

## COMPASS Development Review Protocol

1. The purpose of the Development Review Protocol is to standardize when and how COMPASS staff conduct technical development reviews as a service to member agencies.
2. COMPASS will conduct three types of development reviews.
  - a. Type I: Influential Developments.
    - i. Developments that will generate more than:
      - 100 residential units,
      - 35,000 square feet of retail space,
      - 50,000 square feet of office space,
      - 70,000 square feet of industrial space, or
      - any combination of the previous thresholds.
    - ii. Developments smaller than the thresholds established above but increasing direct, vehicular access demand on an arterial or expressway.
    - iii. Applies to land development applications such as conditional use permits and rezones where specific quantities of households and/or square footage are proposed or can be calculated.
    - iv. The COMPASS review will complete a *Communities in Motion 2040* Development Checklist.
  - b. Type II: Comprehensive plan changes and other proposals with policies related to *Communities in Motion* goals or objectives.
    - i. Applies to comprehensive plan changes, zoning ordinance amendments, and other land use and zoning proposals with policies directly related to *Communities in Motion* goals or objectives.
    - ii. The COMPASS review will complete a letter to indicate which *Communities in Motion* goals the revisions support or conflict and a completed *Communities in Motion 2040* Policy Checklist.
  - c. Type III: Area of City Impact Amendment requests.
    - i. Applies to Area of City Impact amendments.
    - ii. The COMPASS review will comprise:
      1. Buildout demographics (population, households, and jobs by type),
      2. Travel demand model results and impacts such as volume per roadways, speed and congestion, travel time to/from major destinations,
      3. Related transportation impacts such as complete streets level of service and economic impacts on employment and growth.

3. COMPASS will not review final plat applications, variances, height exceptions, landscape plans, etc. or applications that do not require land entitlement public hearings.
4. Developments not meeting the thresholds established in item #2 will be reviewed upon written request.
  - a. A COMPASS Board member may request a development review for any location (inside or outside of the jurisdiction of the requesting agency).
  - b. A Demographic Advisory Committee (DAC) member may request a development review for proposals within their jurisdiction.
  - c. A note in the review letter will indicate the requesting agency.
5. 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 public hearing.
6. COMPASS staff will coordinate with other transportation agencies including relevant highway districts, state transportation departments, and Valley Regional Transit.
7. COMPASS staff will review and evaluate consistency with *Communities in Motion* and include the following information as appropriate:
  - a. A copy of the Area of Influence analysis, if applicable,
  - b. Functional classification of affected roadways,
  - c. Projected growth within the official *Communities in Motion* growth scenarios for the subject Traffic Analysis Zone (TAZ) and adjacent TAZs,
  - d. Location and proximity of the development to corridors listed in the current long-range transportation plan for improvement - funded, illustrative, or preservation,
  - e. Location and proximity of approved Transportation Improvement Program (TIP) projects near the subject property,
  - f. Access management and access location,
  - g. Complete Streets Level of Service scoring for automobile (inside Canyon County only), bicycle, pedestrian, and transit modes,
  - h. The Valley Regional Transit *Bus Stop Location and Transit Amenities Development Guidelines*,
  - i. Issues that affect *Communities in Motion 2040* performance measures, including land use, housing, health, economic development, community infrastructure, open space, and farmland.
8. COMPASS will copy development review letters to affected agencies such as highway districts, cities, counties, and Idaho Transportation Department as appropriate.
9. COMPASS staff will complete the development review and transmit correspondence within fourteen (14) business days after receipt of a development review request. This deadline may be adjusted per agreement

of the requesting member agency and COMPASS staff. Development review letters will be transmitted both electronically and via a letter. If a public hearing is scheduled to take place before the deadline, COMPASS will notify the requesting agency of the conflict.

10. COMPASS staff will be available for verbal testimony at public hearings upon request of the hearing body and contingent upon five (5) business days' notice for each application type. COMPASS staff will accommodate late requests whenever possible.
11. The COMPASS Demographic Advisory Committee will annually review the list of development reviews.

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