

Policy Statement

Board Policy 2023-01

Adopted: February 27, 2023
By: COMPASS Board of Directors
Last Revised: None
Supersedes: COMPASS Fiscal Impact Tool Use Policy (Policy No. 2021-02)
 COMPASS Development Review Protocol (2018)

COMPASS Development Review Policy

1. Background

In 2014, COMPASS launched a Development Review Checklist to evaluate whether land developments are consistent with the goals of *Communities in Motion* (CIM), the regional long-range transportation plan for Ada and Canyon Counties. To better estimate expected revenues and costs to local governments as a result of new development, COMPASS began providing fiscal impact analyses of projects as part of the development review process in 2021. This policy outlines the triggers and process for COMPASS to conduct development reviews for COMPASS member agencies. The information provided as part of COMPASS' development review process is not intended to be prescriptive, but to provide input based on regional CIM goals.

2. Triggers for Development Review

COMPASS will run analyses for projects based on triggers described in Table 1.

Table 1: Development Review Triggers

Application Type	Triggers*	Reporting
Subdivision, conditional use permit, preliminary plat, annexation, and/or rezone	Receipt of a development application for 100 residential units or more	COMPASS Development Review Checklist, Fiscal Impact Analysis
	Receipt of a development application for 100,000 square feet or more of retail or office; or 250,000 square feet or more of industrial space; or any combination of residential units, retail, office, or industrial space that does not trigger a review but may impact the regional transportation system, as determined by COMPASS staff.	COMPASS Development Review Checklist, Fiscal Impact Analysis

Application Type	Triggers*	Reporting
Scenario planning, comprehensive plan update	Upon request (see Section 3.c for more detail)	Fiscal Impact Analysis as negotiated by COMPASS and recipient
Final plat applications, variances, height exceptions, landscape plans, etc., or applications that do not require land entitlement public hearings	None	None

* COMPASS will complete an additional checklist for a previously analyzed project if changes exceed Table 1 triggers or more than one year has passed since a checklist was last submitted. For cities under 10,000 residents, COMPASS will conduct a Development Review Checklist on all new applications received, regardless of size. A fiscal impact analysis will be conducted based on staff discretion.

3. Requests

- a) Developments not meeting the triggers established in Table 1 will be reviewed upon written request.
 - o A COMPASS Board member may request a development review for any location inside or outside of the jurisdiction of the requesting agency.
 - o A COMPASS member agency staff member may request a development review for proposals within the jurisdiction of the requesting agency.
- b) Development review requests from member agencies shall be accompanied by a transmittal letter via hard copy or email that includes the name, size, type, and location of the development, relevant information to assist in the review (such as a site plan and/or a copy of the development application), the requested response date, and the scheduled date of the public hearing.
- c) Fiscal impact analysis requests from member agencies shall be accompanied by a letter via hard copy or email that includes a project description; specific quantities and location of households and/or non-residential square footage; and the requested analysis date. Additional information may be requested by COMPASS staff as needed. The deliverable will then be negotiated between COMPASS staff and the requesting agency.
- d) COMPASS member agencies may opt out of receiving fiscal impact analyses for all or specific development applications via written request by a COMPASS Board member or Regional Transportation Advisory Committee member and submitted to the COMPASS Executive Director.

4. Fiscal Impact Analysis

A fiscal impact analysis provides an approximation of the fiscal impact of development. It should not be used as an absolute decision-making tool, but as an additional data point in the development review process to help communities understand site-specific fiscal impacts and evaluate how land use changes cumulatively impact the long-term fiscal sustainability of a community. Changing economic conditions, housing values, and development schedules could impact the results of the analysis. The fiscal impact analysis software is proprietary; thus, the software itself cannot be shared. The inputs and methodology are provided on the COMPASS website. COMPASS staff are available to explain the inputs and methodology of the fiscal impact analysis software to member agency staff upon request.

5. Agency Coordination

- a) COMPASS staff will coordinate with other relevant transportation agencies including highway districts, the Idaho Transportation Department, and Valley Regional Transit.
- b) COMPASS will copy development review correspondence to affected agencies such as highway districts, cities, counties, Valley Regional Transit, and the Idaho Transportation Department, as appropriate.
- c) COMPASS will complete the development review and transmit correspondence within 15 business days upon receipt of a development application. This deadline may be adjusted per agreement of the requesting member agency and COMPASS staff. If a public hearing is scheduled to take place before the deadline, COMPASS will notify the member agency of the conflict. Development reviews will be transmitted electronically.
- d) COMPASS staff will be available for verbal testimony at public hearings upon request of the hearing body and contingent upon five business days' notice. COMPASS staff will accommodate late requests whenever possible.

6. Oversight

- a) The COMPASS Demographic Advisory Workgroup will annually review the list of completed development reviews.
- b) The COMPASS Regional Transportation Advisory Committee will review changes to the COMPASS Development Review Policy as well as fiscal impact input data assumptions and outputs on a periodic basis to recommend improvements to the process and tool.

Recommended by Regional Transportation Advisory Committee: January 25, 2023