Communities in Motion (CIM) Development Review Checklist User Guide

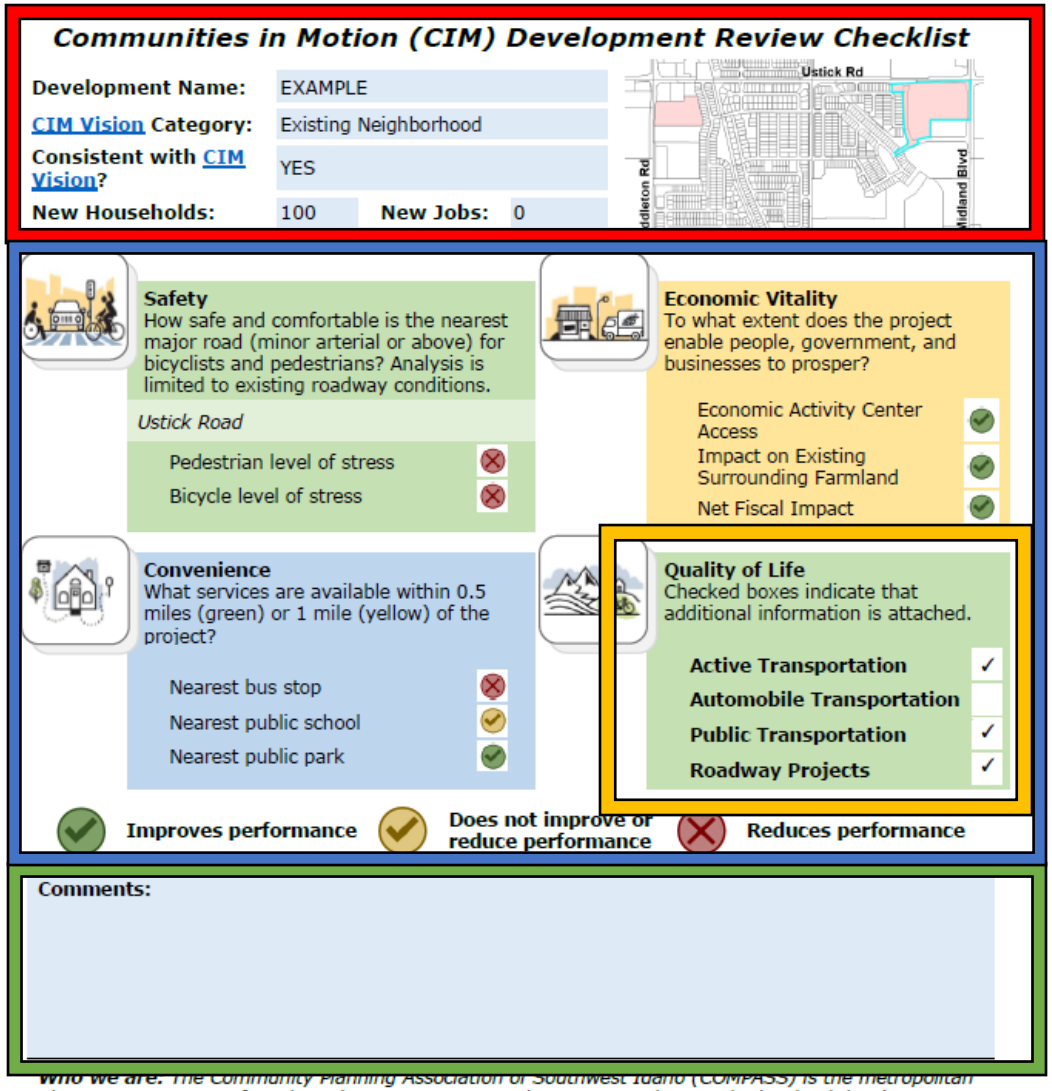
Contents

Introduction

The Community Planning Association of Southwest Idaho (COMPASS) is the metropolitan planning organization for Ada and Canyon Counties, Idaho. Since 2014, COMPASS has provided development review checklists for local governments to evaluate whether projects are consistent with the goals of *Communities in Motion* (CIM), the regional long-range transportation plan for Ada and Canyon Counties. Past checklists are available here: https://compassidaho.org/development-review/

These checklists are not intended to be prescriptive but provide input to decision-makers to help guide development toward aligning with the regional vision identified by COMPASS member agencies. This User Guide explains the methodology and performance metrics used in the most current version of the COMPASS Development Review Checklist. Please note that COMPASS only reviews developments that meet triggers described in the *COMPASS Development Review Policy*[i].

1 |Development Review Checklist Template



Communities in Motion (CIM) Development Review Checklist

Development Name: EXAMPLE

CIM Vision Category: Existing Neighborhood

Consistent with CIM Vision? YES

New Households: 100 **New Jobs:** 0

Safety
How safe and comfortable is the nearest major road (minor arterial or above) for bicyclists and pedestrians? Analysis is limited to existing roadway conditions.

Ustick Road

- Pedestrian level of stress
- Bicycle level of stress

Economic Vitality
To what extent does the project enable people, government, and businesses to prosper?

- Economic Activity Center Access
- Impact on Existing Surrounding Farmland
- Net Fiscal Impact

Convenience
What services are available within 0.5 miles (green) or 1 mile (yellow) of the project?

- Nearest bus stop
- Nearest public school
- Nearest public park

Quality of Life
Checked boxes indicate that additional information is attached.

- Active Transportation ✓
- Automobile Transportation
- Public Transportation ✓
- Roadway Projects ✓

Improves performance | Does not improve or reduce performance | Reduces performance

Comments:

Who we are: *The Community Planning Association of Southwest Idaho (COMPASS) is the metropolitan planning organization for Ada and Canyon Counties. This review evaluates whether land developments are consistent with Communities in Motion, the regional long-range transportation plan for Ada and Canyon Counties. This checklist is not intended to be prescriptive, but rather a guidance document. Past checklists are available online. See the* ***Development Review User Guide*** for more information on the red, yellow, and green checklist thresholds.

Sent: 2/28/23

www.compassidaho.org
info@compassidaho.org

COMPASS
COMMUNITY PLANNING ASSOCIATION of Southwest Idaho

Key Project Information
Key project information is shown at the top. "±" shows that household or job numbers are estimated.

Performance Measures
COMPASS uses color-coded indicators to show whether the proposed development improves performance toward regional goals of "Safety," "Convenience," and "Economic Vitality."

Green- improves performance
Yellow - does not improve/reduce performance
Red - reduces performance

Descriptions of the thresholds for performance measures are included in Section 2.

Additional Information
Checkmarks indicate that either a Complete Network Appendix (Section 3) or Capital Project sheet (Section 5) is attached.

Comments
Comments are developed in coordination with Valley Regional Transit staff and based on the most recent *Communities in Motion* long-range transportation plan, the COMPASS *Congestion Management System Plan* and the *COMPASS Complete Network Policy*.

2| Performance Measures

"Safety," "Convenience," "Economic Vitality," and "Quality of Life" are four goal areas established in *Communities in Motion 2050*.

For the first three of these, color-coded indicators in the checklist show whether the proposed development improves performance toward regional goals (green), does not improve or reduce performance (yellow), or reduces performance (red). Below are detailed descriptions of the thresholds established for each performance measure.

Safety

Bicycle and Pedestrian Level of Service: Is the adjacent roadway corridor safe and comfortable for bicyclists and pedestrians?

Level of Stress (LOS) uses the presence of multimodal infrastructure (bike lanes, sidewalks, etc.), number of vehicle lanes, and travel speeds to measure how safe and comfortable a bicyclist or pedestrian would feel on a corridor. The LOS metric measures and scores corridors on a 1 to 4 scale; a LOS level 1 corridor would be safe and accommodating, while a level 4 corridor would be uncomfortable or even dangerous. If a project does not request access to a roadway classified as a minor arterial and above, no LOS will be calculated and the measure will be shown as N/A.

	Bicycle Level of Stress Score
	1-2
	3
	4
N/A	Project does not request access to a minor arterial or above

	Pedestrian Level of Stress Score
	1-2
	3
	4
N/A	Project does not request access to a minor arterial or above

Convenience

Nearest Bus Stop: Is the development within walking distance of a bus stop?

Nearest Public School: Is the development within walking distance of a public school?

Nearest Park: Is the development within walking distance of a public park?

One-half mile is generally considered a "walking distance" from a destination. Thus, developments within 0.5 mile of a bus stop, public school (including a public charter school), or public park provide more transportation choices for residents. Locations between 0.5 and 1 mile from a destination are still conceivably within walking distance, while locations more than 1 mile away are not considered to be a convenient walking distance from the development.

	Distance to the Nearest Bus Stop
	Within ½ mile
	Within ½ - 1 mile
	1+ mile

	Distance to the Nearest Public School
	Within ½ mile
	Within ½ - 1 mile
	1+ mile

Note: Only public schools (including public charter schools) are included in this analysis.

	Distance to the Nearest Public Park
	Within ½ mile
	Within ½ - 1 mile
	1+ mile

Economic Vitality

Economic Activity Center Access: How close is the development to an economic activity center?

Economic activity centers are concentrations of residential and commercial areas, such as downtowns, office parks, and shopping centers. They represent the highest densities and most diverse land uses in the region and support a robust mix of transportation modes. Regional activity centers are identified in the *Communities in Motion 2050* Vision for Growth and Transportation[ii] – the forecasted growth allocation for Ada and Canyon Counties by the year 2050. If a development is close to an activity center, residents will have access to a greater range of services and transportation choices.

	Distance to the Nearest Activity Center
	Within 2 miles
	Within 3 miles
	4+ miles

Impact on Existing Surrounding Farmland: Is the project proposed in an area that is predominately farmland?

Farmland preservation is a regional objective identified in *Communities in Motion 2050*[iii]. This measurement identifies the amount of prime farmland that exists near the proposal. Please note that it does not calculate whether the development converts farmland to developed land.

	Amount of Prime Farmland Near the Development
	Development is not within 0.25 miles of prime farmland
	Development is within 0.25 miles of prime farmland, but less than 1,000 acres of farmland exists within a one-mile buffer
	Development is within 0.25 miles of prime farmland, and more than 1,000 acres of farmland exists within a one-mile buffer

Note: 0.25 mile buffer = 125.6 acres, 1-mile buffer = 2,009.6 acres.

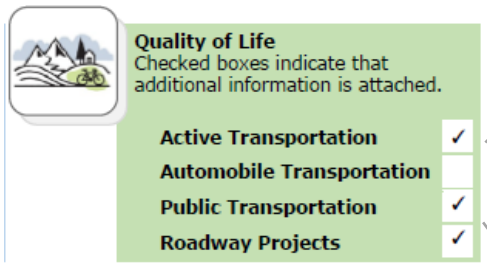
Net Fiscal Impact: How much time will it take for the development to "break even"?

Fiscal impact analysis is based the type and location of development and the expected public revenues and expenditures associated with the proposal. The COMPASS Fiscal Impact Tool[iv] measures the amount of time it takes for a city, county, school district, or highway district to fiscally "break even" on the development. The indicator is based on the cumulative combined fiscal impact for those four types of public organizations.

	Years Required to "Break Even"
	0-5
	6 and above
	Does not break even

Quality of Life

The goal of area of "Quality of Life" is the only goal measured qualitatively. Qualitative assessment and recommendations are included as appendices to the Development Review Checklist.



If either **Active Transportation**, **Automobile Transportation**, or **Public Transportation** boxes are checked, this means that recommendations from the Complete Network Appendix are attached. See Section 3 for more information on the Complete Network Appendix.

If the **Roadway Projects** box is checked, this means that capital projects (long-term or short term) are located nearby the site and additional information on those projects are attached. See Section 5 for more information on the Capital Projects appendix.

3| COMPASS Complete Network Appendix

To progress towards the regional goal of "Quality of Life," COMPASS provides decision-makers recommendations based on the *Complete Network Policy*[v] as well as principles in the *COMPASS Congestion Management System Process*[vi].

There are three categories of recommendations:

- **Active Transportation** - Recommendations to adjust land use to support bicycle/pedestrian transportation or improve/provide bicycle/pedestrian infrastructure
- **Automobile Transportation** – Recommendations to improve access and parking management
- **Public Transportation**- Recommendations to adjust land use to support public transportation or improve/provide public transportation infrastructure

These recommendations are not intended to be prescriptive but provide input to decision-makers to help guide development toward aligning with the regional vision identified by COMPASS member agencies. See the template on the following page:

Complete Network Appendix

Checkmarks (✓) below indicate suggested changes to a site plan, based on the COMPASS Complete Network Policy (No. 2022-01). Both the Complete Network Policy and site-specific suggestions are intended to better align land use with identified transportation uses in the corridor. Please see the Complete Network map for primary and secondary uses for roadways (minor arterial and above) in Ada and Canyon Counties.

Corridor Name:	Ustick Road
Primary Use:	N/A
Secondary Use:	Public Transportation, Freight

Land Uses to Support Bicycle and Pedestrian Transportation

✓ Provide sidewalks and pathways between horizontal mixed use areas to promote walking and biking between areas.

✓ Place residential uses near services such as parks, schools, grocery stores, or employment centers.

✓ Place higher-density residential uses close to employment, bus service, schools, or parks.

Bicycle and Pedestrian Infrastructure

✓ Provide sidewalks, crosswalks, and micropaths to connect destinations

✓ Provide an improved pathway along a rail corridor as a transportation and recreational option

✓ Site pathways and sidewalks as directly as conditions allow or provide wayfinding signs

✓ Apply traffic calming measures to discourage speeding on local roads

✓ Provide sufficient and covered bike parking near destinations

✓ Reduce street lengths to discourage speeding on local roads

Land Use to Support Public Transportation

✓ Guide new development to areas planned for growth in the long-range plan forecast so that transportation infrastructure can keep up with new demand

✓ Provide more than 8 housing units per acre; or a combination of 25 total persons (population + jobs) per acre, near future transit stops

✓ Orient buildings toward potential transit corridors, with parking on the back side rather than the street side

✓ Where appropriate, cluster buildings near intersections to consolidate transit stops and street crossings

✓ Incorporate retail and other uses into the development, drawing customers both from the transit-oriented development and nearby areas

The COMPASS-compiled catalog of Transit Oriented Developments in the *Communities in Motion Implementation Guidebook* provides examples of how higher-density development can integrate in existing neighborhoods.

Public Transportation Infrastructure

- ✓ Locate bus stop amenities in areas that are expected to generate the most ridership, such as near employment centers, residential areas, retail centers, education centers, or major medical facilities
- ✓ Site a park and ride facility or set aside several stalls for park and ride via a memorandum of understanding (MOU)
- ✓ Provide sidewalks and/or bike paths designed to meet the needs of all users (including elderly, children, and individuals with disabilities) to connect development to transit stops
- ✓ Provide bicycle parking that includes covered bike racks at transit stops; ensure it does not conflict with vehicular or pedestrian travel
- ✓ Provide shelters, benches, trash receptacles, lighting, and landscaping to enhance the overall comfort and attractiveness of transit; ensure amenities do not block pathways, sidewalks, or bike lanes
- ✓ Include doors with 32 inches of clear passage space, and at least one zero-step entrance and accessible bathroom on the main floor to support those with limited mobility
- ✓ Provide annual bus passes to employees or residents through the Valley Regional Transit Regional Pass Program: https://www.valleyregionaltransit.org/group-pass-programs
- ✓ Use Valley Regional Transit's *Bus Stop Location and Transit Amenities Development Guidelines* for siting new bus stops and reviewing current and bus stops
- ✓ Use Valley Regional Transit's *Bus Stop Typology: Kit of Parts* to review current bus stops

Access Management

- ✓ Space access points (driveways or cross streets) to increase the distance between potential conflict points
- ✓ Provide more access on lower functionally classified roads, such as collectors, and less on arterials, to facilitate efficient and safe through movement
- ✓ Provide cross or shared access to reduce the need for excessive access on major roads
- ✓ Ensure access points are designed with a turning radius that accommodates freight access where appropriate
- ✓ Separate freight movement from customer movement by locating loading bays on the back side rather than the street side
- ✓ Provide stub roads to help enable future connections between properties and reduce the need for access to high-speed, high-volume roadways
- ✓ Provide adequate driveways and drive-through queues to ensure that when a vehicle leaves a roadway it does not affect traffic on the roadway or access to businesses

More information is available in the *COMPASS Access Management Toolkit* and the *COMPASS Access Management Business Guide*.

Parking Management

- ✓ Arrange parking near destinations to limit the amount of circling for nearby parking spaces and create multiple smaller parking lots rather than large parking lots
- ✓ Provide shared parking between multiple users or destinations that have different peak periods. For example, office buildings traditionally need day-time parking while restaurants need space later in the evening.
- ✓ Improve walking and cycling infrastructure to make them feasible alternatives to driving and parking
- ✓ Add landscape islands and designated walking paths to enable safe and comfortable paths to businesses
- ✓ Ensure parking setbacks at alleys and access points preserve the turning radii required for freight access to loading docks
- ✓ Promote vigorous enforcement of 'no parking' zones in loading bays and near alleys and access points

4| Fiscal Impact Analysis

The Fiscal Impact Analysis was added to the COMPASS Development Review Checklist in 2021 and evaluates the expected revenues and costs to local governments as a result of the proposed project. Data used includes local government budgets, capital improvement plans, existing and future services, and a variety of demographic factors for each land use prototype. If any of these factors change, it will alter the results; therefore, data for the Fiscal Impact Tool is updated every few years. Results are also reported using color-coded indicators: green – breakeven in 0-5 years, yellow- breakeven in 6 years to 20 years, red – does not break even in 20 years.

See template on the following page:

Fiscal Impact Analysis

Below are the expected revenues and costs to local governments from this project. The purpose of this analysis is to help the public, stakeholders, and the decision-makers better manage growth. Capital and operating expenditures are determined based on service and infrastructure needs, including persons per household, student generation rates, lot sizes, street frontages, vehicle trip and trip adjustment factors, average trip lengths, construction values, income, discretionary spending, and employment densities.

Net Fiscal Impact by Agency

✗ City	✓ County
✓ Highway District	✗ School District

Breakeven point across all agencies: 1 year

Additional Information:

-

Disclaimer*: This tool only looks out 20 years and does not include replacement costs for infrastructure, public utilities, or unfunded transportation needs in the project area. More information about the COMPASS Fiscal Impact Tool is available at:* https://compassidaho.org/fiscal-impact-tool/

5| Capital Projects Appendix

Each update of the long-range transportation plan includes funded projects and unfunded needs. Identifying funding sources for both funded and unfunded projects is ongoing. When funding for a project is budgeted, the project is shown in the *Transportation Improvement Program*[vii]. The intent of including these projects is to inform decision-makers on where ongoing transportation investment is most likely to happen. See template on the following page:

Long-Term Funded and Unfunded Capital Projects

CIM Priority Corridor:	Ustick Road (Midland Boulevard to Star Road)

EXAMPLE: Widening Ustick Road (Midland Boulevard to Star Road) to five lanes with curb, gutter, sidewalks, and bike lanes is the number 3 local system priority in *Communities in Motion 2050* and is unfunded.

More information on transportation needs and projects based on forecasted future growth is available at:
https://compassidaho.maps.arcgis.com/apps/instant/portfolio/index.html?appid=6c1eebca233d49c4935825136f338fac

Short-Term Funded Capital Projects

Middleton Road and Ustick Road, Roundabout, Caldwell

Regionally Significant: ☐ ☑ **Inflated**
Key # : 13487
Requesting Agency: City of Caldwell
Project Year: 2023
Total Previous Allocations: $953
Total Programmed Budget: $4,444
Total Cost (Prev. + Prog.): $5,397

TIP Achievement:
System Performance
NHS-LOTTR
Safety

Project Description
Construct a roundabout to help traffic flow and congestion at the Middleton Road and Ustick Road intersection in the City of Caldwell.

Funding Source STBG-U — **Program** Local Hwy - Urban — **Local Match** 7.34%

Cost Year*	Preliminary Engineering	Preliminary Engineering Consulting	Right-of-Way	Utilities	Construction Engineering	Construction	Total	Federal Share	Local Share
2023	0	0	0	0	719	3,725	4,444	4,118	326
Fund Totals:	$0	$0	$0	$0	**$719**	**$3,725**	**$4,444**	**$4,118**	**$326**

Source: *The* COMPASS Transportation Improvement Program (TIP). *The TIP is a short-range (seven-year) budget of transportation projects for which federal funds are anticipated, along with non-federally funded projects that are regionally significant and is available at:* https://compassidaho.org/transportation-improvement-program/

[i] COMPASS, *Development Review Policy,* February 2023, https://compassidaho.org/wp-content/uploads/COMPASSDevelopmentReviewPolicy.pdf
[ii] COMPASS, *Communities in Motion 2050 Vision for Growth and Transportation,* n.d., https://cim2050.compassidaho.org/regional-vision/cim-2050-vision/
[iii] COMPASS, *CIM 2050 Goals and Objectives,* n.d., https://cim2050.compassidaho.org/cim-2050-goals/
[iv] COMPASS, *Fiscal Impact Analysis Tool,* n.d., https://compassidaho.org/fiscal-impact-tool/
[v] COMPASS, *COMPASS Complete Network Policy,* December 2021, https://compassidaho.org/wp-content/uploads/completenetworkpolicy_final_dec2021_2022.pdf
[vi] COMPASS, *2022 Congestion Management System Process – Technical Document,* April 2022, https://compassidaho.org/wp-content/uploads/2022CongestionManagementSystemTechnicalDocument.pdf
[vii] COMPASS, *Transportation Improvement Program, n.d.,* https://compassidaho.org/transportation-improvement-program/