



Technical and Steering Committee Meeting
Thursday, June 7, 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 April 25, 2007 Meeting Notes (to be distributed separately)**

- II. **Action Items**
 - a. **Adequate Public Facilities Task Order – Karen Doherty (10:05-10:20 A.M.) (pg. 3-9)**

The group is asked to provide a recommendation to the Consortium relative to contracting with Planning Works (Michael Lauer) regarding the attached scope for adequate public facilities work. Michael Lauer will be providing a clarifying supplemental memo (to be distributed separately) which provides additional description of the ordinance templates.

Boise, Meridian, Eagle, and the Ada County Highway District have passed resolutions supporting the development and implementation of adequate public facilities requirements. Ada County and Garden City should be adopting similar ordinances in the near future.

- III. **Action Items**
 - a. **Update of Open Space Subcommittee – Deanna Smith (10:20-10:30 A.M.)**

A verbal update will be given by Deanna Smith on progress of the Ada County Open Space subcommittee.

 - b. **Update from the Transit Ready/Mixed Use Compact Development Subcommittee – Kelli Fairless (10:30-11:00 A.M.) (pg. 10-14)**

A verbal update will be given by Kelli Fairless on the subcommittee's progress. The background paper on public outreach is attached for review and comment.

 - c. **Update from the Area of City Impact Modification Process Subcommittee - Patricia Nilsson (11:00 -11:20 A.M.) (to be distributed separately)**

A verbal update will be given by Patricia Nilsson on the committee's progress. A supplemental information paper will be distributed separately.

 - d. **Update on ACHD's TLIP Process – Don Kostelec and Andy Mortenson (11:30 -11:55 A.M.)**

A verbal update will be given by Don Kostelec and Andy on the progress.

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IV. **Action Items**

- a. **Recommendation of Steering Committee membership for Phase II
(11:55 A.M. – 12:00 P.M.) (pg. 15)**

Refer to attachment.

Upcoming 2007 Technical and Steering Meetings are as follows:

July 12, 10:00 AM – 12:00 PM, ACHD Auditorium

August 8, 10:00 AM – 12:00 PM, ACHD Auditorium

Memo

To: Karen Doherty
 From: Michael Lauer, AICP – Principal
 Date: May 30, 2007
 Re: Revised Scope of Services

I've incorporated the suggested changes to the attached scope of services. Below is a detailed budget to document the projected time and travel costs required for each task.

In response to concerns about duplicating prior Phase II tasks, the only task that overlaps work that I've previously billed for is Task 1. The hours that I've allocated for this task, which will primarily take place in Ada County, will be used to supplement and update previously collected system data and to develop a mutual understanding of the impacts of the APFO on each local government's existing development review procedures and standards.

Detailed Budget

Task	Task Description	MJL	BK	BGP	Trips	Totals
1	Orientation and Data Supplements	36	4	2	1	42
2	Steering Committee Workshop 1	12		2	1	14
3	Steering Committee Workshop 2	16		8	1	24
4	Consortium Workshop 1	16		8		24
5	Focus Groups	16		12		28
6	Level of Service Standards	6	4	20		30
7	Initial Determinations	6	4	16		26
8	Capital Improvements Assessment	6	4	16		26
9	Steering Committee Workshop 3	16		4	1	20
10	Consortium Workshop 2	16		4		20
11	Public Workshop	16		36		52
12	Final Synthesis Report	16			1	16
13	APFO Template	30				30
14	Steering Committee Workshop 4	16			1	16
15	Consortium Workshop 3	16				16
16	Administrative Procedures and Forms	16		30		46
	Total Hours	256	16	158	6	430
	Costs	\$38,400	\$1,600	\$20,540	\$7,200	\$67,740

MJL Michael Lauer - Principal
 BK Brian Kelly - GIS Manager
 BGP Bruce Peshoff - Principal

Scope of Services

Analysis, Technical Documentation and Adequate Public Facilities Ordinance (APFO) Template¹ Development.

Task 1. Orientation and Data Supplements

The objectives of this task are to identify the major issues that will affect the development and implementation of the APFO. CONSULTANT will schedule a three-day trip to Ada County to conduct the following meetings, which shall be coordinated by the Project Manager. Two weeks prior to the meeting, CONSULTANT will provide a questionnaire identifying information that attendees should bring to each meeting.

1. Development Review/Capital Planning Meetings. Applicable staff involved in the preparation of capital improvements plans for sewer, water, transportation and stormwater facilities and the review/tracking of subdivision applications, construction plans, planned development/planned community applications, and multi-family and commercial site plan applications for:
 - a. Ada County
 - b. City of Boise
 - c. City of Eagle
 - d. City of Garden City
 - e. City of Kuna
 - f. City of Meridian
 - g. City of Star
 - h. ACHD
 - i. Idaho Transportation Department
 - j. Irrigation Districts
2. Service Provider Meetings. Applicable staff involved in reviewing development applications and preparing capital improvement programs for the following service providers:
 - a. School Districts
 - b. Fire Protection Services

Meetings: eleven (11) one-hour meetings

Product: Draft Synthesis Report Summarizing existing development review procedures, existing level of service standards, capital planning procedures and service areas that must be integrated into the APFO. The Synthesis Report will highlight key decisions that will need to be made prior to completing an APFO. While the primary focus of this project is to implement APF provisions for transportation facilities, the synthesis report will highlight considerations

¹ The templates will be in ordinance form, but each local government will need to adjust the format of the provided ordinances.

applicable to water, sewer, stormwater, fire protection and school facilities, including existing level of service standards used by each applicable jurisdiction and the status of capital planning for each facility.

Task 2. Steering Committee Meeting 1

Consultant will facilitate a meeting of the project Steering Committee² to outline key regulatory policy decisions that will need to be resolved through the APFO. Where applicable, Consultant will identify the policy recommendations addressed in BGG policies.

Meeting: One (1) meeting to be scheduled in conjunction with the trip for the meeting in Task 1.

Task 3. Steering Committee Workshop 2

Consultant will present the results of Task 1 and highlight the implications of existing development review standards and procedures on an APFO for transportation. Where conflicts exist or changes to existing development review processes are required, Consultant will identify and facilitate discussion of optional strategies to resolve the conflict or change the development review process. Consultant also will present recommendations for adjustment to existing levels of service standards.

Meeting: One (1) meeting to be conducted on same trip as the meetings for Tasks 4 & 5.

Task 4. Consortium Workshop 1

Consultant will present the results of Tasks 1-2 to the Consortium and outline significant regulatory and policy decisions that the Technical/Steering Committee have made or are in the process of evaluating.

Meeting: One (1) meeting to be conducted on same trip as the meetings for Tasks 3 & 5.

Task 5. Focus Group Sessions

Planning Works will conduct up five our focus group sessions with community leaders, builders and developers to gather input from key stakeholders on the development, adoption and implementation of adequacy requirements for transportation..

Meetings: Five Focus Group sessions with key stakeholders to be conducted on the same trip as the meetings for Tasks 3 & 4.

² The project Steering Committee should be comprised of representatives from the BGG Steering and Technical Committee to provide continuity in this process. These groups have an understanding of past BGG progress, have good working relationships and represent most key stakeholders. Supplemental membership may be necessary to ensure that each stakeholder group has active representation.

Task 6. Level of Service Standards Determinations

Based on results from the Transportation/Land Use Integration Project (TLIP)³, Consultant will summarize recommended level of service (LOS) standards for transportation facilities. Consultant will update LOS standards in the Synthesis Report based on feedback from each service provider and local government. Consultant will forward this information to applicable service providers for written comments prior to completion of Task 7.

***Product:** Preliminary Level of Service Standards recommendations memorandum identifying appropriate level of service standards for transportation facilities based on the location and type of facility.*

Task 7. Initial Determinations Summary

The consultants shall make initial determinations of the following provisions for inclusion in the APFO

- **Procedural Requirements of Adequate Public Facilities Ordinance**
 - the most appropriate points in the various development approval processes when transportation and school APF assessment, commitment of capacity and mitigation should be applied;
 - the duration of capacity reservations;
 - coordination of the determination of facilities adequacy and mitigation with other aspects of the development approval process;
 - applicable categories of development or development approvals;
 - land use types or development approvals that should receive preferential treatment;
 - provisions for waivers, exemptions or appeals from adequate public facilities requirements;
 - mitigation requirements;
 - conditions that may be attached to a favorable adequate public facilities determination, including, but not limited to, deferral of development, phasing of development, reduction in density/intensity of development, and mitigation by the developer of public facility deficiencies;
 - adequate public facilities review and monitoring procedures; and
 - integration of development review and adequacy determination with the development approval process.

- **Applicable Level of Service Standards** - reasonable and appropriate level of service standards for essential public facilities identified in the Blueprint for Good Growth.

³ Consultant will rely on TLIP consultants to develop transportation LOS standards. Other LOS standards will be based on existing codes and service capacities identified by service providers.

Product: Memorandum recommending levels of service for water, sewer, fire protection, stormwater and transportation facilities and documenting key assumptions used to develop the recommended level of service standards.

Task 8. Establishment of Initial Capital Improvements Assessment and Capacity Baseline.

Based upon the initial determination of applicable level of service standards Consultant shall provide a template for service providers to document existing public facility demands and capacities, and project future public facility demands and capacity needs. This template will require:

- Service providers to document data quantifying current demands and capacities, which shall be based upon operational facilities presently in existence and facilities and services funded for completion within the time period in which capacity is to be assessed.
- Local governments to quantify existing development that generates demands for development and already approved, yet un-built development that is likely to generate demands during the time period in which capacity is to be assessed.
- ACHD to identify constrained transportation corridors that will not be achieve desired level of service standards through existing state or local capital improvements plans.

Product: Memorandum outlining the methodology for defining existing transportation system capacity, planned capacity, existing demand, committed demand and constrained corridors.

Task 9. Steering Committee Workshop 3

Consultant will facilitate a workshop with the Committee to present the results of Tasks 6 through 8 prior to finalizing the Synthesis Report.

Meeting: One (1) meeting with the Steering Committee to be conducted in conjunction with the trip for Task 10.

Task 10. Consortium Workshop 2

Consultant will present the findings of Tasks 1-8 and facilitate a discussion of key regulatory policy implications for each jurisdiction.

Meeting: One (1) meeting with the Consortium to be conducted in conjunction with the trip for Task 9.

Task 11. Final Synthesis Report.

Consultant will update the synthesis report summarizing the conclusions resulting from Tasks 1-8 and recommending an appropriate adequate public facilities system and structure for BGG member jurisdictions. The primary focus of the report will be on transportation facilities, but report information will provide background supporting local efforts to refine water, sewer and stormwater

management APFOs. Technical/Steering Committee members will be provided with a two-week review period to submit comments prior to the initiation of Task 12.

Product: Synthesis Report on APFO Policy Issues

Task 12. Public Workshop.

In conjunction with task 14, Consultant will facilitate a community information meeting on the status and assumptions behind the APFO. Focus group attendees and the general public will be invited to this informational session and be given the opportunity to comment and ask questions about APFO implementation.

Meetings: One (1) meeting with interested citizens.

Task 13. Draft APFO Template

Consultant will draft:

1. a template for school APFOs that highlights policy options that are available for each school district;
2. a template for water, sewer, stormwater and fire protection APFOs that highlights policy options that are available for each local government;
3. a model APFO for transportation; and
4. a sample interlocal agreement for implementation of transportation APFOs.

The drafts will include sample whereas clauses, section headings, standard regulatory language to be used in each jurisdiction's ordinance and descriptions of options and provisions that will need to be added by each jurisdiction.

Product: APFO Template that should serve as the model APFO for each local government. Accompanying the APFO draft will be a sample interlocal agreement that should serve as the model ILA between each local government, COMPASS, ACHD and ITD.

Task 14. Steering Committee Workshop 4.

Consultant will facilitate a meeting of the Committee to discuss the draft APFO documents from Task 13 and, for issues that are local options or unresolved issues, the steps required for each jurisdiction to adopt and implement the ordinance.

Meeting: One (1) meeting with the Steering Committee to be conducted in conjunction with the trip for Task 15.

Task 15. Consortium Workshop 3

Consultant will summarize questions and comments from Task 12 and provide an overview of the transportation APFO implications for each jurisdiction.

Meeting: *One (1) meeting with the Consortium to be conducted in conjunction with the trip for Task 14.*

Task 16. Draft Administrative Procedures and Forms

Consultant will develop sample administrative procedures and forms necessary for implementation of the adequate public facilities system on a daily and on-going basis. Administrative procedures and forms will address the following:

- Application for preliminary determination
- Application for final determination
- Adequate public facilities review (internal for local government)
- Adequate public facilities review (external for independent agencies)
- Determination of facility capacity
- Reservation of facility capacity
- Determination of adequacy of public facilities
- Applicable conditions (i.e. deferral, required phasing of development, reduction in density/intensity of development, mitigation)
- Exemptions from the adequate public facilities determination
- Waivers
- Appeals
- Time limits for reviews and processing
- Submission requirements
- Annual monitoring of development approval, facility capacity committed and facility capacity remaining
- Procedure for changes in level of service standards (annual)

Product: *APFO Forms which should be used as a model for each local government to evaluate the completeness of applications for findings of adequate transportation facilities.*

Task 17. Adoption Support

Consultant can provide assistance during the adoption process for any individual jurisdiction on a time and expense basis.

Creating Transit Ready Development

Public Outreach Process

Background Paper

- Purpose:** Create a process and a forum that both informs and seeks input from the public and private sector regarding how to achieve planning¹ objectives.
- Raising awareness with planning staff regarding the needs of developers and how their efforts can implement objectives found in adopted plans
 - Raising awareness in the development community of the adopted planning policies and their potential role in implementation.
 - Identification of gaps in our collective ability to achieve plan objectives
 - Develop consensus on alternative approaches in the planning and development sectors to close identified gaps in achieving planning objectives.
- Why:**
1. Raise awareness of objectives in regional plans.
 2. Raise awareness regarding how the development community can support the success of planning objectives.
 3. Establish a dialog with developers, planning and zoning commissions, local elected officials, and other key stakeholders to incorporate transit supportive design elements in future developments along key regional corridors.
 4. Expand the involvement of key development stakeholders in the community dialogue needed to successfully integrate transportation into land use decision-making.
- Target Audience**
- Commercial and residential developers
 - Planning and zoning commissions
 - Local planning staff
 - Public safety staff
 - Local elected officials
 - Financial institution leaders
- Sponsors:**
- Urban Land Institute
 - Valley Regional Transit
 - COMPASS
 - Blue Print for Good Growth

When: June 2007 – May 2008

Process:

- Three separate small group forums targeting key stakeholder/decision-maker groups (see attached)
- Public education forums held through the Urban Land Institute that allow for the target stakeholder groups to learn and communicate together about the benefits and barriers to achieving plan objectives

How

- Form a steering committee that will assist with the planning and coordination of the hosted meetings and public forums
- Develop communication strategies pertaining to expected outcomes
- Complete a project report

Suggested actions:

- Define timeline, milestones and deadlines
- Assign tasks:
 - Determine Steering Committee members
 - Define expected outcomes
 - Develop budget
 - Determine and develop resource materials
 - Determine and secure presenters
 - Presenters and presentation topics
 - Determine logistics and procure location, meals, etc.

Expected outcome: A well organized, educational, publicized process that is well attended by targeted members of the development community and those who participate at the public level in the development process. The development of alternative approaches to ensure implementation of the objectives in existing regional plans.

¹Plans to be included in this effort are, at a minimum those below. Other plans, notably the comprehensive plans....:

1. Communities in Motion – Ada and Canyon Counties (adopted...)
The regional long range transportation plan....
2. Treasure Valley in Transit – Ada and Canyon Counties
3. Transportation and Land Use Integration Plan – Ada County, Canyon??

Steering Committee Timeline

June 1, 2007

- Develop list of meeting materials and make assignments
- Set a meeting with developers on BGG Steering Committee to review concepts for public outreach materials and get feedback
- Discuss timeline and objectives for the small targeted meetings

June 15, 2007

- Review draft materials being created for the various forums
- Discuss steering committee timeline and meeting schedule
- Finalize process for seeking private sector input on the materials developed for the meetings

June 22 (or sometime that week)

- Review materials with small group of developers from BGG Steering Committee

June 29, 2007

- Finalize formats for support materials
- Finalize timeline for meeting schedules
- Review draft of public education forums topics and objectives for each forum

July 13, 2007

- Discuss and confirm objectives and details for hosted meeting forum with developers and other private sector stakeholders
- Develop facilitators questions for discussion segment of the meetings
- Finalize process for securing hosted meeting participants
- Finalize invitations and meeting materials

July 27, 2007

- Discuss and confirm objectives and details for front porch forum with neighborhoods, business leaders, regional chambers members, etc.)
- Develop facilitators questions for discussion segment of the meetings
- Finalize process for securing front porch forum meeting participants
- Finalize invitations and meeting materials

August 10 and 24, 2007

- Discuss and confirm objectives and details for local officials forums
- Develop talking points and strategies for securing participation from key leaders in the valley
- Develop facilitators questions for discussion segment of the meetings
- Finalize process for securing meeting participants
- Finalize invitations and meeting materials

September 7, 2007

- Conduct a dry run for all the materials for the hosted meetings and the front porch forums

- **Public Outreach on Mixed-Use and Compact Development Guidelines**

Hosted Meetings

September 2007 through January 2008

- Target Audience:
- Commercial Developers
 - Residential Developers
 - Financial Institutions
 - Large Employers (*here or below?*)
 - Legislators (*here or below?*)

Process:
Small group meetings with developers, hosted by a peer within the development community to discuss how the private sector can engage and participate in creating development guidelines and establishing a development environment that encourages transit supportive features in developments. Distribute “What we Learned” Report.

Front Porch Forums

September 2007 through May 2008

- Target Audience:
- Neighborhood Associations
 - Homeowner Associations
 - General Public
 - Chambers of Commerce
 - Large Employers (*here or below?*)
 - Legislators (*here or below?*)

Process:
A neighborhood association or interested group hosts a meeting with their members or constituents. The group is taken through some educational materials. A facilitator takes them through a series of questions designed to get their thoughts and concerns on transit friendly development from a neighborhood perspective. Distribute “What we Learned” Report

Local Officials Workshops

March 2008 through August 2008

- Target Audience:
- Local elected officials
 - Planning and Zoning officials
 - Planning staff

Process:
Working sessions with local officials designed to educate them about transit friendly development standards and the evolution of transit services in a community. There will be emphasis on the importance of design and working early in the process with key stakeholders to allow for innovative and creative solutions to neighborhood and development concerns. Distribute “What we Learned” Report

Public Education Forums

September 2007 through August 2008

- Target Audience:
- All stakeholders
 - Public

ULI Partnering Opportunities:
1. First week of October 2007, an event on “Infrastructure”. The keynote would be a ULI senior fellow and we would provide copies of a new ULI report on infrastructure investment worldwide and nationally. The report really provides a focus to the infrastructure crisis. Following the keynote, we would hope to have local representatives speak to infrastructure solutions. A special outreach would be to legislators.

2. In January 2008, an event on “sustainability” and what does it mean to the development industry from three

perspectives: social, fiscal and environmental. This is great opportunity to showcase transit as a benefit.

3. In March 2008, ULI will repeat the housing trends conference.

These three public forums would include a guest speaker and/or panel discussions on topics of interest pertaining to mixed-use and compact development. The speakers will be technical experts in transit oriented development or policy-makers and business leaders from other regions where development guidelines have been implemented.

Possible Topics

- Why Integrate Land use and Transportation?
- Financing Transit Ready Development
- Lessons Learned from other regions
- Following up on the ULI advisory panel report on ACHD when it is published in September 2006
- Program around APF ordinance with some perspectives of other areas who have adopted similar ordinances
- Hosting a panel on “What does Blueprint mean to me?” from the perspective of a CEO, small business person, developers and neighborhood representative.

Expected Outcomes

- Informed stakeholders
- Engaged developers, citizens, and decision-makers with a better understanding of the connection between land-use and successful transportation services
- Community buy-in for transit friendly design elements
- Consensus on alternative approaches to fulfilling objectives in existing regional plans.
- Design guideline manual that can be used by local officials and the development community to inform the development process.

Materials/Tools

Mixed Use Development Picture Matrix

Technical matrix to tie land use with transit services

Glossary of terms

How is parking related to the evolution of transit

Transit Technologies and types of services

Presentation on the current plans and the vision and reality of the future if we do nothing

Why should we integrate land use and transportation (why is business as usual not going to help us achieve our vision)

Meeting invitations

Facilitators guide



MEMORANDUM

TO: Blueprint for Good Growth Steering Committee

FROM: Karen Doherty, P.E. – Project Coordinator

DATE: June 1, 2007

RE: **Vacant Positions on the Steering Committee**

ACTION REQUESTED:

The vacancies on the Steering Committee were discussed at the previous meetings. The following suggestions for replacements have been made. **Confirmation of these nominations by the joint Steering and Technical Committees is sought at the June 7 meeting.** These nominations will then be discussed at the June 7 Consortium.

Affordable Housing (1 vacancy)

- Nominations still sought.

Agriculture (1 vacancy)

- Clay or Josie Erskine, Peaceful Belly

Chambers (1 vacancy)

- Teri Bath, Eagle Chamber of Commerce

Large Employers (1 vacancy)

- Rob Miller, HP

Urban Redevelopment (2 vacancies)

- Pam Sheldon, CCDC
- Sean Wardle, MDC