

## **COMPASS Development Review Protocol** (Revised October 29, 2018)

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 development reviews for:
  - a. Developments that will generate more than:
    - 50 residential units,
    - 50,000 square feet of retail, office, or industrial space, or
    - any combination of residential units or retail, office, or industrial space.
  - b. Land development applications such as conditional use permits, preliminary plats, and rezones where specific quantities of households and/or square footage are proposed or can be calculated. COMPASS will not review final plat applications, variances, height exceptions, landscape plans, etc., or applications that do not require land entitlement public hearings.
3. Developments not meeting the thresholds established in section two 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 Workgroup member may request a development review for proposals within their jurisdiction.
  - c. A note in the review letter will indicate the requesting agency.
4. 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.
5. COMPASS staff will coordinate with other relevant transportation agencies including highway districts, the Idaho Transportation Department, and Valley Regional Transit.
6. COMPASS will copy development review letters to affected agencies such as highway districts, cities, counties, and the Idaho Transportation Department as appropriate.
7. COMPASS staff will complete the development review and transmit correspondence within 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 reviews will be transmitted electronically. If a public hearing is scheduled to take place before the deadline, COMPASS will notify the requesting agency of the conflict.

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

Revision to the COMPASS Development Review Protocol

Recommended by the COMPASS Demographic Advisory Workgroup on October 17, 2018.

Recommended by the COMPASS Regional Transportation Advisory on October 24, 2018.

COMPASS Executive Director Approval

By:   
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Matthew J. Stoll  
Executive Director

Date: 10/29/2018