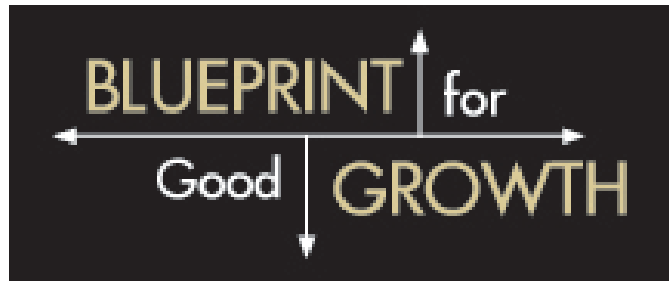




**Technical and Steering Committee Meeting**  
**Thursday, June 7, 2007 10:00 A.M. to 12:00 P.M.**  
Ada County Highway District Auditorium

***SUPPLEMENTAL INFORMATION***

1. April 25, 2007 Meeting Notes (pg. 2-7)
2. Supplemental Memo (June 4, 2007) from Michael Lauer re: Adequate Public Facilities (pg. 8)
3. Area of City Impact Modification Process Status (pg. 9-16)



## ***Countywide Land Use and Transportation Guide Plan Meeting Minutes***

**Technical and Steering Committee Meeting – Ada County Highway District  
Wednesday, April 25, 2007 9:00 a.m. to 11:00 a.m.**

**Attendees:** See attached

### **CONSENT AGENDA**

#### **b. Approval of the April 5, 2007 Meeting Notes**

The minutes were approved.

### **DISCUSSION ITEMS**

#### **a. Adequate Public Facilities Status**

Michael Lauer reviewed the scope and deliverables as distributed to the committee. He indicated that school adequate public facilities ordinances were discussed during Phase I and will not be fully implemented at this time based on the school district suggestions. BGG will take advantage of Michael's school adequacy knowledge to "lay a roadmap" for this work. Michael stressed that APFs are not a growth strategy, they are a "safety net" for areas where new demands exceed capacity.

Participants discussed interaction between ACHD's Transportation and Land Use Integration Project (TLIP) and Blueprint for Good Growth. Tricia Nilsson cautioned that context sensitivity be coordinated with street width requirements including fire and safety needs within urban areas. Anna Canning requested a meeting with the TLIP consultants during their next visit to discuss fire equipment needs versus roadway width requirements.

Attendees discussed the status of the draft APF support resolution. Meridian passed a revised version of the resolution last night; language will be distributed to other jurisdictions for their use. Jurisdictions expressed reservations about incorporating full Phase I approval into the resolutions. Recommendations were made to suggest that jurisdictions tailor the language to their needs. The Consortium will discuss resolution timing this afternoon; many felt that the month of May will be needed to finalize the resolutions.

Michael summarized the scope discussion by stressing that there will be large information requirements that individual jurisdictions will need to supply to Michael for his APF work. He stressed this is a large task for each jurisdiction and he needs full cooperation to allow this task to be done efficiently. He indicated he will need individual information from each jurisdiction to establish baseline level of service and will work with

ACHD's TLIP team to gather the level of service for the transportation network.

Discussion occurred regarding projects in the "pipeline". These demands need to be quantified for review in the demand area. Participants thought that COMPASS has this information in a central location. Steve Price indicated that ACHD is measuring this information as well. COMPASS is reviewing plat "expiration" on a quarterly basis.

Michael reviewed the final ordinance deliverable. He indicated it will be a template for use by the jurisdictions; he cautioned that the template will not be codified for each individual jurisdiction. He also will provide draft checklist forms to be used in the development review process.

#### **b. Impact Fee Review**

Participants discussed incentives for projects that promoted the Blueprint for Good Growth principles. Clay Carley noted that the current impact fee schedule from ACHD does not incentivize infill and urban redevelopment projects. Steve Price indicated that the ACHD Commission fully supports creation of exempt zones and supports projects that reduce demand on the transportation network, i.e. Trip capture. Participants thought that a review of this impact fee methodology was being performed as part of the TLIP process so the work effort should not be duplicated by the Blueprint for Good Growth process.

#### **c. Update of Open Space Subcommittee**

Deanna Smith provided the update from the recent Ada County Task Force meetings. She indicated that Ada County's work is parallel to the principles of Blueprint for Good Growth and that the BGG subcommittee is in a "holding pattern" waiting for specific work assignments. Several subcommittees are being created within the County Task Force and she thought some specific work products will be fleshed out soon on which Blueprint for Good Growth can provide support. Deanna asked for input on Task Force deliverables; Anna requested information on open space usage as urban separators. Michael suggested a parallel issue from Telluride that may be reviewed here in Ada County; Michael will supply information to Deanna.

#### **d. Mixed Use Compact Development Subcommittee**

Kelli Fairless provided a document summarizing the public outreach activities proposed by this subcommittee (attached). These include hosted meetings, front porch forums, local officials workshops, and public education forums.

Participants suggested that the local officials workshops be targeted to Planning and Zoning officials and planning staffs. Discussion occurred that input beyond the Consortium level should be sought.

Private partnerships for this public outreach was discussed, especially with ULI. Participants noted that the private sector was challenged during the Sun Valley meeting to assist with implementation. In-kind work such as hosted meetings, visual and brochure creation, and keynote speakers could be provided by ULI. Ray Stark noted the Chamber's willingness to assist with front porch forums. Deanna indicated that Idaho Smart Growth is willing to support these involvement tasks especially where "cross-pollination" occurs with neighborhood groups and developers. She suggested early interaction so that initial understanding of issues and challenges could occur prior to the public education forum. ULI could be helpful in this early collaborative efforts as well.

Deanna suggested that time spent educating the public about already adopted plans could be beneficial, especially regarding adopted planning related to transit. Tricia suggested utilizing the tier maps to target involvement from those around planned activity centers.

**d. Access Management and Corridor Preservation Subcommittee**

Dean Gunderson provided the update. ITD has a draft of the access management policy on which Phil Coate was soliciting input. Draft requests can be sent to Phil. Gary Allen suggested a large public involvement campaign for this work. The BGG subcommittee is currently on-hold waiting for results from the TLIP and ITD/COMPASS Corridor projects so that efforts are not duplicated. The committee will reconvene this summer to review draft deliverables and augment with other identified needs after the draft reviews are finished.

**ACTION ITEM**

**a. Recommendation of Steering Committee Membership for Phase II**

Pete Wagner/DEQ was confirmed to fill the environmental interest vacancy.

**OTHER DISCUSSION**

**a. Outreach Campaign**

Participants suggested revitalizing the outreach campaign for Blueprint for Good Growth. This was a topic of high interest at the recent Sun Valley Leadership conference. ULI District Council could be utilized as an outreach tool as well as the Chamber. Participants stressed the need for Chamber backing of the project. Karen Doherty to invite participants to engage in a Speakers Bureau or similar forum to solicit input and comments.

The meeting was adjourned at 11:05.

# Blueprint for Good Growth

Committee: TECHNICAL & STEERING

Date: APRIL 25, 2007

Name	Contact Number	Representing
MARK WASDAHL	334-8344	ITD
<del>GERRY ARMSTRONG</del>	287-7922	ADA COUNTY
Patricia Nilsson	384.3842	BOISE CITY
Chris Danley	397 6202	ACHD
Kat McCarthy	388-2565	Idaho Power
Bob Tamilton	761.8009	UM / SMMCAR
Clay Carley	345-7852	CON DEV
John Lee	362-7329	United Water
Deanna Smith	344-2261	ISG
Ruby German	922-4550	Agriculture
Gary Allen	388-1200	Neighborhoods
RAY STARK	472-5225	CHAMBERS
ANNA CANNING	884-5533	MERIDIAN
Nichol Baird Spencer	939-0887	Eagle
Charlie Bawn	921-0195	Ada Land Soil & Water Cons.
Michael Lauer	816 516 7094	Planning Works
Richard Cook	287-7903	Ada County
Don Gunderson	287-7944	Ada County Dev. Serv.
Karen Doherty	336-0420	B66
Sharon Gollivan	388-3868	Landowners
KUSS DAVE	867-8184	ADA COUNTY AGRI. REACTORS
Paul Fitzer	331-1800	Eagle Council
JASON ROWLEY	286-0259	PRIVATE CITIZEN / MPA STUDENT
Mewe Price	387-6112	ACHD

## **Public Outreach on Mixed-Use and Compact Development Guidelines** **Blueprint for Good Growth TOD Subcommittee**

### **Hosted Meetings**

Target Audience:

- Commercial Developers
- Residential Developers
- Financial Institutions

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.

### **Front Porch Forums**

Target Audience:

- Neighborhood Associations
- Homeowner Associations
- General Public

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.

### **Local Officials Workshops**

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

### **Public Education Forums**

Target Audience:

- All stakeholders
- Public

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.

**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
- Design guideline manual that can be used by local officials and the development community to inform the development process.

# Memo

To: Karen Doherty  
 From: Michael Lauer, AICP – Principal  
 Date: June 4, 2007  
 Re: Revised Scope of Services

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This memo responds to the request to modify the APFO scope to prepare separate ordinances for each jurisdiction in lieu of a model for use by all jurisdictions. The only way to cut the existing budget is to reduce stakeholder participation. I believe that this would be a mistake that would reduce the quality and political viability of the ordinance. As I've previously, stated, the model I propose will be tailored to the local governments in Ada County, but will not be integrated into each individual jurisdiction's municipal code. To be effective, each of the ordinances will need relatively consistent provisions. I've drafted the following FAQs to clarify my draft scope.

**What will we get for this investment?** Three key products that are essential for implementation of a transportation APFO:

- Synthesis report documenting the assumptions and policy issues addressed in the ordinance. This document is essential to demonstrate that local governments have been diligent in examining the data and policy options.
- Model APFO that will be nearly ready for adoption. (see next question)
- A draft interlocal agreement addressing procedures and standards to be followed in implementing the APFO.

**Why do we need so many meetings?** The meetings fall into two categories,

- information gathering, which will be essential to ensure that procedures and standards work with existing standards and procedures;
- consensus building, which will develop agreement on key policy options; and
- information dissemination, which will be used to ensure that stakeholders understand the implications of APFO implementation.

**What will need to be done prior to adopting the ordinance?** Each local government will need to adjust section references for their own codes, insert signature blocks, and conduct public hearings prior to adopting the model ordinance. The model may identify some local options for selected provisions that do not require uniformity. While I could add this to my scope, adding these tasks for 7 separate local governments would dramatically increase the budget.

**What will need to be done prior to adopting the interlocal agreement?** Prior to adopting the interlocal agreements, the cities, Ada County, Ada County Highway District, ITD and COMPASS will need to insert signature blocks, ratify the terms of the agreement and supplement the agreement with any additional provisions or references that are appropriate to the agreement. As drafted the agreement will cover all necessary procedures and standards for implementing transportation APF for each jurisdiction.

If you have any other questions, please do not hesitate to contact me. I should be available during your meeting if the airlines maintain their flight schedules.



## **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.



## **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.

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**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										
<b>Total Acres</b>										
<b>% of Total</b>										