



Technical and Steering Committee Meeting
Thursday, July 12, 2007 10:00 A.M. to 12:00 P.M.
Ada County Highway District Auditorium
AGENDA

- I. **Consent Agenda (10:00-10:05 A.M.)**
 - a. **Approval of the June 7, 2007 Meeting Notes (to be distributed separately)**

- II. **Discussion Items**
 - a. **Update from the Area of City Impact Modification Process Subcommittee - Patricia Nilsson (10:05 -10:30 A.M.) (pg. 2-10)**

Patricia Nilsson will seek input from the Committee on the attached Area of City Impact Process draft.

 - b. **Update from the Public Outreach Subcommittee - (10:30 – 11:00 A.M.)**

Tricia Nilsson will provide an update on the public outreach “message mapping” activity which was held on July 10. Karen Doherty will also provide an update on her presentation to the Boise Metro Chamber of Commerce Board of Directors which will be held on July 12 at 7:30 am.

 - c. **Update from the Transit Ready/Mixed Use Compact Development Subcommittee – Kelli Fairless/John Cunningham (11:00-11:20 A.M.)**

A verbal update will be given by Kelli Fairless or John Cunningham on the subcommittee’s progress, focusing regarding the private sector review meeting held on June 28.

 - d. **Update of Open Space Subcommittee – Deanna Smith (11:20-11:30 A.M.)**

A verbal update will be given by Deanna Smith on progress of the Ada County Open Space Task Force. The Ada County Open Space Task Force website is located at <http://www.adaweb.net/departments/developmentservices/OPENSACETASKFORCE.asp>

Upcoming 2007 Technical and Steering Meetings are as follows:

- August 2, 10:00 AM – 12:00 PM, ACHD Auditorium
(Aug 2 meeting held in conjunction with Michael Lauer’s initial Adequate Public Facilities development review/capital planning service provider meetings)
- September 6, 2007, 10:00 AM – 12:00 PM, ACHD Auditorium
October 4, 2007, 10:00 AM – 12:00 PM, ACHD Auditorium
November 1, 2007, 10:00 AM – 12:00 PM, ACHD Auditorium
December 6, 2007, 10:00 AM – 12:00 PM, ACHD Auditorium

Blueprint for Good Growth - c/o Doherty & Associates – 575 E. Parkcenter Blvd, Suite 200 - Boise, ID 83706
Business (208) 336-0420 - Fax (208) 336-2407 – Email kdoherly@dohertyeng.com
www.blueprintforgoodgrowth.com

AREA OF CITY IMPACT PROCESS COMMITTEE

1. Establishment of a Planning Boundary

- a. Goal: Delineation of planning areas outside currently adopted areas of impact where sub area planning is desired and/or necessary by a city or county.
- b. Purpose: This boundary is created solely for the purposes of developing sub area plans and to establish communication protocols among the city, adjacent cities, and Ada County regarding development activity during the sub area planning process.
- c. Process: Since property rights are not affected by the establishment of the planning boundary, the boundary will be created through a Memorandum of Understanding among Ada County, ACHD, and the affected city or cities. The Memorandum of Understanding will include the following provisions:
 - i. Establish the planning boundary.
 - ii. Define the roles and responsibilities of the requesting city, the county, and other cities adjacent to or overlapping the planning boundary.
 - iii. Establish referral area for mutual notice of county and city rezone, land division, or conditional use applications of other city, county, or ACHD planning activities within the planning boundary. The planning area shall serve as a referral area. All county applications shall be transmitted to the appropriate city or cities for comment and review until a formal area of impact agreement takes effect after the completion of the sub area plan and/or the referral area is deemed unnecessary by both the requesting city and the county.
 - iv. Periodic review of sub area planning process and planning boundary.
 - v. Set a term of the Memorandum of Understanding.
 - vi. Set a deadline for the requesting city to distribute and seek review of sub area plan timeline, scope of work, and public participation plan. The public participation plan shall be incorporated by reference and shall become part of the Memorandum of Understanding once finalized by the city.
- d. Guidelines and/or Criteria:
 - i. There are not specified criteria regarding the sufficiency of a particular planning boundary, but generally they respect natural or man-made features, landforms, major transportation corridors, infrastructure constraints, and jurisdictional boundaries.
 - ii. The planning boundary shall include, at a minimum, area to accommodate twenty years of growth for the city.
 - iii. The planning boundary may include a portion of an existing planning boundary proposed by another city. Such city (or cities) shall be invited to participate in any subsequent sub area planning process proposed by the city.

iv. Proposed planning boundaries are shown on Appendix A.

2. City Sub Area Plan Scope of Work and Process

- a. Goal: City sub area plans that express the vision of the community after consideration of the needs and vision of affected cities and/or the county.
- b. Purpose: The purpose of this section is to provide criteria related on how to conduct the sub area planning process.
- c. Process:
 - i. Each city, as part of the sub are planning process, shall first develop a scope of work, timeline, and public participation plan for the sub area planning effort.
 - ii. The city shall invite the county and affected neighboring cities that have overlapping areas of impact, referral areas, or planning area boundaries to be stakeholders in the planning process and allow these stakeholders to review the plan timeline, scope of work, and public participation plan.
 - iii. The city shall take comments (requested modifications) and make necessary changes to accommodate such comments.
 1. Where there are conflicting suggestions, the city shall make note and accommodate the majority of the stakeholders.
 2. Where the city disagrees with a requested modification, the city shall make note of such objections and specifically note the reason for the objection.
- d. Guidelines and/or Criteria:
 - i. *[Moved to planning boundary section—ABC]*Sub area plans may include all or part of the planning area defined in Section 1. If the city decides to complete a sub area plan for only a part of the planning area, the city shall revise the Memorandum of Understanding to include a timeline for the completion of the sub area planning process for the balance of the planning area.
 - ii. A sub area plan can be an addendum or amendment to the existing city comprehensive plan or an independent plan. The city shall serve as the lead planning agency for the sub area planning process, notwithstanding the public engagement and involvement plan as set forth in the Memorandum of Understanding.
 - iii. *[Moved to planning boundary section—ABC]*The sub area plan shall address the 14 elements required under Idaho Code by specific discussion or by reference to an existing plan.
 - iv. The sub area plan shall include a fiscal component (e.g., adequate public facilities).
 - v. The sub area plan shall be consistent with the adopted county Parks and Waterways Open Space Plan and other regional open space, trails, or bikeway plans, including but not limited to the Ridge to Rivers plan.

3. County Sub Area Plan Scope of Work and Process

- a. Goal: County sub area plans that express the vision of the community after consideration of the needs and vision of affected cities.
- b. Purpose: The purpose of this section is to provide criteria related on how to conduct the sub area planning process.
- c. Process: The county, as part of the sub are planning process, shall first develop a scope of work, timeline, and public participation plan for the sub area planning effort.
- d. Guidelines and/or Criteria:
 - i. The county shall invite affected neighboring cities that have areas of impact, referral areas, or planning area boundaries within the study area to be stakeholders in the planning process and allow such stakeholders to review the plan timeline, scope of work, and public participation plan. The county shall take comments (requested modifications) and make necessary changes to accommodate such comments. Where there are conflicting suggestions, the county shall make note and accommodate the majority of the stakeholders. Where the county disagrees with a requested modification, the county shall make note of such objections and specifically note the reason for the objection.
 - ii. The sub area plan shall address the 14 elements required under Idaho Code by specific discussion or by reference to an existing plan. The sub area plan should make particular note of the open space component and fiscal component (e.g., adequate public facilities) given the relative importance of such items as noted through the Blueprint process.
 - iii. The County may propose changes to the existing Title 9 or intergovernmental agreement to have portions of their sub area plans integrated into the existing comprehensive plan with the area of city impact and cities.

4. Joint Workshop with Property Owners and Affected Residents. At this workshop, the requesting city and county staffs will:

- a. Describe the purpose of the meeting only in reference to area of city impact boundary, not land uses.
- b. Explain the implications of being included or excluded from the city's area of city impact.
- c. Summarize the process thus far.
- d. Solicit comments on the proposed area of city impact boundary, the conceptual future land use map, and other issues related to the implementation of the proposed plan.
- e. The Joint Workshop may be included as part of the city's public participation plan.

5. Area of City Impact Amendment Negotiation Process

- a. Goal: Predictable and timely review and adoption of sub area plans by the Board of County Commissioners.
- b. Purpose: Without timely review of cities proposed comprehensive plan changes, the lag time between the two governing units can be years. This creates uncertainty for property owners, invites criticisms of inefficient government bureaucracy, creates a feeling of mistrust in the community members involved in the planning efforts, and delays implementation of the city comprehensive plans.
- c. Process:
 - i. The city shall have 1 year following the joint workshop to submit a formal request for and area of city impact negotiation. Such request shall include:
 1. Map of existing city limits;
 2. Map of existing area of city impact;
 3. Map of approved planning area boundary (see Section 1);
 4. Map of proposed area of city impact;
 5. Map of the proposed future land use map with the proposed area of city impact boundary;
 6. Map of the proposed urban service planning area;
 7. Map of constrained lands with brief text explanation of such constraints.
 8. Land Use Analysis depicting a matrix (see Figure 1) of the current and future mix of land uses within the existing city limits, the existing area of city impact and the proposed area of city impact. This analysis shall be consistent with the documented sub area plan (see Section 2) and shall include at a minimum:
 - a. The acreage of vacant developable land (as determined by the requesting city) by land use designation.
 - b. The acres of underdeveloped land (as determined by the requesting city) by land use designation available for urban infill.
 - c. The acres of constrained land (as determined by the requesting city) by land use designation.
 - d. The future land use categories adopted for the existing comprehensive plan and the proposed sub area plan (if different).
 9. Growth Trends Analysis as provided by COMPASS or the requesting city. If the requesting city is not proposing to use COMPASS projections:
 - a. The city shall demonstrate, through building permit trends and/or platting activity that different projections are appropriate.

- b. The city shall also demonstrate the relative consistency of this historical trend data with the community's comprehensive plan.
 - 10. Long Range Capital Facilities Plan that has a 20-year horizon broken down in 5-year increments.
 - a. The requesting city shall document how the new facilities proposed in the sub area plan shall be phased (including time increments) to ensure that new facilities shall meet any adopted adequate public facilities ordinance.
 - b. The city shall also document needed changes to the five-year capital facility plans required to serve at least XX% of the development potential in the proposed area of city impact.
 - c. If the city does not provide the water, sewer, transportation, storm water, or public safety services, the city shall obtain a letter from such providers indicating sufficient capacity and the ability to fund and provide capital improvements consistent with the five-year capital facilities plan.
- ii. County Review of Area of City Impact Amendment Negotiation Request.
 - 1. Idaho Code 67-6526 and Idaho Code 55-5222 shall apply.
 - 2. Within seven days of submittal, county shall notify the requesting city of any deficient items listed in 4cii above. The purpose is to determine if the county has a complete application. Subsequent submittals by the requesting city shall also be reviewed within seven days. The county shall notify the requesting city in writing of the date the application is deemed complete.
 - 3. The county shall render a determination in writing with findings of fact and conclusions of law supporting its determination within 30 days of the date which the city's area of city impact formal request is deemed complete, as described in Section 2.

6. Intergovernmental Agreement and/or Title 9 Agreement.

- a. Goal: An agreement on the specific implementation guidelines and/or standards that the county would apply to developments proposed within an area of city impact or within overlapping areas of city impact.
- b. Purpose: Each area of city impact amendment shall require a concurrent intergovernmental agreement and/or amendment to their existing Title 9 Agreement for the purpose of detailing how the County will review development applications within their area of city impact. This city shall draft the initial agreement based on a template provided by the county and shall include but not be limited to:
 - i. Adopting all or portions of county sub area plans.
 - ii. Adopting all or portions of the city's comprehensive plan.
 - iii. Adopting all or portions of the city's zoning and/or subdivision code.
 - iv. Adopting all or portions of the city's design guidelines and/or standards.
 - v. Developing new zoning ordinance standards through the use of overlay districts.
- c. Process:
 - i. The intergovernmental agreement shall be ratified at a joint public hearing of the applicable elected officials of the city (or cities) and the county. The agreement does not require review and approval by the Ada County Planning and Zoning Commission.
 - ii. Following adoption of the intergovernmental agreement, the Ada County Development Services staff shall schedule any necessary text or map amendments for the next available hearing with the Ada County Planning and Zoning Commission to occur no later than six months from adoption of the agreement.
- d. Guidelines and/or Criteria: The intergovernmental agreement and/or Title 9 amendment shall address the following:
 - i. Reference to an adopted city ordinance that prohibits the city from annexing any land outside its area of city impact, or extending any municipal services into a neighboring city's area of city impact (unless such extensions are part of an existing contractual agreement between the affected cities and/or service providers.
 - ii. The proposed frequency of modifications to future area of city impact adjustments. Either party may initiate such modifications.
 - iii. The process and conditions that would justify an exigency consideration to adjust the area of city impact prior to the proposed frequency. For example a public/ private partnership that advances the infrastructure forward.

7. Joint Meeting of City Council and the Board of County Commissioners.

- a. The purpose of the joint meeting shall be to discuss the proposed intergovernmental agreement and any potential issues related to processing the necessary comprehensive plan and/or zoning ordinance text and/or map amendments. Potential issues shall include but not be limited to:
 - i. Did the city follow the agreed-upon scope of work, timeline, and public participation plan for the sub area planning effort? If no, has the city adequately informed the county, adjoining local governments, and affected service providers within the land identified in the sub area plan and the proposed area of city impact?
 - ii. Does the proposed area of city impact avoid creating islands, corridors, or irregular boundaries, unless these areas are designated or reserved for open space or regional facilities?

- b. The meeting may be waived with agreement by both parties.

Figure 1: Example of Land Use Analysis Matrix

Land Use Designation	Vacant Land (in acres)			Underdeveloped Land (in acres)			Constrained Land (in acres)			Total
	City Limits	AOCI	Expansion	City Limits	AOCI	Expansion	City Limits	AOCI	Expansion	
Very Low Residential										
Low Residential										
Medium Residential										
High Residential										
Mixed Employment										
Office										
Mixed Use Commercial										
Mixed Use Residential										
Commercial										
Industrial										
Public/Quasi-Public										
Total Acres										
% of Total										