



PUBLIC PARTICIPATION COMMITTEE

Monday, May 12, 2014, 10:00 a.m. to 12:00 p.m.

Community Planning Association

700 N. East 2nd Street, 2nd Floor Conference Room, Meridian

Notice: This packet contains only the documents listed with an asterisk (*) in the agenda. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.

AGENDA

I. AGENDA ADDITIONS/CHANGES

10:00

II. OPEN DISCUSSION/ANNOUNCEMENTS

10:01

III. CONSENT AGENDA

10:02

- *A. Approve December 12, 2013 Meeting Summary *pages 2-4*

N. Stern

IV. INFORMATION/DISCUSSION ITEMS

10:05

- *A. Development Review Protocol with Checklist *pages 5-9*

C. Miller

10:25

- *B. COMPASS Integrated Communication Plan *page 10*

A. Luft

10:40

- C. Recap/Debrief of CIM 2040 Public Participation Process *page 11*

A. Luft

V. OTHER

- A. Next Meeting: TBD

VI. ADJOURN

***Enclosures Times are approximate. Agenda is subject to change.**

T:\FY14\800 System Maintenance\820 Committee Support\PPC\Agenda\Agenda051214.docx

700 N. East 2nd Street,

Suite 200

Meridian, ID 83642

P. 208.855.2558

F.208.855.2559

www.compassidaho.org

The Public Participation Committee will encourage community involvement in transportation planning issues in the Community Planning Association of Southwest Idaho.

The Public Participation Committee will encourage commur.
Transportation planning issues in the Community Planning Assoc.....

PUBLIC PARTICIPATION COMMITTEE MEETING

December 5, 2013

COMPASS

700 NE 2nd St., Suite 200

Meridian, Idaho

**** Meeting Summary ****



ATTENDEES: Rebecca Lemmons
Amy Luft, COMPASS
Jeff Madsen
Jeanette Ross
Deanna Smith, **Vice Chair**
Nicole Stern, **Chair**
Kristi Watkins

MEMBERS ABSENT: Miguel Gaddi
Chris Lavelle
Scott Lowe
Ross Mason
John McClellan
Josh Wilson

OTHERS PRESENT: Liisa Itkonen, COMPASS
Carl Miller, COMPASS
Jessica Wilson, COMPASS

CALL TO ORDER:

Chair Stern called the meeting to order at 3:00 p.m.

I. AGENDA ADDITIONS/CHANGES

None.

II. OPEN DISCUSSION / ANNOUNCEMENTS

None.

III. CONSENT AGENDA

A. Approve August 8, 2013 Meeting Summary

Deanna Smith moved and Rebecca Lemmons seconded that the meeting summary of August 8, 2013, be accepted. The motion passed unanimously.

700 N. East 2nd Street,

Suite 200

Meridian, ID 83642

P. 208.855.2558

F.208.855.2559

www.compassidaho.org

IV. ACTION ITEMS

A. Select 2014 Officers and Committee Representatives

Nicole Stern was re-elected to serve as PPC's Chair. There being no other nominations, the nominations were closed.

Jeff Madsen was nominated to serve as PPC's Vice Chair. There being no other nominations, the nominations were closed.

The Committee agreed to have the following representation on COMPASS standing Committees:

- DAC – Jeannette Ross
- RGAC – Kristi Watkins and Miguel Gaddi
- TMAC – Jeff Madsen
- RTAC – Deanna Smith

Deanna Smith moved and Kristi Watkins seconded to approve the 2014 PPC officers and committee representatives above. There being no further discussion, the motion was unanimously approved.

B. Suggested Change to PPC Meeting Schedule

Amy Luft said that COMPASS staff propose a change to the meeting schedule for 2014 as a "trial run" to determine if it better meets the needs of COMPASS staff and makes better use of PPC members' time. The details of the proposal are:

- The PPC will meet on an as-needed basis, with the provision that at least three meetings are held each year.
- The meetings will be scheduled to coincide with COMPASS staff needs for PPC assistance. COMPASS will contact members approximately six weeks prior to a meeting to check schedules and select a time when most members can attend.
- As is the practice now, the PPC may be contacted between meetings for additional assistance, such as providing input via email, serving on a subcommittee on a specific topic, or assisting at an event.
- A meeting will be held in December to select the chair/vice chair and committee representatives for 2015 and to evaluate the success of the new schedule and determine if it should continue.
- If a decision is made to continue to use the new schedule, the PPC bylaws will be updated in 2015 to reflect this.

Kristi Watkins moved and Jeff Madsen seconded to approve the recommend changes to the 2014 PPC Meeting schedule, holding the last meeting of the year in December 2014 for elections. There being no further discussion, the motion was unanimously approved.

V. INFORMATION/DISCUSSION ITEMS

A. Outreach for Spring Public Comment Period on CIM 2040 Draft Plan

The PPC reviewed the planned outreach for the spring 2014 and agreed with the strategy as outlined.

B. CIM 2040 Performance Measures and Targets

Carl Miller and Rebecca Lemmons said the COMPASS Board approved the goals, objectives, tasks, and performance measures for CIM 2040 at its July 15, 2013, meeting. On July 24, 2013, the CIM 2040 Planning Team established a regional performance measures workgroup to develop performance measures, targets, and implementation tools. Public Participation Committee members also participated in the workgroup.

At its November 20, 2013, meeting, the CIM 2040 Planning Team recommended the 56 performance measures and targets as developed by the workgroup for COMPASS Board approval. This includes performance measures and targets for the seven Moving Ahead for Progress in the 21st Century (MAP-21) goal areas, and the eight CIM 2040 elements: transportation, land use, housing, community infrastructure, health, economic development, open space, and farmland.

MAP-21 rulemaking is ongoing and is anticipated to be completed by spring 2015.

C. Review of Draft CIM 2040 Plan

Liisa Itkonen stated that all of the "draft" CIM 2040 chapters have been posted online. Liisa suggested scheduling a special meeting in January to review content of the chapters.

VI. STATUS REPORTS

A. CIM 2040 update

VII. OTHER

A. Next Meeting: May 12, 2014, at 10:00 am at COMPASS.

VII. ADJOURN

The meeting adjourned at 5:15 p.m.

T:\FY13\800 System Maintenance\820 Committee Support\PPC\Minutes\PPCMinutes120513.docx



PPC AGENDA ITEM IV-A

Date: May 12, 2014

Topic: Development Review Protocol with Checklist

Summary:

The COMPASS Board adopted the COMPASS Development Review Protocol on September 21, 2009, to standardize when and how COMPASS staff conduct technical development reviews as a service to member agencies. This protocol met a *Communities in Motion 2030* objective to, "Provide guidance to local governments regarding how land use plans and policies can implement the vision of *Communities in Motion* as depicted by the Community Choices growth scenario."

COMPASS' role in development review is limited to providing member agencies with technical evaluations of proposed projects or plans. COMPASS staff is not tasked with judging the merits of a proposed development--e.g., recommending if a project should or should not be approved. Rather, COMPASS staff focuses on whether the proposal is consistent with the growth envisioned in the current long-range transportation plan and provides a technical review of information relating to the transportation network. COMPASS has conducted 30 development review letters since September 2009 according to the Development Review Protocol.

The upcoming *Communities in Motion (CIM) 2040* has included additional goals, objectives, and performance measures. This includes CIM 2040 elements of transportation, land use, housing, economic development, community infrastructure, health, open space, and farmland.

COMPASS is seeking revision of the adopted Development Review Protocol on several items:

- Inclusion of CIM 2040 elements
- Updating the development review thresholds of 2,500 average daily trips (ADT) to match Ada County Highway District standards
- Use of a development checklist to supplement development review letters and for applications that do not meet the thresholds
- Authority for requesting a non-standard development review
- COMPASS staff participation at public hearings
- Status reporting to the Demographic Advisory Committee

Request/Recommendation:

Discuss revisions to the COMPASS Board of the COMPASS Development Review Protocol adopted September 21, 2009.

Implication (policy and/or financial):

COMPASS is seeking revisions to the Development Review Protocol to accommodate additional goals, objectives, and performance measures identified in CIM 2040.

More Information:

- 1) Attachments (2)—COMPASS Development Review Protocol, CIM 2040 Development Checklist
- 2) For additional information contact: Carl Miller, Principal Planner, at 475-2239 or at cmiller@compassidaho.org.

700 N. East 2nd Street,

Suite 200

Meridian, ID 83642

P. 208.855.2558

F.208.855.2559

www.compassidaho.org

COMPASS Development Review Protocol

(Adopted September 21, 2009)

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. Upon notification, COMPASS will review developments that will generate more than 2,500 average daily trips (ADT). Approximately 250 single-family residential units or 25,000 square feet of commercial space would meet that threshold.
3. Developments less than 2,500 ADT will be reviewed upon digitally submitted written request of a COMPASS Board member. This request can be made for any location whether inside or outside of the requesting agency's jurisdiction. A note in the review letter will indicate the requesting agency.
4. COMPASS will track the requests made by member agencies and report to the Finance Committee on a quarterly basis.
5. Development review requests 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 highway districts, state transportation departments, and Valley Regional Transit.
7. COMPASS staff will coordinate with Valley Regional Transit staff and provide comment and technical findings on the impact of the development. The review will evaluate consistency with CIM and include the following items as appropriate:
 - a. Size, location, and type of development, background traffic, and functional classification of affected roadways, and capacity within the *Communities in Motion* growth scenarios (i.e. "Community Choices" and "Trend").
 - b. Access management and access location.
 - c. Location and proximity of the development to corridors listed in the current long-range transportation plan for improvement - funded, illustrative, or preservation.
 - d. Existing and planned transportation alternatives in general area of proposed development. Examples of alternatives would include public transportation, e.g. fixed-route bus services, express bus services, and bicycle and pedestrian facilities.
 - e. Other issues pertaining to regional transportation and transit planning that fulfill requirements of the jurisdiction's ordinances and comprehensive plans (if any)."

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 also review the development in consideration of the Mobility Management Development checklist upon completion (anticipated completion September 2009).
10. COMPASS staff will have fourteen (14) business days from date of receipt to complete the development review and transmit correspondence. 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 development review timeframe closes, COMPASS will notify the requesting agency of the conflict.
11. COMPASS staff will provide verbal testimony at public hearings upon request of the hearing body and contingent upon fifteen (15) business days notice.

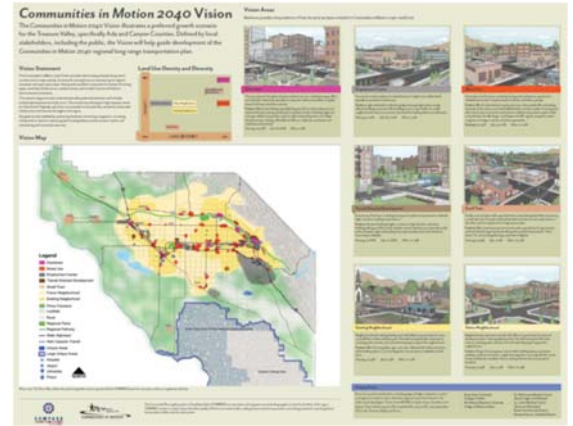
T:\FY09\700 Services\705 Transportation Liaison\Development Review\Development Review Protocol Final.docx

Communities in Motion 2040 Checklist

The purpose of this checklist is to provide a tool for local governments to evaluate whether land developments help to implement the goals of *Communities in Motion 2040 (CIM 2040)*.

CIM 2040 was developed in a collaborative approach with COMPASS member agencies and adopted by the COMPASS Board on July ??, 2014.

This checklist is not intended to be prescriptive, but rather a guidance document based on goal, objectives, and performance measures. More information about the CIM 2040 goals are [here](#) and the CIM 2040 Vision [here](#).



Name of Development: _____

Yes No Have you reviewed the COMPASS dashboard for the proposed development?

What is the **CIM 2040 Vision typology** for this proposed area (Goal 2.1, 4.1)?

- Downtown Employment Center Existing Neighborhood Foot hills
 Future Neighborhood Mixed Use Prime Farmland Rural
 Small Town Transit Oriented Development

What is the current demographic estimates for this neighborhood (TAZ):

Housing: _____ Employment: _____

What is the proposed development estimates for this proposal:

Housing: _____ Employment: _____

What is the CIM 2040 forecast for this neighborhood (TAZ):

Housing: _____ Employment: _____

What is the total of already entitled developments for this neighborhood (TAZ):

Housing: _____ Employment: _____

Yes No Is there sufficient growth forecasted in this neighborhood (Traffic Analysis Zone) in the [CIM 2040 forecast?](#) (Goal 2.1, 4.1)

Yes No Is there sufficient growth forecasted in nearby neighborhoods (adjacent TAZs) **CIM 2040 forecast?** (Goal 2.1, 4.1)

Transportation Goals Transportation infrastructure and services promote economic development and quality of life.

If applicable, the **Complete Streets (LOS) scoring** based on the proposed development will be provided on an separate worksheet (Goals 1.1, 1.2, 1.3, 1.4, 2.4):

- Yes No N/A Does the proposal maintain or improve Automobile LOS?
 Yes No N/A Does the proposal maintain or improve Bicycle LOS?
 Yes No N/A Does the proposal maintain or improve Pedestrian LOS?
 Yes No N/A Does the proposal maintain or improve Transit LOS?
 Yes No N/A Does the proposal maintain or improve the Connectivity score in the rea?



Yes No Does the proposal support the Valley Regional Transit's [Bus Stop Location and Transit Amenities Development Guidelines?](#)

Comments: _____

Yes No Are there [Transportation Improvement Projects](#) within one mile of the proposal that correspond to the new demand?

Comments: _____

Yes No Does the proposal support access management by utilizing techniques in the [COMPASS Access Management Toolbox](#) ?

Comments: _____

Communities in Motion 2040 Checklist

Land Use

Improving the region's jobs-housing balance reduces traffic, improves air quality, and increases discretionary time.

Yes No

Is the proposal within a CIM 2040 Major Activity Center? (Goal 2.3)



Housing

Growth in areas with transportation and other infrastructure improve overall affordability.

Yes No

Does the proposal add compact and/or housing diversity over 7 residential units per acre? (Goal 2.3)

Yes No

Is this a mixed-use development or in a mixed-use area? (Goal 3.1)

Yes No

Are transportation costs higher in this area than the [regional average](#) of 22% of the median household income? (Goal 3.1)

Yes No

Does this development improve the jobs-housing balance in the Jobs-Housing map? (Goal 3.1)



Community Infrastructure

Development in or nearby areas served by existing infrastructure (other than transportation) reduces maintenance and operations costs.

Yes No

Is this infill development? (Goal 4.1, 4.2)

Yes No

Is the proposal within or adjacent to city limits? (Goal 4.1, 4.2)

Yes No

Is the proposal within city area of impact? (Goal 4.1, 4.2)



Health

More transportation options and development near services enables physical activity and improves air quality.

Yes No

Is the proposal within a 1/4 mile of a transit stop? (Goal 5.1)

Yes No

Is the proposal within a 1 mile of a park and ride location? (Goal 5.1)

Yes No

Is the proposal within an elementary school walk zone without a safety busing area? (Goal 5.1)

Yes No

Is the development within a 1/4 mile of a grocery store? (Goal 5.1)

Yes No

Is this development outside an environmentally-sensitive area? (Goal 5.1)



Economic Development

Growth in downtowns and activity centers is typically more sustainable due to proximity of services and reduction in infrastructure costs.

Yes No

Does the proposal provide grocery stores or other retail options for neighborhoods within 1/2 mile? (Goal 6.1)



Open Space

Access to parks and open space enables citizens to enjoy the natural beauty of the region.

Yes No

Is the development within a 1/4 mile of a park? (Goal 7.1)

Yes No

Does the proposal provide 1 acre of parks for every 35 housing units? (Goal 7.1)

Yes No

Does the proposal preserve open space? (Goal 7.1)



Farmland

Farmland can be preserved by development infill sites and other non-farm areas. This increases agricultural economic value in the area and preserve food security.

Yes No

Is this development outside Farmland in the CIM 2040 Vision? (Goal 4.1, 8.2)

Yes No

Is this development outside prime farmland? (Goal 8.2)



More information about COMPASS or Communities in Motion 2040 can be found at: www.compassidaho.org

Email: cmiller@compassidaho.org Telephone: (208) 475-2239



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

PUBLIC PARTICIPATION COMMITTEE AGENDA ITEM IV-B

Date: May 12, 2014

Topic: COMPASS Integrated Communication Plan

Background/Summary:

In August 2014 COMPASS will begin work to develop an integrated communication plan, as described in the COMPASS FY2015-2017 Strategic Plan:

Objective 1.1 Develop integrated communications plan, which will include public involvement, community collaboration, education opportunities, media relations, and marketing of the agency itself. The plan will align with the COMPASS Public Involvement Policy and related Title VI and Environmental Justice requirements.

Request/Recommendation:

Staff requests PPC involvement in developing this plan and is looking for guidance on how to best involve the PPC. Options include:

1. Work with the full committee at official PPC meetings, with staff fleshing out details in between meetings.
2. Work with a subcommittee of PPC members to develop the plan, bringing broad concepts and specific pieces of the plan for review and discussion to the full PPC at various stages in the process.
3. Work with a subcommittee of PPC members to develop the plan, bringing the plan to the full PPC for review/recommendation once complete.
4. Staff develop the plan and provide to PPC for review, input, and recommendation.

Staff recommends Option #2, but can successfully develop a process using any of the options. Note that Option #2 would require commitment from PPC members to serve on a subcommittee from August 2014 – March 2015. Staff anticipates four to eight subcommittee meetings, with additional subcommittee communication via email.

A general schedule for development is below.

August 2014	Begin developing plan
August 2014 – March 2015	Work with PPC to develop and refine plan
March 30, 2015	Deadline for PPC recommendation of plan
April 27, 2015	Request COMPASS Board approval of the plan
April 30, 2015	Deadline for plan completion

Implication (policy and/or financial):

The integrated communication plan will serve as an “umbrella” document to tie together all aspects of COMPASS’ outreach and communication program. It will highlight where and how distinct parts of the overall communication program can support and augment each other (e.g., how the education series can support outreach on the long-range plan) to maximize effectiveness of each portion of the program and of the program as a whole. The plan will include performance measures to track communication success, which will be tracked, in part, through a random household survey. In addition, at the federal “certification review” of COMPASS, it was recommended that COMPASS replace or augment its public involvement policy with a more concrete agency-wide public involvement plan. This will be explored as part of the integrated communications plan process.

The integrated communications plan must be complete by April 30, 2015, per the COMPASS strategic plan. Following plan completion, staff will begin to implement the plan and will develop a baseline random household survey (to be complete by September 30, 2015) to assist in measuring effectiveness. COMPASS will work with a consultant to develop and administer the survey, but will request PPC input and guidance into the survey tool in 2015.

More Information:

Contact: Amy Luft at aluft@compassidaho.org or 475-2229.

AL:jw t:\fy14\800 system maintenance\820 committee support\ppc\amys memos\commplan.docx



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

PUBLIC PARTICIPATION COMMITTEE AGENDA ITEM IV-C

Date: May 12, 2014

Topic: Recap/Debrief of CIM 2040 Public Participation Process

Background/Summary:

In 2011, a subcommittee of PPC members worked with COMPASS staff to develop a public involvement plan for CIM 2040 (attached). PPC recommended that plan to the COMPASS Board, which adopted it in October 2011. In preparation for developing a public involvement plan for CIM 2045 later this year, COMPASS staff will review the CIM 2040 public involvement plan and outreach activities with you, outline staff evaluation of what did and did not work, and request feedback from PPC members.

Successes:

Quarterly emails. *Recommendation:* continue.

Photo challenge. *Recommendation:* while successful, do not do for CIM 2045. Part of its appeal was that it was "different"; a repeat in the near future would likely not be as successful.

Multiple public comment periods. *Recommendation:* continue, but potentially to a lesser extent. We received some feedback that we generated "comment fatigue."

Use executive Director's blog and COMPASS Facebook page to discuss CIM related issues. *Recommendation:* continue. Good forums to address issues that did not lend themselves well to other communication formats. The blog was used for "essay" type discussions as well as posting quarterly "why do you care" answers.

Challenges:

Public involvement plan document organization. Document was organized to follow the CIM 2040 scope of work. This caused a lot of repetition in the document itself and wasn't intuitive from an outreach standpoint. *Recommendation:* organize differently, such as breaking into sections on ongoing outreach, public comment periods, special events, etc.

Stakeholder matrix. Time consuming to build and difficult to figure out the best use, so not used to its potential in CIM 2040. *Recommendation:* use again, now that it is built it will be much more useful for the function it was intended.

Youth art and video contests. A good idea, but little participation. *Recommendation:* do not use for CIM 2045.

Poor attendance at open houses and virtual open houses. This is an ongoing issue with long-range planning in general. *Recommendation:* continue to hold traditional in-person open houses, even with the poor attendance; try virtual open houses again, as more people become used to this type of activity it will likely become more successful.

Online interactive comment/mapping (summer 2013 public comment period). Labor intensive to build and difficult to integrate comments with those from comment forms. Sparsely used. *Recommendation:* try again; should be less labor intensive to build, now that it has been done once; push this comment feature much harder; work ahead of time to develop a method to better integrate map-based comments with those from comment forms.

Request/Recommendation:

Debrief on what worked/did not work in the CIM 2040 public involvement plan and outreach process.

Implication (policy and/or financial):

Examining successes and challenges from CIM 2040 will assist COMPASS in constantly improving its programs and provide a good starting point for developing the public involvement plan for CIM 2045.

More Information:

Contact: Amy Luft at aluft@compassidaho.org or 475-2229.
AL:jw t:\fy14\800 system maintenance\820 committee support\ppc\amys memos\cim2040outreachdebrief.docx

