



KOOTENAI METROPOLITAN PLANNING ORGANIZATION

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**REVIEW CHECKLIST  
FOR  
LARGE DEVELOPMENTS  
AND  
COMP PLAN AMENDMENTS**

*Adopted by KMPO Policy Board on October 2, 2008*

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## **Assessing Regional Transportation Impacts**

KMPO's long range transportation plan is based on future land uses shown in adopted local comprehensive plans. Additionally, KMPO makes assumptions about anticipated growth patterns, and future population and employment distributions, based on historic trends. When transportation plans are prepared, these growth assumptions are confirmed by agencies with land use jurisdiction in Kootenai County, based on the best known information at the time.

From time to time, developments are proposed which require an amendment to adopted comprehensive plans. At other times, large development proposals may be consistent with local comprehensive plans, but are inconsistent with the growth patterns originally assumed for regional transportation planning. Consequently, major development proposals and potential comprehensive plan amendments can have unanticipated impacts on the regional transportation system.

Local land use agencies often request that KMPO review and comment on new development proposals. This checklist has been prepared to assist in assembling information necessary for KMPO to review large development proposals and comprehensive plan amendments.

### **KMPO's Role**

KMPO is a regional planning agency, cooperatively formed through agreement between state and local agencies in Kootenai County. KMPO itself has no land use or roadway jurisdiction.

At the request of local governmental agencies, KMPO reviews and comments on the potential regional transportation impacts of developments. KMPO's review is regional in nature. The intent is to check the reasonableness of transportation planning assumptions used for the development, and to identify the potential for serious issues on the regional network.

KMPO maintains a regional travel-demand model (VISUM model) which is typically used to help identify potential regional impacts. Standard reviews performed by KMPO involving the regional model are typically done at no charge.

Data files for the regional model are also available to local agencies and developers upon request. Users are cautioned, however, that while the regional model may be used to evaluate relative impacts to the regional transportation system, this model does not contain adequate detail for determining site-specific traffic impact mitigation. A sub-area travel demand model, used in concert with other micro-simulation tools and traffic engineering principles, is typically needed for site-specific analysis. Refer to KMPO's Regional Travel Demand Model Policy for more information on the appropriate use of the regional model.

On occasion, KMPO may be asked to create a sub-area travel demand model for use in evaluating development proposals. In this case, a written request must be submitted by the local land use agency and KMPO Policy Board approval is required. A financial agreement to cover KMPO's sub-area model development costs may also be required.

## **Checklist**

The five items listed below are needed for KMPO review of most large developments. **Before assembling information for KMPO review, a brief conference with KMPO staff and representatives from local land use and transportation agencies is strongly encouraged.** The purpose of this initial conference is to discuss the review process and agree on the specific transportation aspects of the development to be reviewed.



### **1. NARRATIVE**

- Describe proposed land use changes and the anticipated development. Include existing and future land uses, numbers and types of dwelling units, and any employment opportunities to be created. Any transit-oriented features proposed for the development should be described. Any special features or facilities proposed to accommodate trucks, bicycles and/or pedestrians should also be described.
- Provide a summary of coordination efforts to date with state and local transportation jurisdictions.
- Provide contact information for the developer and any professional engineering and planning consultants retained by the developer for traffic assessment. (Note: KMPO's primary point of contact for all correspondence is the local land use jurisdiction. KMPO will not contact the development team directly without prior authorization from the land use agency.)



### **2. VICINITY MAP**

- Provide a map that clearly shows the project location with respect to roadway jurisdictional boundaries, and existing regional routes (collectors, arterials and freeways).



### **3. TRAFFIC IMPACT SUMMARY**

- Provide an executive summary of any traffic impact studies performed for the project.
- Explain trip generation and distribution methodologies and assumptions. Explain all other assumptions used to assess traffic impacts and establish proposed traffic mitigation measures.
- At each location where the proposed development connects to the existing system, provide traffic volumes expected to be generated by the development in 2015 and 2030. Volumes for the am peak hour, pm peak hour, and average weekday should be provided. Volumes for other time periods may be needed depending on proposed land uses.
- Where phased development is proposed, the phasing plan, anticipated traffic impacts and proposed mitigation measures for each phase should be provided.



#### **4. PROPOSED ROADWAY NETWORK CHANGES**

- Provide a plan showing any proposed new roadways within the development, the location of existing nearby collectors, arterials and freeways, and points of connection from the development to the existing system.
- Show all proposed traffic mitigation measures and any anticipated regional transportation network changes. Examples of items that are important to identify include but are not limited to:
  - Any new roadway intended to function as a collector or arterial route, or which provides connectivity through the development.
  - Any change in the number of lanes, posted speed, or capacity on an existing collector, arterial or freeway facility.
  - The addition of a two way left turn lane to any route.
  - New or modified turn bays at intersections.
  - New access points to existing collectors, arterials or freeways; or removal of any existing access points to these facilities.
  - Any new intersection control or changes to control at existing intersections, such as a new two-way stop, roundabout, or traffic signal.
  - Any new traffic restrictions such as bus or truck traffic turn restrictions or the creation of one-way streets. Also any removal of existing traffic restrictions.



#### **5. CHANGES TO REGIONAL HOUSING, EMPLOYMENT AND LAND USE**

Major development proposals may affect the distribution of population and employment in the county. For example, a new neighborhood commercial center may attract jobs and additional residential development to an area previously anticipated for slower growth. Similarly, an unanticipated large residential subdivision may absorb residential growth that was assumed to occur elsewhere.

- Obtain future land use and employment data currently used by KMPO. KMPO will provide these in a tabulated format, referenced to traffic analysis zones (TAZ's) in the regional travel-demand model.
- Discuss any potential for redistribution of population and employment growth between TAZ's with affected local land use agencies.
- Summarize any changes to housing, employment distribution and other land uses anticipated to be caused by the development. This summary should be provided in tabular form for each affected TAZ in the regional travel-demand model. Provide evidence that the affected local land use agencies concur with these assumptions.