	Existing or 1 sec
Min Vehicle Green Time	Existing	Existing or 5 sec or 10 sec if opposing a flashing yellow arrow
Min Pedestrian Green Time	Existing	Existing or 5 sec
Minimum Left Turn	Existing	Existing or 15 sec max green time

¹The preferred software is the latest version of the HCS or Synchro. Other programs may be allowed for use if approved by ACHD prior to analysis.

²Use existing PHF if existing PHF is > 0.90 and no capacity improvements are planned.

³Use walking speed of 3 ft/sec around certain land uses such as schools.

⁴Use ACHD Policy Manual if improvements will be completed by analysis year.

⁵Use value of 1.0 if nearest upstream signal is greater than 1/2 mile away.

⁶May be adjusted in special circumstances such as an intersection heavily impacted by school traffic.

7106.6.3 Unsignalized Intersections

Intersections that are unsignalized shall use HCS software to determine LOS for that intersection¹.

7106.7 Mitigation Measures

7106.7.1 Mitigation Proposals

Mitigation recommendations shall be provided within the report. At a minimum, for each roadway segment and intersection that does not meet the minimum acceptable level of service planning threshold (Table 2) or v/c ratio (Table 3), the report must discuss feasible measures to avoid or reduce the impact to the system. To be considered adequate, measures should be specific and feasible. Signal timing changes should not typically be proposed as mitigation but may be accepted at the District's discretion.

Mitigation may also include:

- Revision to the Phasing Plan to coincide with the District's planned Capital Projects.
- Reducing the scope and/or scale of the project.

7106.7.2 Arterial Roadways Constrained by the Master Street Map

No mitigation is required on roadway segments built to the lane configuration identified in the Master Street Map (MSM) Planned Lanes for Preservation. Roadway segments built to the identified maximum lane configuration in the MSM are not considered for widening.

7106.7.3 Alternative Mitigation Measures

If traditional mitigation measures such as roadway widening, and intersection improvements are infeasible as determined by ACHD, the TIS may recommend alternative mitigation measures. Alternative mitigation measures shall demonstrate that impacts from the project will be offset.

- If the impacted roadway segments and/or intersections are programmed in the Integrated Five-Year Work Plan (IFYWP) or the Capital Improvements Plan (CIP); no alternative mitigation is required.
- If the impacted roadway segments and/or intersections are not programmed in either the IFYWP or the CIP; the applicant may (i) analyze the shoulder hour and (ii) provide a safety analysis to determine alternative mitigation requirements.
 - If the impacted roadway segments and intersections meet the minimum acceptable level of service planning thresholds in the shoulder hour the applicant may suggest feasible alternative mitigation such as: sidewalks, bike facilities, connectivity, safety improvements; etc. within 1.5 miles of the proposed development.
 - If the shoulder hour planning thresholds are exceeded the applicant may request to enter into a Development Agreement and pay into the Priority Corridor Fund an amount determined by the ACHD to offset impacts from the project.

- Alternative Mitigation may also include:
 - Revision to the Phasing Plan to coincide with the District's future Capital Projects.
 - Reducing the scope and/or scale of the project.

7106.7.4 Multi-Phase Developments

For large scale developments, like planned communities or specific area plans, ACHD will require that a phasing analysis be submitted with the initial TIS or with the first preliminary plat submittal. This phasing analysis shall include the size and type of the proposed land uses within each phase and the anticipated mitigation measures necessary with each phase. Prior to the approval for each subsequent phase of the development, the applicant shall submit an updated TIS. The updated TIS shall include information from the built development to date including actual traffic counts and actual trip capture; projected traffic for the current phase and anticipated trip capture, based on development of applicable land uses, and necessary mitigation measures for the current phase. In addition, the updated TIS shall include updated traffic counts for the impacted roadway segments and intersections consistent with Section 7106.6.

7106.8 Report Format

The following policies outline how the TIS shall be formatted. Most studies can be documented using the outline identified below. Additional sections may be necessary or some sections may be excluded if not applicable based on the specific characteristics of the development. Deviations from the required format must be approved by ACHD.

7106.8.1 Executive Summary

The executive summary shall include, at a minimum, the site location, study area, principal findings and conclusions and recommendations.

7106.8.2 Proposed Development (Site and Nearby)

This section shall include the location of the project and site within the community. The existing and proposed land use for the site and contiguous or nearby sites that are within the approved study area and have necessitated a TIS shall also be identified. Developments that have been approved or have an active application with the lead land use agency shall be included and shall be identified in the report. Key points include:

- Site location
- Land use and intensity
- Site plan
- Proposed development including phasing and timing for each phase, if applicable
- Reference to other TIS

7106.8.3 Analysis of Existing Conditions

This section shall include the existing conditions of the study area. This section shall concentrate on establishing the status of the study area without the proposed development. If appropriate, as determined by ACHD, already

approved developments shall be included in existing conditions. Key points include:

- Physical Characteristics
 - Roadway
 - Traffic Control devices
 - Transit Service
 - Bicycle and pedestrian facilities
 - Geometrics
- Traffic volumes which shall include the daily and peak hour
- Level of Service Safety related deficiencies
- Data sources

7106.8.4 Analysis of Background Traffic

This section shall include the existing conditions of the study area plus the background traffic that has been determined utilizing the approved COMPASS Model growth rate with the addition of traffic data from known developments (either built or unbuilt) within the approved study area that have necessitated and have provided a TIS. Developments that have been approved or have an active application with the lead land use agency shall be included and shall be identified in the report. Key points include:

- Physical Characteristics (same as noted above in Section 7106.8.3)
- Traffic volumes which shall include daily and peak hour
- Level of Service
- Data sources

7106.8.5 Projected Traffic

This section shall describe the proposed development, traffic generation and distribution. Key points include:

- Trip generation
- Pass-by trips
- Internal trips
- Trip distribution and assignment
- Non-site traffic projections
- Total traffic

7106.8.6 Traffic Analysis

This section shall compare the existing and background conditions to developed conditions. This section shall include any improvements used or needed to accommodate site traffic. In certain areas this may also include planned improvements to accommodate non-site traffic. Key points include:

- Site ingress/egress
- Driveways and other access points to ACHD and ITD system
 - Analyze if access points meet ACHD and/or ITD spacing criteria
- Discuss proposed access points with ACHD staff prior to initiating the TIS. If the proposed access points are not consistent with ACHD or ITD standards, the District may require that this part of the analysis

be redone to show compliance with the established standards or may require multiple scenarios to be analyzed.

- Analyze impacts of new access points to ACHD system
- Level of Service Planning Thresholds analysis
 - With project
 - Without project
 - With improvements to ITD roadways (if applicable)
 - Without improvements to ITD roadways (if applicable)
 - Traffic safety
 - Traffic control needs
- Phasing analysis
 - Triggers for when mitigation measures are necessary

7106.8.7 Internal Project Site Circulation

This section is required for developments that have multiple points of access, and/or cross access with other uses. These projects are generally larger and include multiple buildings, such as strip malls, shopping centers, or general nodes of development. The intent is to determine that the internal transportation system functions appropriately. Key points include:

- Projected traffic on internal streets
- Conflict points
 - Sight distance
 - Building access delivery points
 - Drive-through lanes
 - Vehicle/vehicle, vehicle/pedestrian
- Design features
 - Widths of internal roadways and turning radii
 - Parking dimensions
 - Driveway stacking
 - Internal circulation
- Other features
 - Fire lanes
 - Delivery truck circulation

7106.8.8 Conclusions and Recommendations

This section shall include level of service with and without development and detailed mitigation measures to accommodate the site generated traffic. This section shall include a summary of all the issues identified in the TIS and all possible alternatives and solutions to solving those issues.

7106.8.9 Appendices

The appendices shall include all data relating to the project, and shall be submitted electronically via CD or e-mail. This could include but not be limited to the following:

- Traffic counts
- Internal circulation patterns
- Phasing for the development
- Highway capacity worksheets
- Alternative analysis

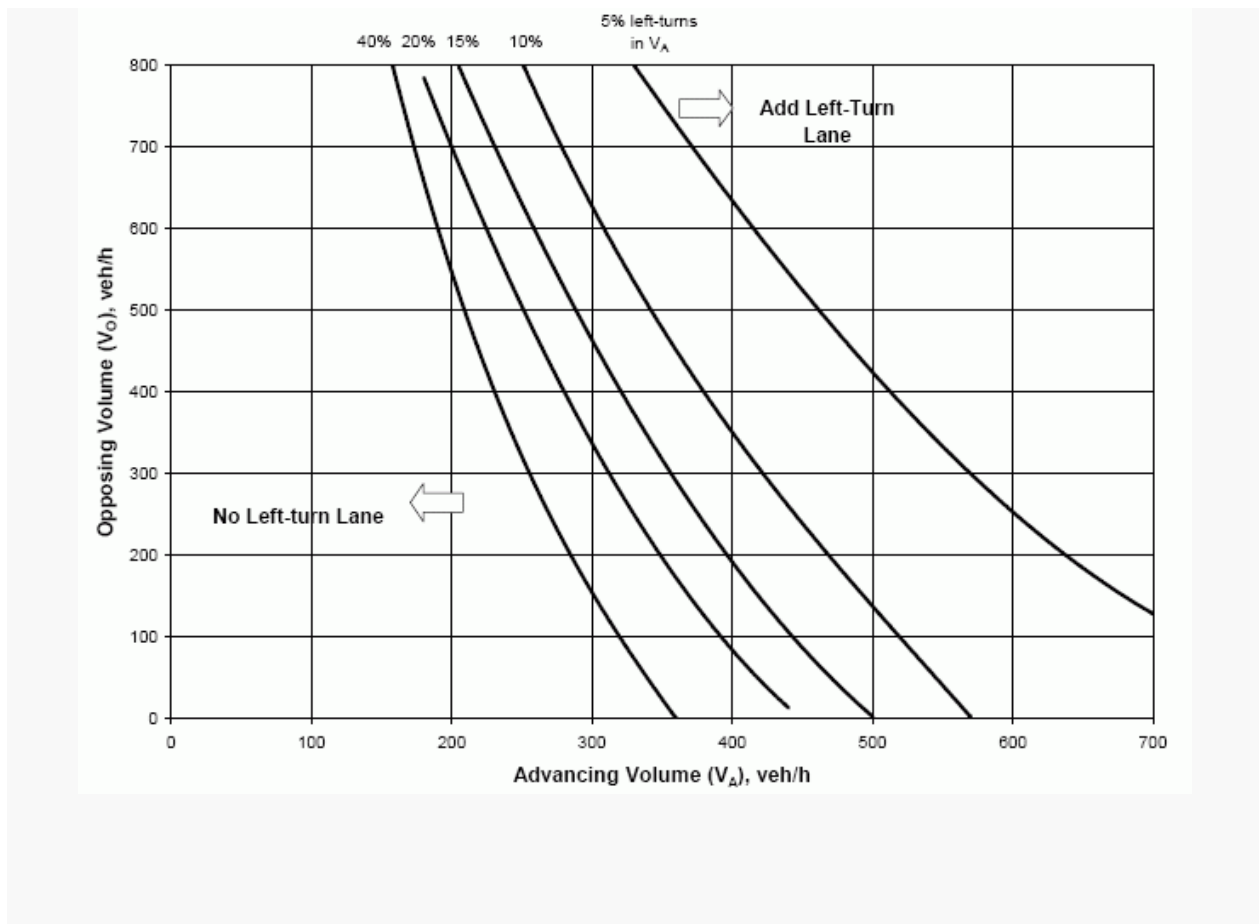
7106.9 School TIS

In accordance with Idaho Code 67-6519(3), ACHD requires a TIS for all public school facilities. (ACHD may also require a TIS for non-public schools.) The local highway jurisdictions are responsible for reporting specific information to the planning and zoning commission regarding the impacts of the new public school facility. The TIS shall comply with all the requirements as identified in Section 7106. In addition, the school TIS shall include an analysis of the following items as applicable:

- Land use master plan
- School bus plan
- Access safety
- Pedestrian plan
- Crossing guard plan
- Barriers between roadways and schools
- Location of school zone
- Need for flashing beacon
- Need for traffic control signal
- Anticipated future improvements
- Speed on adjacent roadways
- Traffic volumes on adjacent roadways
- Effect upon the roadway's level of service
- Need for acceleration or deceleration lanes
- Internal traffic circulation
- Anticipated development on surrounding undeveloped parcels
- Zoning in the vicinity
- Access control on adjacent roadways
- Required striping and signing modifications
- Funding of roadway improvements to accommodate development
- Proposed roadway projects in the vicinity
- Any other issues as may be considered appropriate to the particular application.

A mitigation plan shall also be provided. If no mitigation plan is provided with the school TIS, the District will not be able to process the associated development application, and will not transmit comments or recommendations to the lead land use agency.

Figure 1 – Left-Turn Lane Guidelines for Two-Lane Roads less than or equal to 40 mph



The following data are required:

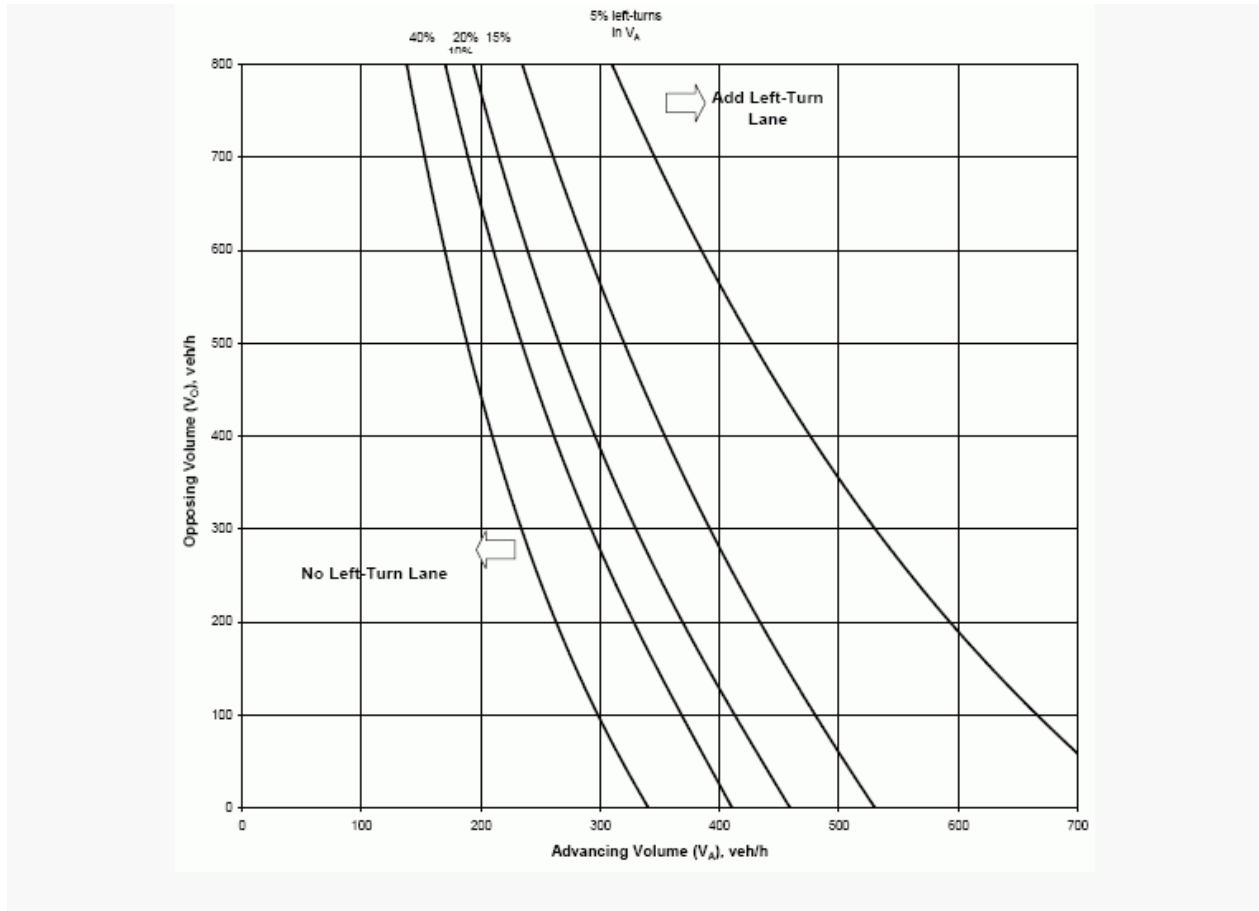
1. Opposing Volume (veh/hr) - VO - The opposing volume is to include only the right-turn and through movements in the opposite direction of the left turning vehicle.
2. Advancing Volume (veh/hr) - VA - The advancing volume is to include the right-turn, left-turn and through movements in the same direction as the left turning vehicle.
3. Operating Speed (mph) - The greatest of anticipated operating speed, measured 85th percentile speed or posted speed.
4. Percentage of left turns in VA

Left- turn lane is not needed for left turn volume less than 10 vph. However, criteria other than volume, such as crash experience, may be used to justify a left-turn lane.

The appropriate trend line is identified on the basis of the percentage of left-turns in the advancing volume, rounded up to the nearest percentage trend line. If the advancing and opposing volume combination intersects above or to the right of this trend line, a left-turn lane is appropriate.

Source: NCHRP Report 279 and 457

Figure 2 – Left-Turn Lane Guidelines for Two-Lane Roads, 45 mph



The following data are required:

1. Opposing Volume (veh/hr) - VO - The opposing volume is to include only the right-turn and through movements in the opposite direction of the left turning vehicle.
2. Advancing Volume (veh/hr) - VA - The advancing volume is to include the right-turn, left-turn and through movements in the same direction as the left turning vehicle.
3. Operating Speed (mph) - The greatest of anticipated operating speed, measured 85th percentile speed or posted speed.
4. Percentage of left turns in VA

Left-turn lane is not needed for left-turn volume less than 10 vph. However, criteria other than volume, such as crash experience, may be used to justify a left-turn lane.

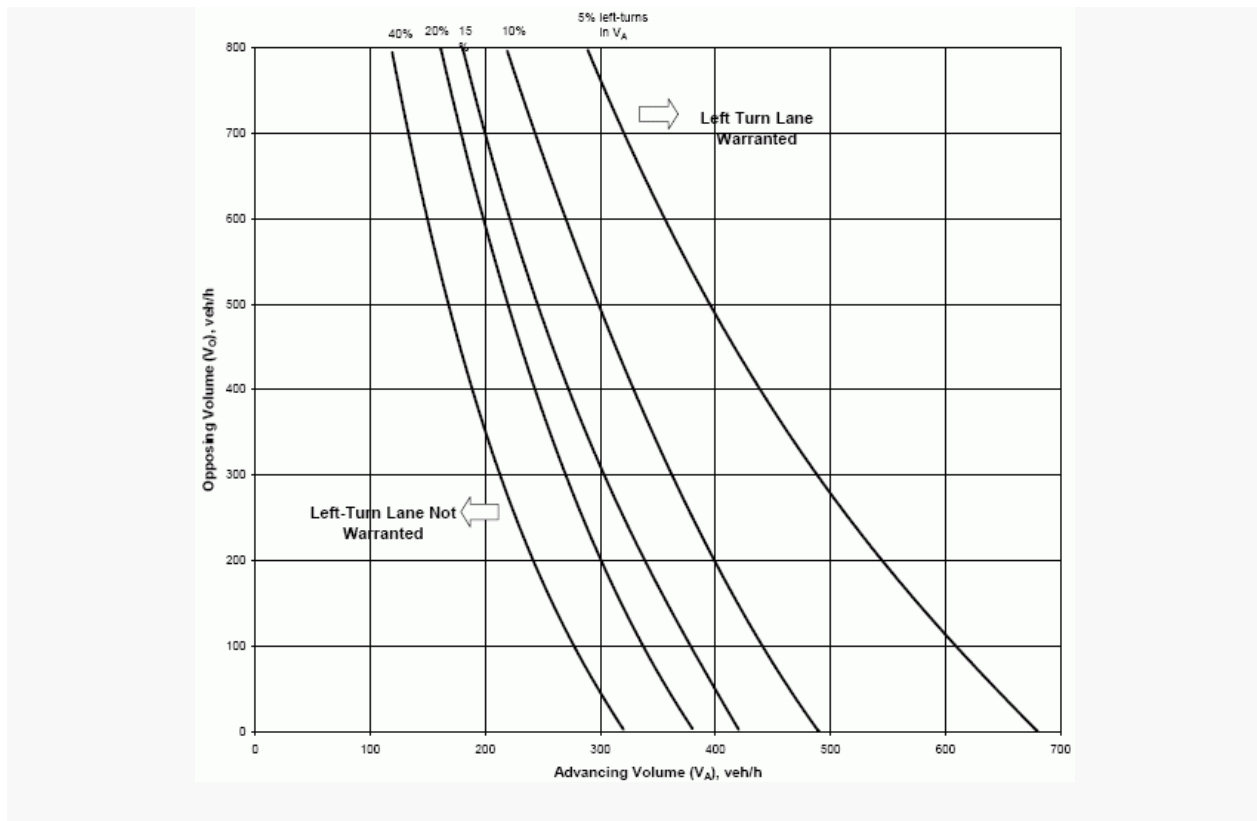
The appropriate trend line is identified on the basis of the percentage of left-turns in the advancing volume, rounded up to the nearest percentage trend line. If the advancing and opposing volume combination intersects above or to the right of this trend line, a left-turn lane is appropriate.

Source: NCHRP Report 279 and 457

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

Revised: Res. 675 (1/29/03); Res. 904 (8/19/09); Ord. 217 (9/14/11); Ord. 232 (12/7/16); Ord. 233 (1/25/17); Ord. 238 (12/12/18); Ord. 247 (12/16/20)

Figure 3 – Left-Turn Lane Guidelines for Two-Lane Roads, 50 mph



The following data are required:

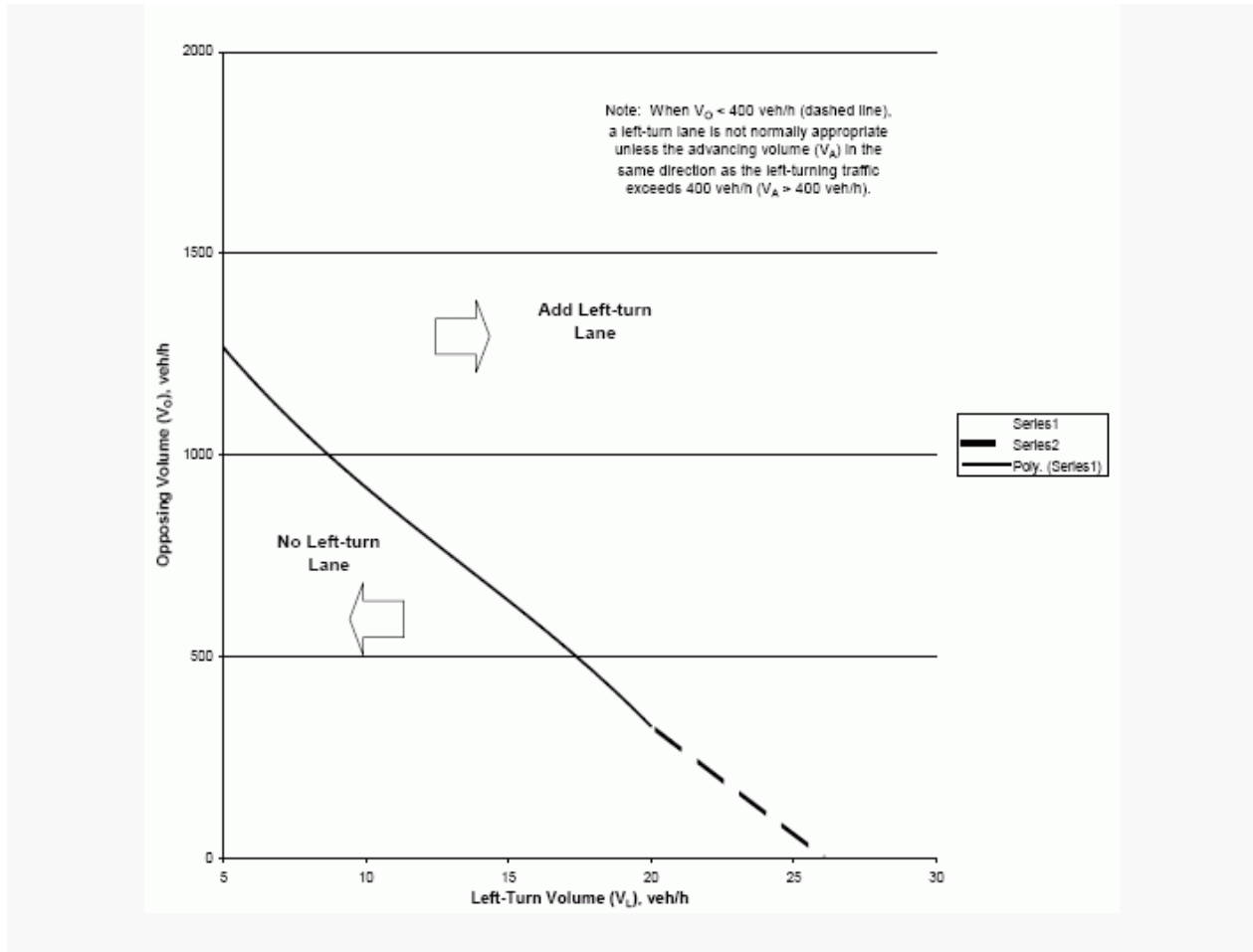
1. Opposing Volume (veh/hr) - VO - The opposing volume is to include only the right-turn and through movements in the opposite direction of the left-turning vehicle.
2. Advancing Volume (veh/hr) - VA - The advancing volume is to include the right-turn, left-turn and through movements in the same direction as the left-turning vehicle.
3. Operating Speed (mph) - The greatest of anticipated operating speed, measured 85th percentile speed or posted speed.
4. Percentage of left-turns in VA

Left-turn lane is not needed for left-turn volume less than 10 vph. However, criteria other than volume, such as crash experience, may be used to justify a left-turn lane.

The appropriate trend line is identified on the basis of the percentage of left-turns in the advancing volume, rounded up to the nearest percentage trend line. If the advancing and opposing volume combination intersects above or to the right of this trend line, a left-turn lane is appropriate.

Source: NCHRP Report 279 and 457

Figure 4 – Left-Turn Lane Guidelines for Four-Lane Undivided Roadways



The following data are required:

1. Opposing Volume (veh/hr) - VO - The opposing volume is to include only the right-turn and through movements in the opposite direction of the left-turning vehicle.

2. Left-Turn Volume – VL

If the opposing and left-turn volume combination intersects above or to the right of the trend line, a left- turn lane is appropriate.

Source: NCHRP Report 279 and 457

Figure 5 – Right-Turn Lanes

Dedicated right-turn lanes are also to be strongly considered in situations where:

- Poor internal site design and circulation leads to backups on the mainline.
 - Auto-oriented businesses with short drive-through lanes or poorly designed parking lots would be prime examples of this situation.
- The peak hour turning traffic activity is unusually high (e.g. greater than 10 percent of the daily total).
- Operating speeds on the mainline route are very high (greater than 50 miles per hour) and drivers would generally not expect right turns.
- The driveway or minor public road intersection is difficult for drivers to see.
- The driveway entrance is gated or otherwise must be entered very slowly.
- Right-turning traffic consists of an unusually high number of trailers or other large vehicles.
- The intersection or driveway angle is highly skewed.
- Rear end collision experience is unusually high at a location.

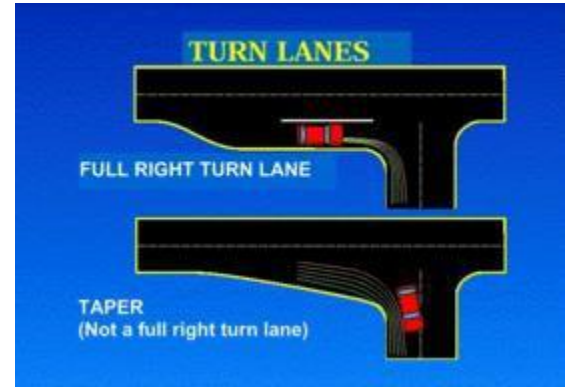
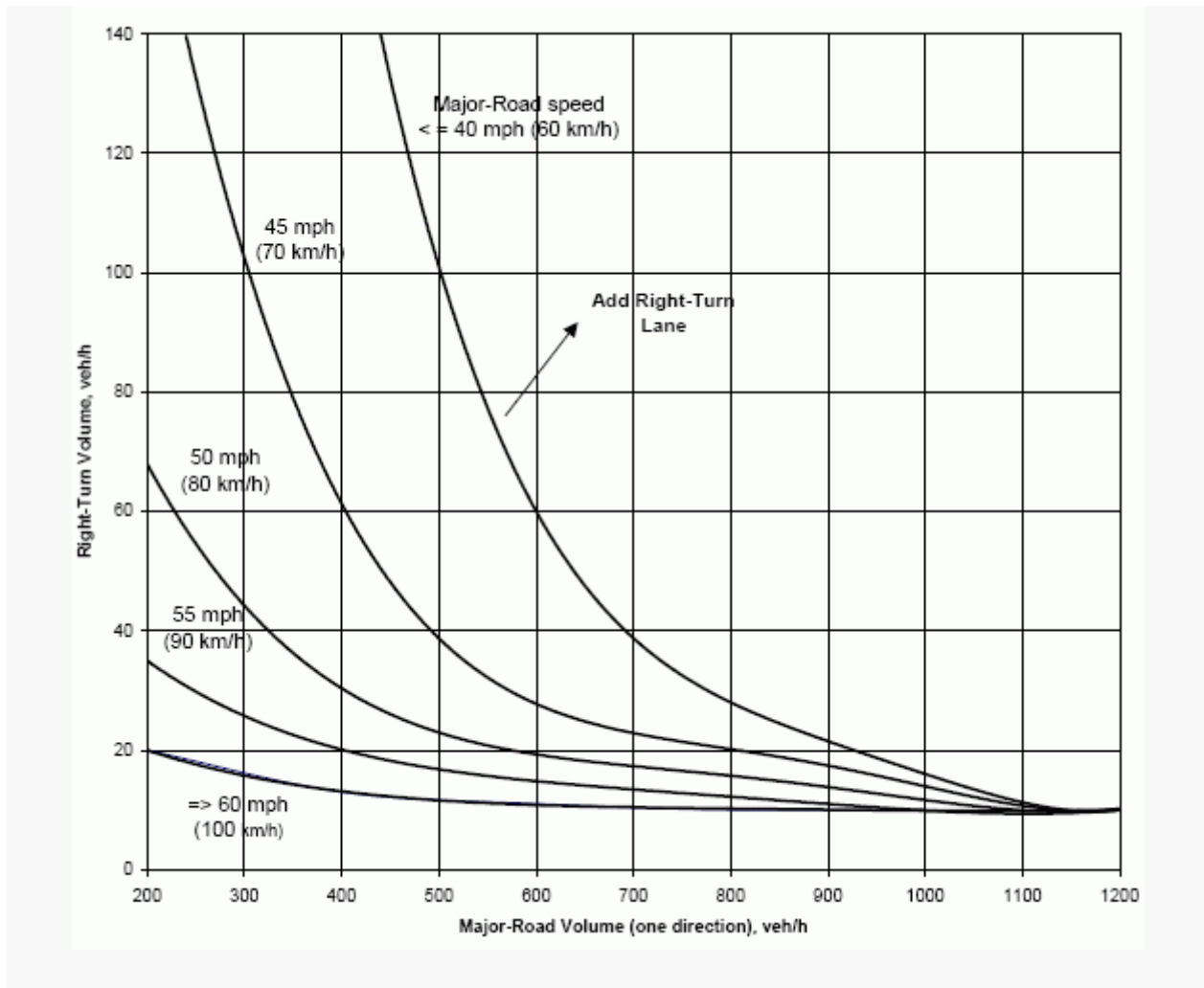


Figure 6 – Right-Turn Lane Guidelines for Two-Lane Roadways



The following data are required:

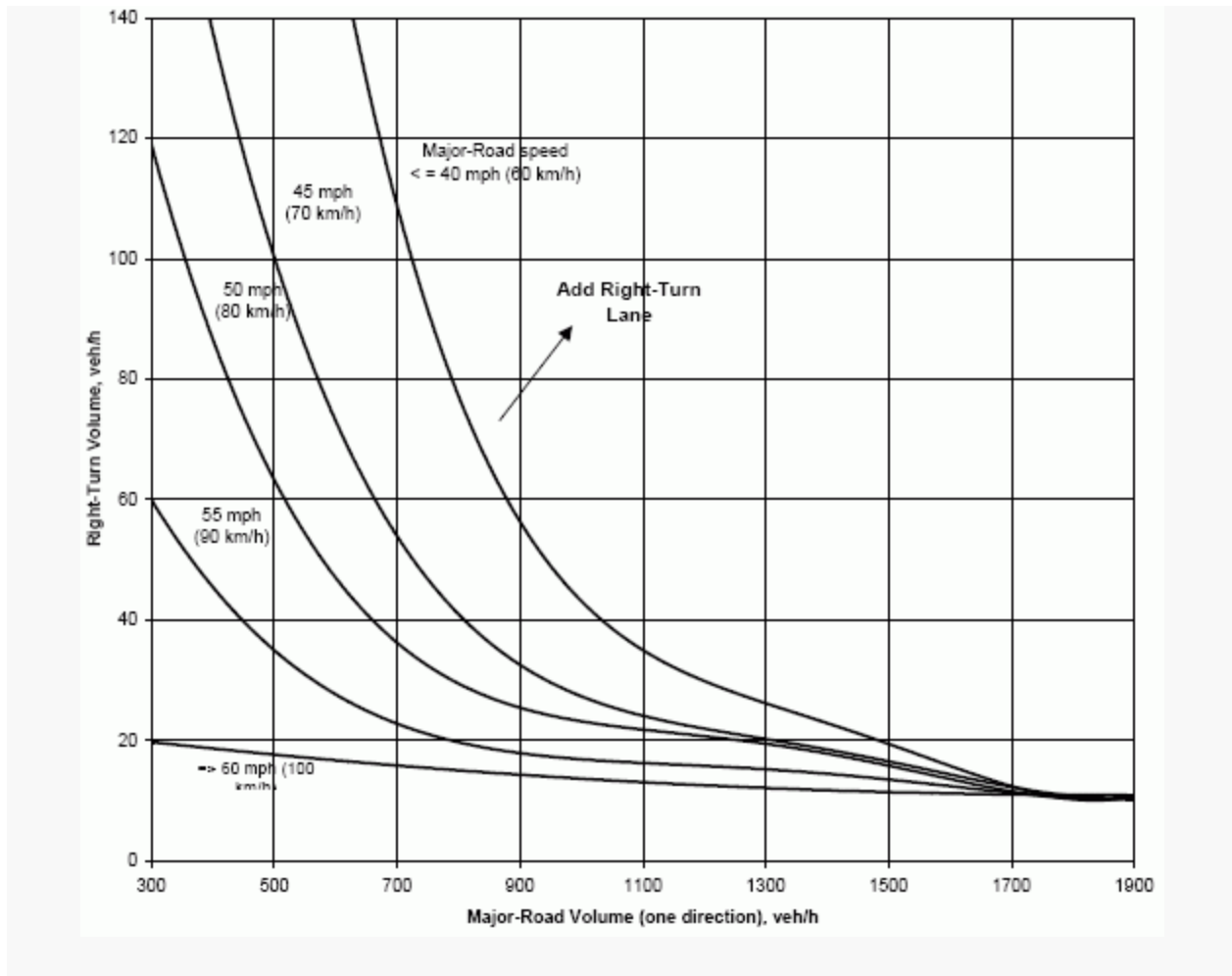
1. Advancing Volume (veh/hr) - The advancing volume is to include the right-turn, left-turn and through movements in the same direction as the right-turning vehicle.
2. Right-Turning Volume (veh/hr) - The right-turning volume is the number of advancing vehicles turning right.
3. Operating Speed (mph) - The greatest of anticipated operating speed, measured 85th percentile speed or posted speed.

Note: Right-turn lane is not needed for right-turn volume less than 10 vph. However, criteria other than volume, e.g. crash experience, may be used to justify a right-turn lane.

If the combination of major road approach volume and right-turn volume intersects above or to the right of the speed trend line corresponding to the major road operating speed, then a right-turn lane is appropriate.

Source: NCHRP Report 279 and 457

Figure 7 – Right-Turn Lane Guidelines for Four-Lane Roadways



The following data are required:

1. Advancing Volume (veh/hr) - The advancing volume is to include the right-turn, left-turn and through movements in the same direction as the right-turning vehicle.
2. Right-Turning Volume (veh/hr) - The right-turning volume is the number of advancing vehicles turning right.
3. Operating Speed (mph) - The greatest of anticipated operating speed, measured 85th percentile speed or posted speed.

Note: Right-turn lane not warranted for right-turn volume less than 10 vph. However, criteria other than volume, e.g., crash experience, may be used to justify a right-turn lane.

If the combination of major road approach volume and right-turn volume intersects above or to the right of the speed trend line corresponding to the major road operating speed, then a right-turn lane is appropriate.

Source: NCHRP Report 279 and 457

7107 COORDINATION WITH UTILITIES AND THE DISTRICT

7107.1 Arrangements and Location of Utilities

The project developer is responsible for notifying all utilities, including municipal-owned utilities, about utility work needed to serve a proposed development. This applies to on-site and off-site work.

Underground utility facilities are to be installed according to Standard Drawing HD-812 entitled "Underground Utility Location Standards." Deviation from the set location requires written approval from the affected utility owner before District approval.

All affected utilities shall be moved at the direction of the owner of the facility.

7107.2 Responsibility for Relocation

The project developer shall be responsible for moving existing utilities and District facilities according to applicable sections of District Resolution No. 330.

7107.3 Preconstruction Conference

The project developer shall schedule a preconstruction conference with the Construction Division of the District, which will include resolution of required utility construction and/or relocation. The conference will be held before starting construction of the required improvements and following the approval of all plans and payment of inspection fees.

7108 PROJECT INSPECTION REQUIREMENTS

7108.1 General

The Development & Technical Services Division monitors all construction activity within those existing and future public rights-of-way under the District's jurisdiction. District personnel shall inspect all developments to ensure compliance with established District standards. The developer shall pay the applicable inspection fees and arrange for timely inspection of the development by the District.

Inspection shall be according to the ACHD Quality Control and Quality Assurance Manual, Inspection Agreement, standard plans and specifications and good engineering and construction practices. If a change in District-approved plans or design becomes necessary, it shall be approved by the District Development & Technical Services Division's staff before making the change.

It is the responsibility of the applicant to verify all existing utilities within the right-of-way. Existing utilities damaged by the applicant shall be repaired by the applicant at no cost to ACHD. The applicant shall be required to call DIGLINE (1 800 342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations at (208) 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.

7108.2 Fees

The District shall charge administrative fees for processing and reviewing improvement plans and profiles, plats, non-development agreements, appeals, renewals, extensions and inspections.

The fees for processing, reviewing, and preparing the staff report for development related applications shall be according to the fee schedule in effect at the time the applications are received by the District.

If there is an appeal of a decision regarding the construction plans for the project, and the Commission grants the appeal, the appeal fee shall be returned to the developer. If the appeal includes more than one item and the Commission grants part of the appeal, the District will determine a pro-rata share of the fee and return that to the developer.

7108.3 As-Built Drawings/Electronic Record

A record set of reproducible as-built drawings and an electronic record of those drawings shall be submitted to the District following completion of the construction of all public improvements and prior to final acceptance of the improvements and release of any surety agreements and letters of credit held by the District. The Engineer of Record shall stamp the drawings. Both submittals shall include the subdivision plat as filed for recording with the Ada County Recorder.