



Rebecca W. Arnold, President
Sara M. Baker, Vice President
John S. Franden, Commissioner
Carol A. McKee, Commissioner
Mitchell A. Jaurena, Commissioner

Date: August 30, 2012

To: Jennifer Wheeler (sent via email)
BSU Alumni Association
1173 W. University Drive
Boise, ID 83725

Subject: CUP12-00046
1173 W. University Drive

On August 30, 2012 the Ada County Highway District Staff acted on your application for the above referenced project. The attached report lists site-specific requirements, conditions of approval and street improvements, which are required.

If you have any questions, please feel free to contact me at (208) 387-6174.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JP Wagoner'. The signature is stylized and written in a cursive-like font.

Jarom Wagoner
Planner II
Development Services
Ada County Highway District

CC: Project file
City of Boise (sent via email)
Steve Simmons, LCA Architects (sent via email)
Jason Densmer, The Land Group (sent via email)



Project/File: **CUP12-00046**
 This is a conditional-use application to construct a 46,627 square foot events center and alumni office for Boise State University. The site is located at 1173 W. University Drive in Boise, Idaho.

Lead Agency: City of Boise

Site address: 1173 W. University Drive

Staff Approval: August 30, 2012

Applicant: Jennifer Wheeler
 BSU Alumni Association
 1173 W. University Drive
 Boise, ID 83725

Representative: Steve Simmons
 LCA Architects
 1221 Shoreline Lane
 Boise, ID 83702

Staff Contact: Jarom Wagoner
 Phone: 387-6174
 E-mail: jwagoner@achdidaho.org

Tech Review: August 27, 2012



A. Findings of Fact

1. **Description of Application:** The applicant is proposing to demolish the existing alumni office and construct a 4-story alumni office and events center. The building is proposed to be 46,627 square feet.

2. **Description of Adjacent Surrounding Area:**

Direction	Land Use	Zoning
North	Boise State University (Bronco Stadium)	U
South	Boise State University	U
East	Boise State University	U
West	Boise State University	U

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

4. **Impact Fees:** There will be an impact fee that is assessed and due prior to issuance of any building permits. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time.

5. **Capital Improvements Plan (CIP)/Five Year Work Plan (FYWP):**

There are currently no roadways, bridges or intersections in the general vicinity of the project that are currently in the Five Year Work Program or the District’s Capital Improvement Plan (CIP).

B. Traffic Findings for Consideration

1. **Trip Generation:** This development is estimated to generate 425 additional vehicle trips per day (88 existing); 58 additional vehicle trips per hour in the PM peak hour (12 existing), based on the Institute of Transportation Engineers Trip Generation Manual, 8th edition.

2. **Condition of Area Roadways**

Traffic Count is based on Vehicles per hour (VPH)

Roadway	Frontage	Functional Classification	PM Peak Hour Traffic Count	PM Peak Hour Level of Service	Existing Plus Project
University Drive	270 feet	Collector	246	Better than “D”	Better than “D”
Belmont Street	270 feet	Local	59	N/A	N/A
Denver Avenue	400 feet	Local	N/A	N/A	N/A
Grant Avenue	400 feet	Local	N/A	N/A	N/A

* Acceptable level of service for a three-lane collector is “D” (530 VPH).

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

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

- The average daily traffic count for University Drive west of Broadway Avenue was 8,129 on March 13, 2012.
- The average daily traffic count for Belmont Street west of Broadway Avenue was 1,776 on March 15, 2012.

C. Findings for Consideration

1. **University Drive**

a. **Existing Conditions:** University Drive is improved with 3-travel lanes, vertical curb, gutter, and 5-foot wide detached sidewalk abutting the site. There is 74 feet of right-of-way for University Drive (37 feet from centerline).

b. **Policy:**

Collector Street Policy: District Policy 7206.2.1 states that the developer is responsible for improving all collector frontages adjacent to the site or internal to the development as required below, regardless of whether access is taken to all of the adjacent streets.

Master Street Map and Typologies Policy: District Policy 7206.5 states that if the collector street is designated with a typology on the Master Street Map, that typology shall be considered for the required street improvements. If there is no typology listed in the Master Street Map, then standard street sections shall serve as the default.

Street Section and Right-of-Way Policy: District Policy 7206.5.2 states that the standard right-of-way width for collector streets shall typically be 50 to 70 feet, depending on the location and width of the sidewalk and the location and use of the roadway. The right-of-way width may be reduced, with District approval, if the sidewalk is located within an easement; in

which case the District will require a minimum right-of-way width that extends 2 feet behind the back-of-curb on each side.

The standard street section shall be 46 feet (back-of-curb to back-of-curb). This width typically accommodates a single travel lane in each direction, a continuous center left-turn lane, and bike lanes.

Minor Improvements Policy: District Policy 7203.3 states that minor improvements to existing streets adjacent to a proposed development may be required. These improvements are to correct deficiencies or replace deteriorated facilities. Included are sidewalk construction or replacement; curb and gutter construction or replacement; replacement of unused driveways with curb, gutter and sidewalk; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items.

ACHD Master Street Map: ACHD Policy Section 3111.1 requires the Master Street Map (MSM) guide the right-of-way acquisition, collector street requirements, and specific roadway features required through development. This segment of University Drive is designated in the MSM as a Traditional Neighborhood Collector with 2-lanes and on-street parking, a 40-foot street section within 61 feet of right-of-way.

- c. **Applicant Proposal:** The applicant is not proposing any improvements to University Drive, abutting the site.
- d. **Staff Comments/Recommendations:** University Drive is fully-improved and meets the requirements of a Traditional Neighborhood Collector; therefore, no additional improvements or right-of-way should be required with this application.

The applicant should be required to replace any deteriorated or deficient sidewalk, curb, gutter or pedestrian facilities along University Drive abutting the site, consistent with ACHD's Minor Improvement Policy 7203.3.

2. Belmont Street

- a. **Existing Conditions:** Belmont Street is improved with 2-travel lanes, and vertical curb, gutter, and 5-foot wide sidewalk on the east half of the site and no curb, gutter or sidewalk on the west half of the site. There is 66 feet of right-of-way for Belmont Street (33 feet from centerline).
- b. **Policy:**
 - Local Roadway Policy:** District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

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

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

parkway strip, the applicant may submit a request to the District, with justification, to reduce the width of the parkway strip.

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

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

Minor Improvements Policy: District Policy 7203.3 states that minor improvements to existing streets adjacent to a proposed development may be required. These improvements are to correct deficiencies or replace deteriorated facilities. Included are sidewalk construction or replacement; curb and gutter construction or replacement; replacement of unused driveways with curb, gutter and sidewalk; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items.

- c. **Applicant's Proposal:** The applicant is proposing to construct Belmont Street as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached sidewalk abutting the site.
- d. **Staff Comments/Recommendations:** The applicant's proposal meets District Street Section Policy and should be approved, as proposed. The applicant should provide the District with a permanent right-of-way easement for any portion of the sidewalk located outside of the right-of-way.

The applicant should be required to replace any deteriorated or deficient sidewalk, curb, gutter or pedestrian facilities along Belmont Street abutting the site, consistent with ACHD's Minor Improvement Policy 7203.3.

3. Denver Avenue

- a. **Existing Conditions:** Denver Avenue is improved with 2-travel lanes, vertical curb, gutter, and 5-foot wide sidewalk abutting the site. There is 66 feet of right-of-way for Denver Avenue (33 feet from centerline).
- b. **Policy:**
 - Local Roadway Policy:** District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

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

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

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

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

Minor Improvements Policy: District Policy 7203.3 states that minor improvements to existing streets adjacent to a proposed development may be required. These improvements are to correct deficiencies or replace deteriorated facilities. Included are sidewalk construction or replacement; curb and gutter construction or replacement; replacement of unused driveways with curb, gutter and sidewalk; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items.

- c. **Applicant's Proposal:** The applicant is proposing to construct Denver Avenue as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached sidewalk abutting the site.
- d. **Staff Comments/Recommendations:** The applicant's proposal meets District Street Section Policy and should be approved, as proposed. The applicant should provide the District with a permanent right-of-way easement for any portion of the sidewalk located outside of the right-of-way.

The applicant should be required to replace any deteriorated or deficient sidewalk, curb, gutter or pedestrian facilities along Denver Avenue abutting the site, consistent with ACHD's Minor Improvement Policy 7203.3.

4. Grant Avenue

- a. **Existing Conditions:** Grant Avenue is improved with 2-travel lanes, and vertical curb, gutter, and 5-foot wide sidewalk on the north half of the site and no curb, gutter or sidewalk on the south half of the site. There is 66 feet of right-of-way for Grant Avenue (33 feet from centerline).

- b. **Policy:**

Local Roadway Policy: District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

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

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

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

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

Minor Improvements Policy: District Policy 7203.3 states that minor improvements to existing streets adjacent to a proposed development may be required. These improvements are to correct deficiencies or replace deteriorated facilities. Included are sidewalk construction or replacement; curb and gutter construction or replacement; replacement of unused driveways with curb, gutter and sidewalk; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items

- c. **Applicant's Proposal:** The applicant is proposing to construct Grant Avenue as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached sidewalk abutting the site.
- d. **Staff Comments/Recommendations:** The applicant's proposal meets District Street Section Policy and should be approved, as proposed. The applicant should provide the District with a permanent right-of-way easement for any portion of the sidewalk located outside of the right-of-way.

The applicant should be required to replace any deteriorated or deficient sidewalk, curb, gutter or pedestrian facilities along Grant Avenue abutting the site, consistent with ACHD's Minor Improvement Policy 7203.3.

5. Driveways

5.1 Belmont Street

- a. **Existing Conditions:** There are three driveways onto Belmont Street from the site. The driveways are located as follows:
 - 18-foot wide driveway located approximately 60 feet west of the intersection of Belmont Street and Denver Avenue (measured centerline-to-centerline).
 - 18-foot wide driveway located approximately 135 feet west of the intersection of Belmont Street and Denver Avenue (measured centerline-to-centerline).
 - 14-foot wide driveway located approximately 165 feet west of the intersection of Belmont Street and Denver Avenue (measured centerline-to-centerline).

- b. **Policy:**

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

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

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

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

- c. **Applicant's Proposal:** The applicant is proposing to close all 3 driveways and replace them with curb, gutter, and 5-foot wide detached sidewalk.
- d. **Staff Comments/Recommendations:** The applicant's proposal meets District Driveway Policy and should be approved, as proposed.

5.2 Denver Avenue

- a. **Existing Conditions:** There is one 28-foot wide driveway onto Denver Avenue from the site. The driveway is located approximately 150 feet south of the intersection of Denver Avenue and University Drive (measured centerline-to-centerline).

- b. **Policy:**

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

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

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

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

- c. **Applicant's Proposal:** The applicant is not proposing any changes to the 28-foot wide driveway onto Denver Avenue located 150 feet south of the intersection of Denver Avenue and University Drive.

The applicant is proposing to construct a 26-foot wide driveway onto Denver Avenue located 135 feet north of the intersection of Denver Avenue and Belmont Street.

- d. **Staff Comments/Recommendations:** The applicant's proposal meets District Driveway Policy and should be approved, as proposed. The applicant should be required to pave the driveways their full widths and at least 30 feet into the site beyond the edge of pavement of the roadway.

5.3 Grant Avenue

- a. **Existing Conditions:** There are 5 driveways onto Grant Avenue from the site. The driveways are located as follows:

- 24-foot wide driveway located approximately 170 feet south of the intersection of Grant Avenue and University Drive (measured centerline-to-centerline).
- 60-foot side driveway located approximately 250 feet south of the intersection of Grant Avenue and University Drive (measured centerline-to-centerline).
- 16-foot wide driveway located approximately 115 feet north of the intersection of Grant Avenue and Belmont Street (measured centerline-to-centerline).
- 16-foot wide driveway located approximately 95 feet north of the intersection of Grant Avenue and Belmont Street (measured centerline-to-centerline).
- 16-foot wide driveway located approximately 70 feet north of the intersection of Grant Avenue and Belmont Street (measured centerline-to-centerline).

b. Policy:

Driveway Location Policy: District Policy 7207.4.1 requires driveways located near intersections to be located a minimum of 75-feet (measured centerline-to-centerline) from the nearest street intersection.

Successive Driveways: District Policy 7207.4.1 states that successive driveways away from an intersection shall have no minimum spacing requirements for access points along a local street, but the District does encourage shared access points where appropriate.

Driveway Width Policy: District Policy 7207.4.3 states that where vertical curbs are required, residential driveways shall be restricted to a maximum width of 20-feet and may be constructed as curb-cut type driveways.

Driveway Paving Policy: Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District Policy, 7207.4.3, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

c. Applicant's Proposal: The applicant is proposing to close the 5 driveways and replace them with curb, gutter, and 5-foot wide detached sidewalk.

The applicant is proposing to construct one 26-foot wide driveway located approximately 135 feet north of the intersection of Grant Avenue and Belmont Street (measured centerline-to-centerline).

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

6. Tree Planters

Tree Planter Policy: Tree Planter Policy: The District's Tree Planter Policy prohibits all trees in planters less than 8-feet in width without the installation of root barriers. Class II trees may be allowed in planters with a minimum width of 8-feet, and Class I and Class III trees may be allowed in planters with a minimum width of 10-feet.

7. Landscaping

Landscaping Policy: A license agreement is required for all landscaping proposed within ACHD right-of-way or easement areas. Trees shall be located no closer than 10-feet from all public storm drain facilities. Landscaping should be designed to eliminate site obstructions in the vision triangle at intersections. District Policy 5104.3.1 requires a 40-foot vision triangle and a 3-foot height restriction on all landscaping located at an uncontrolled intersection and a 50-foot offset from stop signs. Landscape plans are required with the submittal of civil plans and must meet all District requirements prior to signature of the final plat and/or approval of the civil plans.

8. Other Access

University Drive is classified as a collector roadway. Direct lot access is prohibited to this roadway.

D. Site Specific Conditions of Approval

1. Construct Belmont Street as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached concrete sidewalk abutting the site.
2. Construct Denver Avenue as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached concrete sidewalk abutting the site.
3. Construct Grant Avenue as one-half of a 36-foot street section with vertical curb, gutter, and 5-foot wide attached concrete sidewalk abutting the site.

4. Provide the District with a permanent right-of-way easement for any portion of sidewalk located outside of the right-of-way.
5. Correct any deficiencies and/or replace deteriorated facilities abutting the site, including sidewalk construction or replacement; curb and gutter construction or replacement; installation or reconstruction of pedestrian ramps; pavement repairs; signs; traffic control devices; and other similar items, abutting the site.
6. Replace the following driveways onto Belmont Street with vertical curb, gutter, and 5-foot wide detached concrete sidewalk to match the required improvements on either side:
 - 18-foot wide driveway located 60 feet west of the intersection of Belmont Street and Denver Avenue
 - 18-foot wide driveway located 135 feet west of the intersection of Belmont Street and Denver Avenue
 - 14-foot wide driveway located 135 feet west of the intersection of Belmont Street and Denver Avenue
7. Construct a 26-foot wide driveway onto Denver Avenue located 135 feet north of the intersection of Denver Avenue and Belmont Street, as proposed.
8. Replace the following driveways onto Grant Avenue with vertical curb, gutter, and 5-foot wide detached concrete sidewalk to match the required improvements on either side:
 - 24-foot wide driveway located 170 feet south of the intersection of Grant Avenue and University Drive
 - 60-foot wide driveway located 250 feet south of the intersection of Grant Avenue and University Drive
 - 16-foot wide driveway located 115 feet north of the intersection of Grant Avenue and Belmont Street
 - 16-foot wide driveway located 95 feet north of the intersection of Grant Avenue and Belmont Street
 - 16-foot wide driveway located 70 feet north of the intersection of Grant Avenue and Belmont Street
9. Construct a 26-foot wide driveway onto Grant Avenue located 135 feet north of the intersection of Grant Avenue and Belmont Street, as proposed.
10. Direct lot access is prohibited to University Drive.
11. Payment of impacts fees are due prior to issuance of a building permit.
12. Comply with all Standard Conditions of Approval.

E. Standard Conditions of Approval

1. Any existing irrigation facilities shall be relocated outside of the ACHD right-of-way.
2. Private sewer or water systems are prohibited from being located within the ACHD right-of-way.
3. In accordance with District Policy, 7203.3, the applicant may be required to update any existing non-compliant pedestrian improvements abutting the site to meet current Americans with Disabilities Act (ADA) requirements. The applicant's engineer should provide documentation of ADA compliance to District Development Review staff for review.
4. Replace any existing damaged curb, gutter and sidewalk and any that may be damaged during the construction of the proposed development. Contact Construction Services at 387-6280 (with file number) for details.

5. A license agreement and compliance with the District's Tree Planter policy is required for all landscaping proposed within ACHD right-of-way or easement areas.
6. All utility relocation costs associated with improving street frontages abutting the site shall be borne by the developer.
7. It is the responsibility of the applicant to verify all existing utilities within the right-of-way. The applicant at no cost to ACHD shall repair existing utilities damaged by the applicant. The applicant shall be required to call DIGLINE (1-811-342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.
8. Utility street cuts in pavement less than five years old are not allowed unless approved in writing by the District. Contact the District's Utility Coordinator at 387-6258 (with file numbers) for details.
9. All design and construction shall be in accordance with the ACHD Policy Manual, ISPWC Standards and approved supplements, Construction Services procedures and all applicable ACHD Standards unless specifically waived herein. An engineer registered in the State of Idaho shall prepare and certify all improvement plans.
10. Construction, use and property development shall be in conformance with all applicable requirements of ACHD prior to District approval for occupancy.
11. No change in the terms and conditions of this approval shall be valid unless they are in writing and signed by the applicant or the applicant's authorized representative and an authorized representative of ACHD. The burden shall be upon the applicant to obtain written confirmation of any change from ACHD.
12. If the site plan or use should change in the future, ACHD Planning Review will review the site plan and may require additional improvements to the transportation system at that time. Any change in the planned use of the property which is the subject of this application, shall require the applicant to comply with ACHD Policy and Standard Conditions of Approval in place at that time unless a waiver/variance of the requirements or other legal relief is granted by the ACHD Commission.

F. Conclusions of Law

1. The proposed site plan is approved, if all of the Site Specific and Standard Conditions of Approval are satisfied.
2. ACHD requirements are intended to assure that the proposed use/development will not place an undue burden on the existing vehicular transportation system within the vicinity impacted by the proposed development.

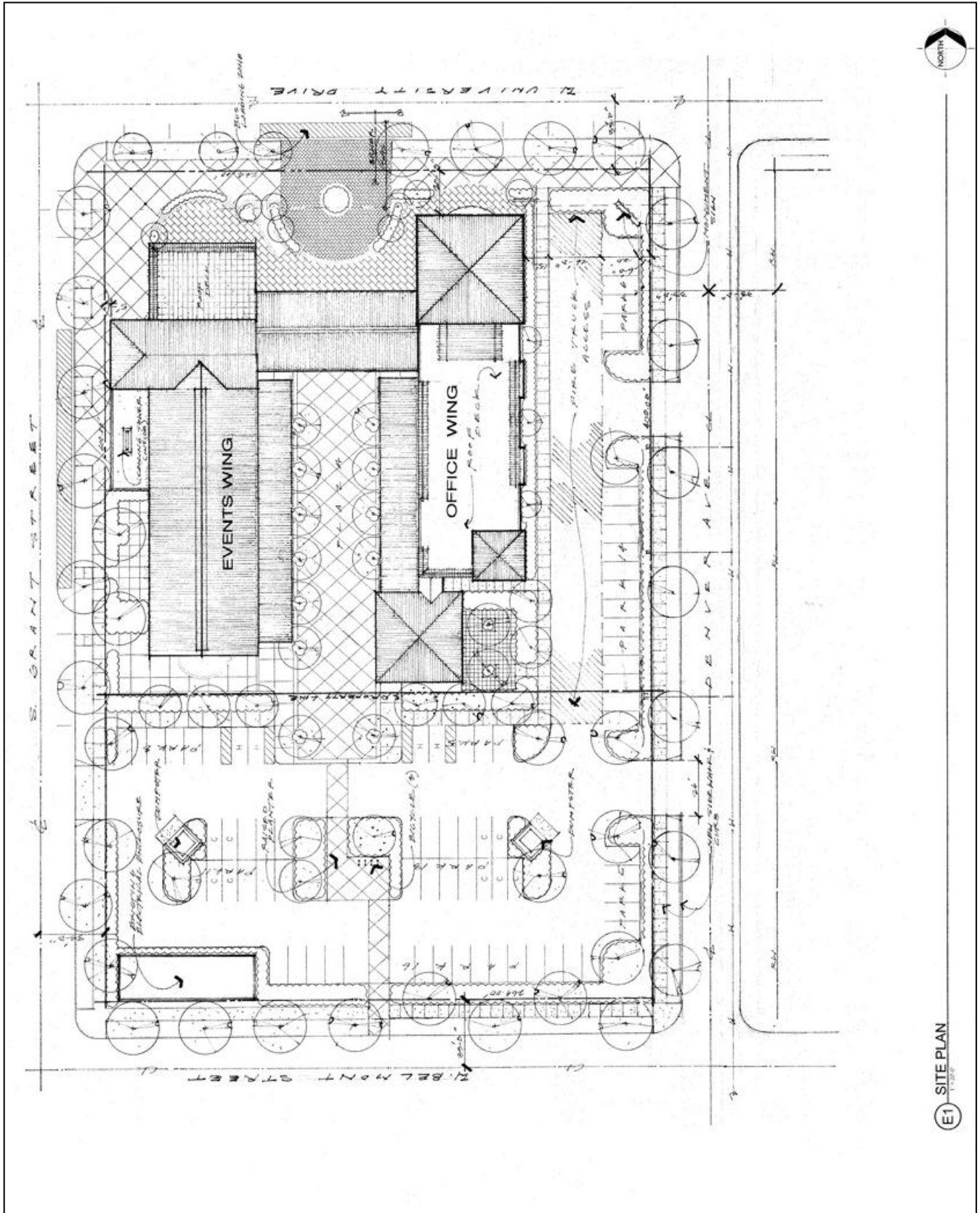
G. Attachments

1. Vicinity Map
2. Site Plan
3. Utility Coordinating Council
4. Development Process Checklist
5. Request for Reconsideration Guidelines

Vicinity Map



Site Plan



E1 SITE PLAN
1-2007

Ada County Utility Coordinating Council

Developer/Local Improvement District Right of Way Improvements Guideline Request

Purpose: To develop the necessary avenue for proper notification to utilities of local highway and road improvements, to help the utilities in budgeting and to clarify the already existing process.

- 1) **Notification:** Within five (5) working days upon notification of required right of way improvements by Highway entities, developers shall provide written notification to the affected utility owners and the Ada County Utility Coordinating Council (UCC). Notification shall include but not be limited to, project limits, scope of roadway improvements/project, anticipated construction dates, and any portions critical to the right of way improvements and coordination of utilities.
- 2) **Plan Review:** The developer shall provide the highway entities and all utility owners with preliminary project plans and schedule a plan review conference. Depending on the scale of utility improvements, a plan review conference may not be necessary, as determined by the utility owners. Conference notification shall also be sent to the UCC. During the review meeting the developer shall notify utilities of the status of right of way/easement acquisition necessary for their project. At the plan review conference each company shall have the right to appeal, adjust and/or negotiate with the developer on its own behalf. Each utility shall provide the developer with a letter of review indicating the costs and time required for relocation of its facilities. Said letter of review is to be provided within thirty calendar days after the date of the plan review conference.
- 3) **Revisions:** The developer is responsible to provide utilities with any revisions to preliminary plans. Utilities may request an updated plan review meeting if revisions are made in the preliminary plans which affect the utility relocation requirements. Utilities shall have thirty days after receiving the revisions to review and comment thereon.
- 4) **Final Notification:** The developer will provide highway entities, utility owners and the UCC with final notification of its intent to proceed with right of way improvements and include the anticipated date work will commence. This notification shall indicate that the work to be performed shall be pursuant to final approved plans by the highway entity. The developer shall schedule a preconstruction meeting prior to right of way improvements. Utility relocation activity shall be completed within the times established during the preconstruction meeting, unless otherwise agreed upon.

Notification to the Ada County UCC can be sent to: 50 S. Cole Rd. Boise 83707, or Visit iducc.com for e-mail notification information.

Development Process Checklist

Items Completed to Date:

- Submit a development application to a City or to Ada County
- The City or the County will transmit the development application to ACHD
- The ACHD **Planning Review Section** will receive the development application to review
- The **Planning Review Section** will do one of the following:
 - Send a **“No Review”** letter to the applicant stating that there are no site specific conditions of approval at this time.
 - Write a **Staff Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.
 - Write a **Commission Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

Items to be completed by Applicant:

- For **ALL** development applications, including those receiving a **“No Review”** letter:
 - The applicant should submit one set of engineered plans directly to ACHD for review by the **Development Review Section** for plan review and assessment of impact fees. (Note: if there are no site improvements required by ACHD, then architectural plans may be submitted for purposes of impact fee assessment.)
 - The applicant is required to get a permit from Construction Services (ACHD) for **ANY** work in the right-of-way, including, but not limited to, driveway approaches, street improvements and utility cuts.
- Pay Impact Fees prior to issuance of building permit. Impact fees cannot be paid prior to plan review approval.

DID YOU REMEMBER:

Construction (Non-Subdivisions)

Driveway or Property Approach(s)

- Submit a “Driveway Approach Request” form to ACHD Construction (for approval by Development Services & Traffic Services). There is a one week turnaround for this approval.

Working in the ACHD Right-of-Way

- Four business days prior to starting work have a bonded contractor submit a “Temporary Highway Use Permit Application” to ACHD Construction – Permits along with:
 - a) Traffic Control Plan
 - b) An Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, if trench is >50’ or you are placing >600 sf of concrete or asphalt.

Construction (Subdivisions)

Sediment & Erosion Submittal

- At least one week prior to setting up a Pre-Construction Meeting an Erosion & Sediment Control Narrative & Plan, done by a Certified Plan Designer, must be turned into ACHD Construction to be reviewed and approved by the ACHD Stormwater Section.

Idaho Power Company

- Vic Steelman at Idaho Power must have his IPCO approved set of subdivision utility plans prior to Pre-Con being scheduled.

- Final Approval from Development Services is required** prior to scheduling a Pre-Con.

Request for Appeal of Staff Decision

1. **Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the ROWDS Manager when it is alleged that the ROWDS Manager did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.

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.

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

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

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

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.