

The public is invited to attend. However, the agenda for this meeting does not include an opportunity for public interaction. Limited seating will be available on a first-come, first-serve basis. This meeting will be livestreamed at <https://www.idahofallsidaho.gov/429/Live-Stream>. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or other physical accommodation to participate in or access this meeting, please contact Emily Geisler, City Clerk, at (208) 612-8414 or Lisa Farris, ADA Coordinator, at (208) 612-8323 prior to the meeting.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Human Resources with City Attorney

Presentation and Discussion: Amendments to Personnel Policies (15)
Action: Council Direction to Staff (or take other appropriate action)

ERP Executive Committee

Update: Enterprise Resource Planning (15)
Action: Council Direction to Staff (or take other appropriate action)

Municipal Services

Presentation: Annual Department Focus Report (60)

Public Works with Community Development Services

Discussion: High-Capacity Roadway Study and Access Management Plan (45)
Action: Council Direction to Staff (or take other appropriate action)

City Attorney

Training: Regulation of Public Forums (15)
Action: Council Direction to Staff (or take other appropriate action)

Mayor, City Council

Acceptance or Receipt of Minutes (5)
Action: Receive recommendation(s) from the September 2, 2025, meeting of the Planning and Zoning Commission pursuant to the Local Land Use Planning Act

Mayor and Council Reports: Calendars; Announcements; Events; Reports; Updates; Concerns; Questions; Discussion; Proclamations; Notes or Minutes from Boards and Commissions (10)
Action: Council Direction to Staff (or take other appropriate action)

Dated the 19th day of September 2025



Emily Geisler, City Clerk

POLICY NUMBER AND TITLE	SUMMARY OF CHANGES
330. DRUG AND ALCOHOL FREE WORKPLACE	Updating policy to require Public Transportation employees to be subject to drug testing in a similar way to employees who are required to have a CDL. This version also corrects an error in the previous policy about blood alcohol concentration in hundreths rather than tenths.
410. LEAVES PRACTICES	Updated language for court appearances or other required legal proceedings section. The current wording has created confusion for employees about court appearances for personal or non-work-related reasons. We hope the new language will clarify and eliminated confusion without intending to make changes to the policy in practice.
500. SALARY SCHEDULE, PAY GRADE, AND POINT FACTORING	Updating the language on effective date of changes to reflect the limitations of our current payroll system. Last year when we updated this policy, we thought we could make the effective date occur mid pay-period. We have since learned that our current system and configuration cannot do this. We anticipate changing this language back when we go live with Worday.



City of Idaho Falls Human Resources
Policy 330
Drug & Alcohol-Free Workplace

Approved: [TBD January 30, 2025](#)

DRUG & ALCOHOL-FREE WORKPLACE

- A. The City has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug use and misuse pose a threat to the health and safety of City employees, residents, and visitors and to the security of our equipment and facilities. For these reasons, it is the policy of the City to prohibit the use or misuse of drugs and/or alcohol in the workplace (and outside of the workplace when it impacts the work of the City. This Drug Free Workplace Policy outlines the practice and procedure designed to address these impacts on the City.
- B. This policy applies to all employees and all applicants for employment with the City. This policy, shall, to the extent possible, be interpreted in a manner consistent with the provisions of any collective bargaining agreement approved by the Council. In the event of any irreconcilable inconsistency, then the respective collective bargaining agreement shall prevail.
- C. Compliance with the following rules is a condition of employment for all City employees. A violation of this policy or any of these rules may subject the employee to disciplinary actions, up to and including termination.
 - 1. The unlawful sale, possession, transfer, manufacture, distribution, dispensation, purchase, or use of alcohol or any controlled substance, or being under the influence of such substances by any employee of the City is prohibited at all times while an employee is working, operating any City vehicle, is present on City premises, or is conducting City related work off-site.
 - 2. An employee whose off-duty use or abuse of alcohol or any controlled substance results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance may be considered to have violated this policy.
 - 3. If an employee's An employee who has a commercial driver's license or regular driver's license becomes expired, revoked, or suspended, the employee shall notify their Department Director prior to the employee's return to work and immediately discontinue operation of any City vehicle that the individual can no longer legally operate due to the expiration, revocation, or suspension of their commercial driver's license or regular driver's license. Failure to do so will result in disciplinary action, up to and including termination.
 - 4. If an employee's position requires a commercial driver's license or regular driver's license and the employee's commercial driver's license or regular driver's license is expired, revoked or suspended, the employee's employment will result in disciplinary action up to and including termination.
 - 5. Any illegal drugs or drug paraphernalia found at the workplace or in the possession of an employee while on duty will be turned over to an appropriate law enforcement agency.

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6. An employee must notify his/her Department Director in writing of any on-duty or off-duty criminal drug or alcohol related allegation, citation, incident or violation that adversely impacts or could impact the employee's ability to drive, work, or perform a major life function of the employee or that arose out of activity in the employee's workplace, no later than five (5) calendar days after such allegations, citation, incident or violation.
 7. The use of drugs/medicines prescribed by a licensed medical practitioner will be permitted provided that it will not and in fact does not adversely affect work performance, nor impair the employee's ability to safely operate equipment or machinery. The City reserves the right to have a licensed medical provider who is familiar with the employee's medical history and assigned duties determine if use of a prescription drug will produce effects which will increase the risk of injury to the employee or others while the employee is working. The City may limit or suspend the work activity of the employee during the period that the medical provider advises that the employee's ability to perform their job safely may be adversely affected by medication. Any employee who has been informed by their physician, health care provider, or by information provided by a pharmacy, drug manufacturer or on the label of the medication that the prescription drug could cause adverse side effects while working must inform their supervisor prior to using the medication while at work.
 8. Use of a legally prescribed controlled substance or medication which may adversely affect an employee's ability to safely perform the job must be disclosed by the employee to their supervisor prior to its use while at work. Any accommodations for the use of that prescription must be approved by the Human Resources Department and the employee's supervisor in a manner that provides for the safe performance of the employee's job.
- D. Drug Testing. As a condition of employment, all employees holding U.S. Department of Transportation (DOT) regulated [and Public Transportation](#) positions [are](#) required to be tested for drugs and alcohol as set forth in 49 CFR Parts 40 and 382 of the U.S. DOT regulations and will abide by the conditions set forth in Sections XXXVIII.D.1. of this policy. The term "DOT regulated positions" means any position that requires a commercial driver's license ("CDL") to perform any functions of the position. [The term "Public Transportation positions" means any employee hired to perform public transportation duties for any portion of their work.](#) All other employees not in DOT regulated [or Public Transportation](#) positions are covered under Section ~~XXXVIII.D.2~~ [N](#) of this policy.
- E. Drug Testing Policy for Employees in DOT Regulated [and Public Transportation](#) Positions. Employees who are required to have a CDL as a condition of employment [and employees hired for Public Transportation](#) will be tested:
1. Prior to beginning duties in a DOT regulated [or Public Transportation](#) position; or
 2. Randomly and unannounced; or
 3. Upon observation of behaviors that create "reasonable suspicion" of the possession or use of alcohol, controlled substances or drug-related paraphernalia; or
 4. Following a significant accident; or

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5. Prior to and after return-to-duty after failing a drug test and/or after completion of rehabilitation treatment.

No employee shall use or be under the influence of alcohol or controlled substances while on duty or while performing DOT regulated [or Public Transportation](#) position functions related to their job. No employee shall have used alcohol or controlled substances within four (4) hours of reporting for duty. No employee shall use alcohol or controlled substances during the hours that they are on call. No employee should report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or controlled substances or when their blood alcohol concentration is two ~~tenths~~ hundredths (0.02) or greater.

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F. Pre-Employment Testing

1. Prospective employees for any DOT regulated [or Public Transportation](#) positions will be tested for drugs after a contingent offer of employment is made. A confirmed positive test disqualifies applicants from employment. Additionally, this applies to current employees who are transferring from a non-DOT regulated [or Public Transportation](#) position to a City DOT regulated [or Public Transportation](#) position.
2. A drug and alcohol testing history [and driver's safety performance history](#) check will be conducted on all hires for DOT regulated [and Public Transportation](#) positions, including current employees who transfer from a non-DOT regulated [or Public Transportation](#) position to a DOT regulated [or Public Transportation](#) position within the City.

- i. [For DOT regulated positions, such a history check shall consist generally of a DMV record check and conducting an FMCSA Drug and Alcohol Clearinghouse check.](#)

- ii. [For Public Transportation positions, such a history check shall consist generally of a DMV record check.](#)

~~Such a history check shall consist generally of DMV record check and/or conducting an FMCSA Drug and Alcohol Clearinghouse check and a signed authorization form that will be sent to each of the prospective employee's previous DOT regulated [or Public Transportation](#) employers from the prior three (3) years requesting any drug and alcohol history and safety performance history documentation they might have on the prospective employee.~~

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G. Random Testing

1. All employees occupying DOT regulated [and Public Transportation](#) positions will be subject to urine drug testing and breath or saliva alcohol testing at any time without prior notice.

H. Reasonable Suspicion Testing

1. An employee may be required to submit to drug and alcohol testing if reasonable suspicion is established regarding the employee's possession, use of, or being under the influence of, drugs or alcohol while on duty. The following represent conditions under which reasonable suspicion may be established:

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- i. Direct observation of drug use or possession.
 - ii. Direct observation of the physical symptoms of being under the influence of drugs or alcohol, such as impairment of motor functions or speech.
 - iii. A pattern of abnormal conduct or erratic behavior.
 - iv. Arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or distribution.
 - v. Information that is provided by reliable and credible sources or that can be independently corroborated.
2. Supervisors should document all behaviors that lead to the reasonable suspicion conclusion, shall complete a "Report of Reasonable Suspicion" form, and return this form to the Human Resources Department prior to submitting the employee for testing when possible. If not possible prior to testing, the form should be returned to the Human Resources Department as soon as possible.
- I. Post-Accident Testing
- 1. Employees will be required to undergo urine drug testing and breath or saliva alcohol testing if they are involved in a serious accident on duty if:
 - i. The accident results in a fatality or
 - ii. The employee receives a citation under State or local law for a moving traffic violation arising from the accident AND either: (a) an accident results in injuries requiring transportation to a medical treatment facility or (b) one or more vehicles incurs disabling damage that requires towing.
 - 2. Employees who are not on duty but are in an accident meeting the above requirements while driving a City owned vehicle will also be tested.
 - 3. Following an accident, the employee will be tested as soon as possible, but not more than eight (8) hours following an accident for alcohol testing or more than twenty-four (24) hours for drug testing. Any employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until they undergo a post-accident alcohol test. Any employee involved in an accident must not leave the scene of an accident (unless emergency medical attention is warranted) and must contact their supervisor as soon as reasonably possible. Any employee who leaves the scene of the accident without appropriate supervisory authorization prior to submission to drug and alcohol testing will be considered to have refused the test and their employment may be terminated.

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4. An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were alcohol or drugs in his/her system at the time of the accident. Any employee required to be tested under this section must remain readily available for such testing and the employee may not consume any alcohol or illegal drugs.

J. Return-to-Duty Testing

1. Employees will be tested prior to and after return-to-duty after failing a drug test and/or after completion of rehabilitation treatment.

K. Testing Procedures

1. When an employee is notified of their selection for a test, they must proceed immediately to the collection site and/or collection representative. Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT) or by saliva. If the initial test indicates an alcohol concentration of two-hundredths tenths (0.02) or greater, a second test will be performed to confirm the results of the initial test. An employee who has confirmed alcohol concentration of greater than two-hundredths tenths (0.02) but less than four-hundredthstenths (0.04) will result in removal from their position duties for twenty-four (24) hours unless a retest results in a concentration measure of less than two-hundredthstenths (0.02). An alcohol concentration of four-hundredths tenths (0.04) or greater will be considered a positive alcohol test and in violation of this policy.
2. Tests for drugs will be conducted utilizing urine specimens and must be conducted by a drug testing laboratory certified by the Department of Health and Human Services (DHHS). DOT urine specimens are analyzed for the following drugs or drug metabolites (This list is not definitive. All current illegal substances and any that may become illegal after this policy is enacted are considered to be within the scope of this policy.):
 - Marijuana metabolites/ THC
 - Cocaine metabolites
 - Phencyclidine (PCP)
 - Amphetamines, Methamphetamine, and Methylenedioxymethamphetamine (MDMA)
 - Opiate metabolites (Codeine, Morphine, and Heroin)
3. A positive drug test is a violation of this policy and requires removal of the employee from their position duties immediately and will lead to disciplinary action up to and including termination. Any employee who challenges the results of a required drug test may request that an additional test be conducted. The employee's request for a re-test must be made to the City Human Resources Department within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. This test must be conducted at a different certified testing DHHS laboratory. The test must be conducted on

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the split sample that was provided at the same time as the original sample. All costs for such testing shall be paid by the employee unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40 regulations.

4. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and their employment may be terminated. Refusal can include, but is not limited to, an inability to provide a specimen or breath sample without a valid medical explanation as well as verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

L. Confidentiality

1. Any testing, test-related documents and test results will be kept confidential and will be released only to City officials with a need to know and to the applicant or employee tested. Any breach of confidentiality by City officials or employees will be cause for disciplinary action up to and including termination.

M. Testing Results

1. All results received from the laboratory will be forwarded to the office of the accredited collection agency for the purpose of their providing medical review officer services. When a test shows a positive test result the employee or applicant will be contacted by the Medical Review Officer (MRO) and will be given the opportunity to provide an explanation for the positive results. The MRO may choose to conduct employee medical interviews, review employee medical history, or review any other relevant biomedical factors. After the employee or applicant has been provided an opportunity to consult with the MRO and the MRO determines that the test is positive, the City will be notified. The collection agency will only report results to the Human Resource Department
2. Any employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 may be evaluated by a Substance Abuse Professional (SAP) as defined by DOT regulations. If used, the SAP will evaluate an employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse. Assessment by an SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with the City.
3. Any employee whose position requires a CDL or regular driver's license, who loses their CDL or regular driver's license due to a positive drug or alcohol test or a DUI will be immediately removed from their position. The employee will be placed on administrative leave pending a disciplinary hearing procedure. The employee will be subject to discipline up to and including termination.
4. All employees who previously tested positive on a drug or alcohol test may be provided an opportunity to re-enter the work force by the City. To do so, the employee must agree to

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re-entry conditions that ensure the employee is drug and alcohol free. Such conditions may include (but are not limited to):

- a. A release-to-work statement from an approved SAP.
 - b. A negative test for drugs and/or alcohol.
 - c. An agreement to submit to unannounced follow-up testing.
 - d. A statement of expected work-related behaviors.
 - e. An agreement to follow specified after-care requirements with the understanding that violation of the re-entry contract is grounds for termination.
5. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.
 6. All employees are encouraged to make use of the available resources for treatment for alcohol and substance abuse problems. All regular employees of the City of Idaho Falls have access to an employee assistance program (EAP) that can help with providing information concerning the effects of the use of alcohol and controlled substances, as well as identifying and recommending a course of treatment, if needed.
 7. Under certain circumstances, employees may be required, as a condition of continued employment, to undergo treatment for substance abuse. Successful completion of such treatment shall not be construed to provide such employee with any right to continued employment. Any employee who refuses or fails to comply with the requirements for treatment, after-care, or return-to-duty shall be subject to disciplinary action including suspension without pay or termination.

N. Drug Testing for Employees in Non-DOT Regulated Positions

1. It is not permissible for City employees or applicants who do not hold DOT regulated [or Public Transportation](#) positions to be required to undergo pre-employment or random drug or alcohol testing. It is permissible for City employees or applicants who do not hold DOT regulated [or Public Transportation](#) positions to be required to submit to drug and alcohol reasonable suspicion testing, post-accident testing and return to duty testing.
2. Allowable testing for employees who do not hold DOT regulated [or Public Transportation](#) positions will follow the testing guidelines and minimum thresholds established by the DOT as set forth in [this policy. Sections XXXVIII.D.1.f.h.](#)



City of Idaho Falls Human Resources
Policy 410
Leave Practices

Approved: ~~TBD~~ January 30, 2025

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VACATIONS

A. Eligibility and Accrual

1. Vacation Benefits. Regular employees will be eligible for paid vacation in accordance with the following schedule and according to Section X of this Personnel Policy. Accrued hours will be pro-rated for regular employees that work less than Full-Time.
2. Employees will accrue vacation leave on a per pay period basis, based on the number of regular hours worked and the years of continuous employment with the City.

Completed Years of Service	Vacation Hours	Days	Accrued Hours Per Pay Period
Date of Hire-4 years	140	17.5	5.38
5 years	160	20	6.15
10 years	180	22.5	6.92
15 years	220	27.5	8.46
20 or more	240	30	9.23

1. Employees are not permitted to use more than three (3) days of vacation after their last full week on the job.
2. Vacation cannot be used prior to being accrued.
3. Vacation will not be considered as time worked for purposes of calculating overtime compensation.

Maximum Accrual

1. Maximum vacation accrual is two-hundred and forty (240) hours. The maximum eligibility for accumulated vacation pay at termination or retirement shall not exceed two-hundred and forty 240 hours or thirty (30) days.

B. Scheduling of Vacation.

Eligible employees may take their vacations in accordance with the following:

1. Use of vacation must be approved in advance by employee's supervisor or Department Director.2.Department or Division Directors may deny requests for vacation leave based on workload.

C. General Vacation Rules

1. Employees nearing two hundred-forty (240) hours of vacation leave and wanting to have the ability to rollover any vacation balance over the two hundred – forty (240) must request

City of Idaho Falls Human Resources Policy 410 – Leave Practices

approval for a vacation leave rollover. The employee must submit a detailed plan of how the rolled over vacation leave will be utilized within six months. Under extenuating circumstances and subject to recommendation from the Department Director, Director of Human Resources, and Director of Municipal Services, the employee will be allowed to accrue beyond the two hundred-forty (240) hours as approved by this policy. At the end of the six-month period, all vacation leave above two hundred-forty (240) hours will be forfeited.

2. An employee returning to the employ of the City following a termination of employment for a period greater than ninety (90) days will re-enter the work force as a new employee with respect to vacation privileges and all other benefits described in this Policy.
3. Minimum Amount of Leave. Vacation leave will be used in increments of fifteen (15) minutes for hourly employees and one (1) hour increments for exempt employees Pay During Vacations. Vacation pay shall be calculated in accordance with the employee's regular job classification rate and work schedule, exclusive of any clock pattern premium pay where applicable. Pay in Lieu of Vacation in Event of Termination. An employee whose employment is terminated (whether voluntarily or involuntarily) and who is eligible for vacation benefits shall receive a lump-sum payment at the regular hourly rate of pay in lieu of such vacation. Vacation benefits will not exceed two hundred forty (240) hours thirty (30) days.
4. Available vacation time does not justify tardiness or unexcused absences. Unscheduled absenteeism and tardiness are grounds for disciplinary action, regardless of the availability of vacation. Failure to notify the City of an absence may result in disciplinary action, up to and including termination.
5. When an employee transfers from one City department to another, their accrued vacation leave balance shall not be forfeited, and will be available for use within the new department.
6. Employees who have a change in status when the new position is not eligible for accrual will be paid for their accrued vacation hours, up to a maximum of two-hundred and forty (240) hours.
7. Vacation leave pay outs will be made at the employee's base rate at the time of applicable termination or change.

VOLUNTARY SHARED LEAVE

1. An employee may donate vacation hours to benefit another employee who has or who will exhaust all leave time due to a serious illness or injury to the employee or immediate family member.
2. An employee requesting additional leave must exhaust all available leave (i.e., vacation, sick, comp time) before requesting donated leave.

City of Idaho Falls Human Resources Policy 410 – Leave Practices

3. Upon approval, Human Resources will notify City employees of the need for donated hours. Donated vacation hours will be transferred on an hour-for-hour basis. Employees receiving donated hours will be paid for such hours based on their work schedule and their own base hourly rate.
4. Maximum amount of donated leave an employee can use is 240 hours annually.
5. Once a donation is made, it cannot be withdrawn. The requesting employee cannot carry unused donated hours forward. All unused donated hours will be returned to the donors.
6. All donor names and contributions will be kept confidential.

SICK LEAVE

A. Eligibility and Accrual

1. Regular full-time employees will be eligible to accrue and use sick leave. The City recognizes that there are times when employees or an immediate family member may have health problems that require time away from work. An employee is allowed to use sick leave for:
 - a. Medical needs including:
 - Medical, dental, or optical examinations or treatments
 - Physical or mental illness, injury, pregnancy, childbirth, adoption-related purposes, or for scheduled medical, dental, or optical or similar appointments.
 - Possibly jeopardizing the health of others by their presence on the job because of exposure, as determined by a health care provider.
2. Bereavement – after Bereavement Leave has been exhausted as defined by the bereavement leave policy.
3. Minimum Amount of Leave. Sick leave will be used in increments of fifteen (15) minutes for hourly employees and one (1) hour increments for exempt employees

B. Sick Leave Accrual

Description	Accrued Hours Per Pay Period	Total Hours Per Year
Full-time employees	3.69	96
Part-time 30 employees	2.77	72
Part-time 20 employees	1.85	48

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1. Sick leave may accrue up to a maximum of one thousand and forty (1,040) hours total. When an employee reaches one thousand and forty (1040) hours, leave will stop accruing.
 2. Sick leave cannot be used prior to being accrued.
 3. Sick leave will not be considered as time worked for calculating overtime compensation.
 4. Minimum Amount of Leave. Sick leave will be used in increments of fifteen minutes.
- C. Sick Leave Conversion
1. Employees with five (5) or more years of service may choose to convert sick leave annually into an employer sponsored tax deferred compensation plan, transfer hours to vacation hours, or cash out hours. Annual selection to convert sick leave must be made between April 1st and April 30th and shall be converted the first payday in November of the same year. A balance of at least one hundred twenty (120) hours must be left in the employee's sick leave balance. Sick leave will be converted/cashed out at one-third (33%) of the employee's regular hourly rate of pay not to exceed a maximum of \$2,500.
- D. Sick Leave Pay out
1. If the employee meets the requirements for PERSI retirement, one-third (33%) of the sick leave balance is converted to an HRA VEBA plan upon retirement. For members of IAFF Local No. 1565, refer to the current union contract.
 2. Upon the death of an active employee, sick leave benefits will be paid 100% to the employee's estate.
- E. Notification Requirements.
1. A department may require employees to request advanced approval for sick leave for their own medical, dental, or optical examination or treatment. To the extent possible, an employee may be required to request advanced approval for sick leave to attend to a family member receiving medical, dental, or optical examination or treatment, to care for a sick immediate family member or with a serious health condition, for bereavement purposes, and for adoption-related proceedings. If the employee complies with the department notification and medical evidence requirements, the department must grant sick leave.
- F. Denial of Sick Leave.
1. For absences in excess of five (5) days, a department may require a medical note. If the employee fails to provide the required medical note within 15 calendar days after the department's request, they are not entitled to sick leave. Any employee who is on sick leave who is found to be working at another job, using sick leave for something other than recuperation from a qualifying illness or injury or otherwise abusing sick leave, is subject to immediate disciplinary action, up to and including dismissal.

City of Idaho Falls Human Resources Policy 410 – Leave Practices

G. Grandfathering Sick Leave Clause

1. Employees who chose to stay on the previous sick leave policy shall have the following:
Employee will continue to accrue sick hours and (if they meet the requirements for PERSI retirement), that employee's sick leave balance will be converted to an HRA VEBA at the employee's retirement based on the Conversion Benefit for Qualified Retirees listed below.
 - a. Conversion Benefit for Qualified Retirees. Conversion benefit is computed as follows:
Actual time currently on books plus any additional accumulated time, minus sixty (60) working days for regular employees (four hundred-eighty (480) hours Forty percent (40%) of the balance of these hours multiplied by the hourly rate equals eligible dollar amount.
 - i. Example: 1000 hours – 480 hours = 520 hours; 40% of 520 = 208 eligible hours.
208 X hourly rate will be the amount put in to the employee's HRA VEBA

HOLIDAYS

- A. Regular Employees who are not generally required to work on holidays, shall be paid their established wage for such holiday. A holiday will be eight (8) hours for full-time employees. Employees working less than full-time are eligible for a pro-rated paid leave on holidays based on the number of hours the employee is normally scheduled to work weekly.
- B. Twelve (12) annual holidays will be observed. Holidays are:
 - New Year's Day,
 - Martin Luther King, Jr. -Idaho Human Rights Day,
 - President's Day,
 - Memorial Day,
 - Juneteenth,
 - Fourth of July,
 - Labor Day,
 - Columbus Day,
 - Veteran's Day,
 - Thanksgiving Day,
 - Day after Thanksgiving
 - Christmas Day.

No other holiday designated by the State will be observed unless specifically approved by the Council.

1. Whenever any holiday falls on Saturday, the preceding Friday shall be a holiday and whenever any holiday falls on Sunday, the following Monday shall be a holiday.

City of Idaho Falls Human Resources Policy 410 – Leave Practices

Provision for Idaho Falls Public Library employees: The Library will remain open the day after Thanksgiving and will close on the day before Christmas. If the day before Christmas falls on a Saturday or Sunday, the holiday will be rolled to a work day.

- C. Whenever a recognized holiday falls on an assigned day off within a work week, the nearest working day will be declared a holiday.

BEREAVEMENT LEAVE

- A. Bereavement Leave for regular employees may be allowed at their base rate for a period not exceeding three (3) workdays, for a death in their immediate family. The department director may approve up to two (2) additional days of sick leave. An employee needing additional time off after the death of an immediate family member may request sick leave subject to FMLA eligibility and requirements.

JURY DUTY AND OTHER REQUIRED APPEARANCES

- A. Jury Duty.
 - 1. If, during regular scheduled workdays, a regular employee is summoned for jury duty, they shall receive compensation for the hours off, but not to exceed the number of hours the employee would normally have worked on their scheduled shift. Any time paid for under this rule shall not be considered as time worked for the City and as such shall not be considered as time worked in computing any overtime pay.

B. Court Appearances and Other Required Legal Proceedings

1. Work-Related Court Appearances

Employees who are required to appear in court, before an administrative tribunal, or any other quasi-judicial body as part of their official City duties will be compensated in the same manner as they would for any other approved work.

2. Non-Work-Related Court Appearances: Employees will not be paid for any court appearances that are not directly related to their official duties for the City of Idaho Falls. This includes, but is not limited to:

3. Personal legal matters (e.g., divorce, custody, traffic court)

- a. Civil or criminal proceedings where the employee is a named party, including cases in which the employee is suing or being sued—even if the City is also a party to the case
- b. Any appearance in a personal or representative capacity unrelated to official City duties
- c. In such cases, employees must use applicable accrued leave (e.g., vacation or compensatory time) in accordance with City leave policies.

B. Other Required Appearances:

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City of Idaho Falls Human Resources Policy 410 – Leave Practices

- ~~1. If, during regular scheduled work days, a regular employee must appear before a court, administrative tribunal or other quasi-judicial body as a witness in proceedings or actions in which the employee is not a named party or a party appearing in a representative capacity and in response to a subpoena or other direction by proper authority they shall receive their regular pay, but not to exceed the amount they would normally have received if they had worked their scheduled shift. Any time paid for under this rule, shall not be considered as time worked for the City and as such shall not be counted as time worked in computing any overtime pay. All off-duty appearances, occasioned in connection with official duties, and required by subpoena or other direction by proper authority, shall be paid at the rate of time and one-half (1 ½) the base hourly rate with two (2) hours and a maximum of hours commensurate with employee's normal shift.~~

LEAVE OF ABSENCE WITHOUT PAY

1. Department Directors may grant a leave of absence without pay, provided the employee has no other leave benefits available. An employee must have prior approval from their Department Director to be on Leave of Absence Without Pay. The Mayor and Council must approve any request for more than fifteen (15) working days a calendar year and stipulate the effect upon the employee's eligibility for benefits and their continuous service period. If the employee fails to report to work within 3 days after exhausting any approved leave without pay, they shall be considered to have resigned.
2. Department Director may grant a leave of absence without pay for an employee serving on military leave even if the employee has other leave benefits available.
3. There shall be no change in benefits for an employee on leave without pay status for the fifteen (15) calendar days.

ADMINISTRATIVE LEAVE WITH PAY

- A. An employee may be placed on paid administrative leave for the following purposes:
 1. Investigation, disciplinary, or organization needs.
 - i. Employees will be placed on administrative leave for no longer than is necessary for the department to determine the employee's status.
 2. Employees shall retain all rights of employment due to them and shall receive pay and benefits as if they had worked

Before placing an employee on paid administrative leave, the Department Director and Human Resources Director must approve the action.

VOTING LEAVE

- A. Voting in a public election is an important civic duty and we encourage all of our eligible employees to vote. To help in this cause employees can request up to two hours of paid leave to go vote in federal, state, and local general elections if an employee's work schedule prevents them from voting. Employees are required to get approval for this leave from their supervisor.

City of Idaho Falls Human Resources Policy 410 – Leave Practices

It is encouraged that employees take this leave at the beginning or end of their scheduled work period or at a time designated by their supervisor.

UNAUTHORIZED LEAVE

- A. No employee may be absent from duty without permission of their supervisor.
- B. An employee absent for three (3) consecutive working days without notice and without sufficient reason shall be considered to have resigned.



City of Idaho Falls Human Resources Policy 500

Salary Schedule, Pay Grade, and Point Factoring

Approved: ~~TBD~~ January 30, 2025

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COMPENSATION

- A. Purpose of Policy. This policy applies to all regular employees of the City of Idaho Falls, as defined hereafter. The purpose of this policy is to encourage a systematic, uniform and equitable method of establishing salaries and wages paid to the regular employees of the City. Nothing herein is intended to establish any right to continued employment, to limit the reasons for which an employee may be discharged or to otherwise create any contractual right of the employees of the City.

The City shall maintain an up-to-date record of the names of employees and their titles, salary schedule grade and step, anniversary date, and other data as may be required for the allocation of positions and placement on the salary schedule. The Department of Human Resources shall be responsible for maintaining a list of position titles and salary schedules, designating pay grade in which each position has been allocated through point factoring. Point factoring is a method for position allocation based on various factors or qualifications required to do the job. These factors include knowledge, skills, Ability, Formal Training, Responsibilities, Difficulty, Work Environment, etc.

- B. Point factoring is a systematic job evaluation technique that assigns numerical values to specific job factors, allowing for a quantitative assessment of job worth within an organization. This method breaks down jobs into key components such as skills, responsibilities, and working conditions, providing a structured framework to evaluate and compare jobs objectively. It supports the development of equitable pay structures and helps the city ensure internal and external pay equity.
- C. Administration of the salary schedule, pay grades, and point factoring system. The following provisions shall govern the administration of the salary schedule and placement on the salary schedule.
1. Salary on Employment. Placement to any position in any pay grade shall normally be made at the first step for the pay grade. Higher step placement may be effectuated commensurate with the applicant's qualifications as determined by the Department Director and Director of Human Resources.
 - a) A person who was previously employed by the City of Idaho Falls and is rehired shall start in the pay grade and step level as any other new hire, unless the person's qualifications justify higher step level placement as determined by the Department Director and Director of Human Resources.
 2. Salary step advancement and pay adjustments. Advancement to the next step in the salary schedule may be awarded to an employee upon a supervisory evaluation indicating adequate performance on their assigned anniversary date. Department Directors have the option of holding an employee in a step level should the employee's work performance so dictate.
 - a) Pay adjustments shall be effective the first day of the pay period after ~~on~~ the assigned anniversary date.

City of Idaho Falls Human Resources Policy 500- Salary Schedule, Pay Grade, and Point Factoring

- b) The Personnel Action form must be completed for any change to an employee's pay or status.
- 3. Salary on Promotion. In no event shall the step level rate of pay be equal to or lower than the step level rate of pay prior to promotion. The pay rate adjustment will be effective on the first day of the pay period after the effective date of the promotion.~~on the effective date of the promotion.~~
- 4. Salary on Demotion. An employee who is demoted to a lower job category shall be placed in the appropriate lower pay grade, and result in a reduction in pay as determined by the Department Director and the Director of Human Resources. The pay rate adjustment will be effective on the first day of the pay period after the date of the demotion.
- 5. Salary on Transfer. An employee transferred from one position to another in a job category to which the same pay grade is applicable shall continue to receive the same step-level rate of pay. An employee transferred to a lower job category shall be placed in the appropriate pay grade and at a step level rate of pay which is equal to or less than the employee's step level rate of pay prior to the transfer, as determined by the Department Director and Director of Human Resources. The pay rate adjustment will be effective on the first day of the pay period after the date of transfer.
- 6. Salary on Position-regrading. An employee whose position is ~~reclassified~~-regraded by the Human Resource Department in collaboration with the Department Director from one pay grade to another, shall continue to receive the same compensation until they reach the next pay period after the effective date, at which time they shall be placed in the approved pay grade and step level. If the position is regraded to a lower job category the employee will remain at their current hourly rate until such time as the grade and step to which they are ~~reclassified~~ placed exceeds the current hourly rate at which time they will be eligible to receive a pay increase. The pay rate adjustment will be effective on the first day of the pay period after the date of regrading.
- 7. Job Descriptions. Every regular position of employment by the City of Idaho Falls shall have a job description that contains the title, supervisory responsibilities, essential duties and responsibilities, and minimum qualification requirements. Each job description shall be ~~classified~~ graded and placed on the pay grade schedule using a point factoring rubric by the Human Resource Department in collaboration with the Department Directors and incorporated into the comprehensive salary plan.
- D. Contents of the job categories (Kinds and Levels) and pay grade schedule. The job categories (Kinds and Levels) plan shall include:
 - 1. A list of job categories (Kinds and Levels) shall be arranged within the appropriate pay grade schedule.
- E. Positions exempt from the regular employee pay grade schedule shall consist of the following:
 - 1. Mayor and members of the City Council and other elected officials, persons appointed to fill vacancies in these elected offices, Department Directors, City Treasurer, and others designated by the Department Director and approved by the Human Resources Director and the Mayor.
 - 2. Persons employed to make or conduct a special inquiry, investigation, examination or installation, if the Mayor and City Council certifies that such employment is temporary, and that the work should not be performed by employees in the classified program.

**City of Idaho Falls Human Resources Policy 500-
Salary Schedule, Pay Grade, and Point Factoring**

3. Employees covered by formal collective bargaining agreements that dictate a different compensation policy.
4. Temporary employees.



HIGH-CAPACITY ROADWAY STUDY

FINAL REPORT

APRIL 2025

PREPARED FOR:



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DOCUMENT DESCRIPTION

CLIENT	Bonneville Metropolitan Planning Organization (BMPO)
DKS Project #	P22174-000
Project	BMPO High-Capacity Roadway Study
Document Name	High-Capacity Roadway Study Report
Date Document Issued	April 29, 2025

VERSION CONTROL

VERSION NUMBER	DATE	DESCRIPTION OF CHANGE	AUTHOR
0-1	12/23/2024	DRAFT Document	Aaron Berger
0-2	3/4/2025	FINAL Document	Aaron Berger
0-3	4/29/2025	REVISED FINAL Document	Aaron Berger

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EXECUTIVE SUMMARY

The Bonneville Metropolitan Planning Organization (BMPO) has taken a proactive step toward addressing the transportation needs of a rapidly growing region through the High-Capacity Roadway Study (HCRS). Building on the findings of the 2011 Transportation System Alternatives (TSA) Study, the HCRS focuses on identifying future expressway and arterial routes, assessing new alignments, and updating the BMPO Access Management Plan. This comprehensive effort aims to reduce future congestion, enhance safety, and improve mobility for residents across the BMPO area.

The study's recommendations are designed to preserve rights-of-way (ROW) for high-capacity roadways, providing local jurisdictions with a roadmap to incorporate these plans into their development strategies. Public input, technical analysis, and a systematic evaluation process were integral to identifying feasible roadway solutions.

The BMPO area is poised for significant growth. By 2035, the number of households is expected to increase by 49%, and by 2050, that figure climbs to 84%. Employment growth mirrors this trajectory, with a projected 42% rise by 2035 and an 83% rise by 2050. Despite planned infrastructure investments totaling more than \$315 million, congestion is forecasted to grow dramatically, with deficient lane miles increasing from 4.5% in 2022 to 15.2% by 2050. Key bottlenecks are anticipated along corridors like 17th Street and Ammon Road, while limited capacity at southern crossings over the Snake River add further strain. Addressing these challenges requires bold infrastructure planning and execution.

Public engagement revealed strong community interest in solutions to reduce congestion and improve safety. Concerns were also raised about the potential impacts of expressways on rural areas, with many residents supporting strategic arterial solutions as a more acceptable alternative.

The recommended high-capacity roadway system focuses on several key strategies. The following corridors are recommended to be re-classified as Strategic Arterials:

- 45th W
- Old Butter Road (assuming a future extension to Sunnyside Road)
- 25th E
- 45th E
- 49th N
- 33rd N
- Lincoln Rd
- Sunnyside Road

In addition, 65th S is recommended to either become a Strategic Arterial or an expressway, pending further schematic design and environmental review. To ensure these corridors remain viable as the region grows, the preservation of a 120-foot ROW is recommended.

The HCRS also highlights the need for additional studies. A schematic design and environmental review of 65th South will help determine whether it should be developed as a strategic arterial or expressway. Additionally, a long-range planning study with Bingham County is recommended to explore a potential beltway system for future development.

In conclusion, the HCRS provides a detailed and actionable framework to address the BMPO area's future transportation challenges. By adopting the proposed strategic arterial corridors, preserving essential ROW, and leveraging community input, the region can effectively manage growth, minimize congestion, and enhance overall mobility. Continued collaboration among local jurisdictions and timely implementation of these plans will be vital to the success of this initiative.

INTRODUCTION

In 2011, the Bonneville Metropolitan Planning Organization (BMPO) led a Transportation System Alternatives (TSA) Study. One key finding from this study was a need for additional high-capacity transportation facilities including expressways and strategic arterials to preserve and improve traffic flow, improve safety, and improve residents' quality of life within the BMPO Area. This High-Capacity Roadway Study (HCRS) advances some of the findings of the TSA to a more detailed and defined state by:

- Identifying the best location for future expressway and strategic arterial routes
- Assessing feasibility of new alignments and existing roadway modifications; and
- Creating relevant high-capacity roadway standards through updates to the BMPO Access Management Plan

The HCRS is intended to provide the member jurisdictions within BMPO with recommendations for future high-capacity corridors. These recommendations may then be adopted by member jurisdictions and used to preserve ROW and protect access along the high-capacity roadway corridors.

This report summarizes the planning process and traffic studies used to:

1. Project future traffic within BMPO
2. Identify future corridor bottlenecks and deficiencies
3. Select high-capacity alternatives (Strategic Arterials and Expressways)
4. Screen and evaluate high-capacity system alternatives
5. Recommendation of proposed high-capacity system
6. Outline of potential implementation of high-capacity system

This planning effort also included a public outreach process which played a critical role in the selection of the proposed high-capacity system plan.

In addition to appendices documenting the interim steps for the HCRS process, this report includes the following sections:

- Methods and Assumptions – Summary of the analysis tools used and planning level assumptions made to perform the traffic studies
- Baseline Conditions – Overview of the projected future year traffic conditions throughout the BMPO Area
- HCRS Need and Purpose Statement
- Alternatives Development – potential high-capacity facilities identified
- Alternatives Screening – high-capacity facilities removed from consideration due to fatal flaw constraints
- Alternatives Evaluation – assessment of high-capacity facility feasibility and potential benefits

- System Recommendations – proposed high-capacity system and range of potential benefit, summary of public input, and outline of implementation steps

METHODS AND ASSUMPTIONS

This section summarizes the methods and assumptions for the HCRS, including study process, technical evaluation approach, key assumptions, and analysis tools. The study Methods and Assumptions Memorandum is included as Appendix A to this report.

STUDY PROCESS

The study process began with a needs evaluation that followed the following steps:

1. Refine Baseline Land Use Data – the most current reasonable projections and distribution of land use growth in the BMPO area was determined for forecasts year 2035 and 2050.
2. Develop Baseline Future Traffic Forecasts – the BMPO travel demand model was coupled with the updated 2035 and 2050 land use and a roadway network reflecting a “business as usual” (Baseline) condition to evaluate corridor level traffic forecasts for the BMPO area.
3. Identify System Deficiencies – the performance measures of traffic volume and corridor level-of-service (LOS) were generated from the BMPO model to identify roadway network needs and deficiencies.

The system deficiencies were used to develop a study purpose and need statement, which shaped the alternatives development and evaluation process. The high-capacity roadway (expressway and arterial) alternatives identified by the project team were combined into system scenarios and evaluated against the performance criteria (LOS thresholds) used to define the system performance. The best performing projects and scenarios were combined to form the proposed high-capacity system alternative, which was then refined based on public, steering committee, and elected official input. This refined alternative is presented in this report as the recommended high-capacity system. alternatives.

TOOLS

The technical analysis tools will be primarily TransCAD (version 9.0) and ArcGIS (version 10). This project focused on corridor level evaluation, using daily traffic volume projections to estimate performance. The evaluation performed did not include peak hour intersection level traffic operations analysis, or queuing.

PERFORMANCE MEASURES

To identify levels of congestion and network constraints, a measurement called level of service (LOS) was used to compare the daily traffic volumes to the roadway capacity, based on roadway type and number of lanes.

Similar to grades in school, LOS is scored using letters A through F, where A represents the best conditions and F represents failure. For the purposes of this document, facilities with LOS A, B, C and D are considered to be operating at an acceptable level of service while LOS E and F are considered to be congested and operating at an unacceptable level of service. The traffic volume and roadway capacity assumptions used to determine LOS for a given facility, as well as the descriptions of these different levels of congestion are provided in Appendix D of the BMPO 2050 LRTP Document. This study incorporates the same LOS methodology as the LRTP.

ASSUMPTIONS

The HCR Study does not include any new data collection efforts. All data used was obtained from prior efforts.

The population and employment growth assumptions for the BMPO Area were set to the updated demographics developed by BMPO since the completion of the last LRTP update, reflecting the most recent regional growth trends. These totals are summarized in the Baseline Conditions section of this report.

The most recent BMPO LRTP and input from the HCRS Steering Committee was used to select the projects listed in Table 1, which were included as background assumptions in the future year Baseline conditions analysis.

TABLE 1: BASELINE PROJECT LIST

LOCATION		PROJECT DESCRIPTION
ROAD	SEGMENT	
PROJECT WITH ESTIMATED COMPLETION BY 2035		
1ST STREET	25th East (Hitt) to Ammon Rd	Widen to 5 lanes
1ST STREET	Ammon Rd to 45th East	Widen to 3 lanes
5TH EAST (HOLMES)	49th South to Sunnyside	Widen to 5 lanes
33RD NORTH (IONA RD)	5th West to 5th East	Widen to 3 lanes
45TH EAST (CROWLEY) & 21ST STREET		Full-size roundabout
49TH NORTH (TBD)	US-20 to US-26	New 5-lane arterial alignment
49TH SOUTH (TOWNSHIP) & 5TH EAST (HOLMES)		Construct traffic signal
49TH SOUTH (TOWNSHIP) & 15TH EAST (ST. CLAIR)		Construct traffic signal
BENTLEY WAY	Woodruff to 25th East	Extension (minor collector)
JOHN ADAMS PARKWAY	Hitt Rd to Ammon Rd	3 lanes with a roundabout at Curlew
PIONEER ROAD	Pioneer Dr/Sidehill Canal to Utah Ave	Widen to 3 lanes
US-20	Lewisville IC to Rigby	Auxiliary lanes
US-26 & 25TH EAST (HITT RD)		Intersection reconstruction
WOODRUFF AVENUE	Lincoln Rd to US-26	Widen to 5 lanes

LOCATION		PROJECT DESCRIPTION
ROAD	SEGMENT	
PROJECT WITH ESTIMATED COMPLETION BY 2050		
1ST STREET	Ammon Rd to 45th East (Crowley)	Widen to 5 lanes
5TH EAST (HOLMES)	65th South (York) to 49th South (Township)	Widen to 5 lanes
5TH WEST	South of Alt H2: 5 lanes; North of Alt H2: 3 lanes	Widen to 3-5 lanes
15TH EAST (ST. LEON)	US-26 to US-20	Widen to 5 lanes and construct traffic signals
17TH STREET	Ammon Rd to 45th East (Crowley)	Widen to 5 lanes
25TH EAST (HITT)	US-26 to US-20	Widen to 5 lanes
25TH EAST (HITT) & 49TH NORTH		Construct traffic signal
45TH EAST (CROWLEY)	Sunnyside to US-26	Widen to 5 lanes and construct traffic signal at Sunnyside
49TH SOUTH (TOWNSHIP)	5th West to 25th East (Hitt)	Widen to 3 lanes
65TH SOUTH	I-15 to Woodruff Avenue	Widen to 5 lanes
AMMON ROAD	17th St to US-26	Widen to 5 lanes and construct roundabout at Iona Rd
AMMON ROAD	49th South (Township) to Sunnyside	Widen to 5 lanes
LINCOLN ROAD	Ammon Rd to 45th East (Crowley)	Widen to 5 lanes
OLD BUTTE ROAD	Sunnyside to Woodland Ln	New arterial
PANCHERI DRIVE	Old Butte Rd to Bellin Rd	Widen to 5 lanes
SUNNYSIDE ROAD	Ammon Rd to 45th East (Crowley)	Widen to 5 lanes and construct roundabout at Crowley

In addition, Alternative H2 from the I-15 / US 20 EIS was assumed as a baseline project for both 2035 and 2050.

The estimated (planning level) cost for the Baseline projects assumed to be constructed between present day and 2035 is \$105,000,000, and between 2035 and 2050 totals to approximately \$210,000,000, bring the total estimated cost (excluding Alternative H2) for the Baseline projects assumed to be constructed by year 2050 to **\$315,000,000**. This would represent a historic rate of infrastructure investment for the region. The assumed Baseline projects are mapped in Figure 1.

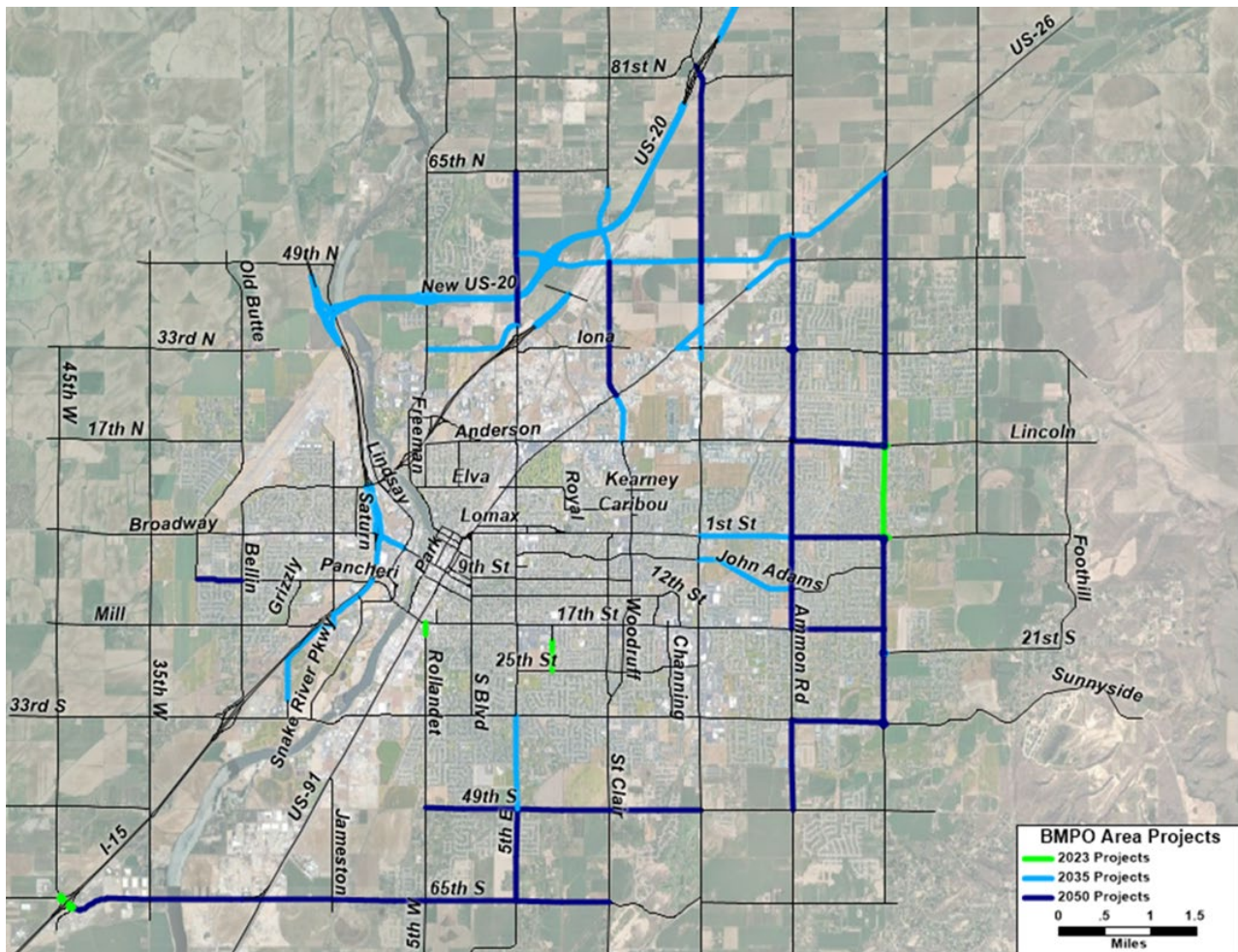


FIGURE 1: BASELINE PROJECTS (2023 – RECENTLY CONSTRUCTED, 2035, 2050)

BASELINE CONDITIONS

This section summarizes the system level future motor vehicle needs for the BMPO planning area for the forecast horizon year of 2050. The supporting Baseline Conditions Technical Memorandum is included as Appendix B.

GROWTH

The demographic projections for the BMPO have been updated since the completion of the LRTP. These updated projections were incorporated into the BMPO Area TransCAD travel demand model, reflecting horizon years of 2035 and 2050. The regional growth assumptions are summarized by households and jobs in Table 2.

TABLE 2: BMPO AREA GROWTH ASSUMPTIONS

YEAR	HOUSEHOLDS			EMPLOYMENT (JOBS)		
	TOTAL	GROWTH	%INCREASE	TOTAL	GROWTH	%INCREASE
2022	40,759	-	-	71,622	-	-
2035	60,769	20,010	49%	101,384	29,762	42%
2050	74,946	34,187	84%	130,933	59,311	83%

As shown in Table 1, the region is expected to continue recent rapid growth trends into the future, growing by nearly 50% within the next 13 years, and nearly doubling by 2050.

The geographical distribution of the 2050 projected housing and employment growth is shown in Figure 2 and Figure 3.

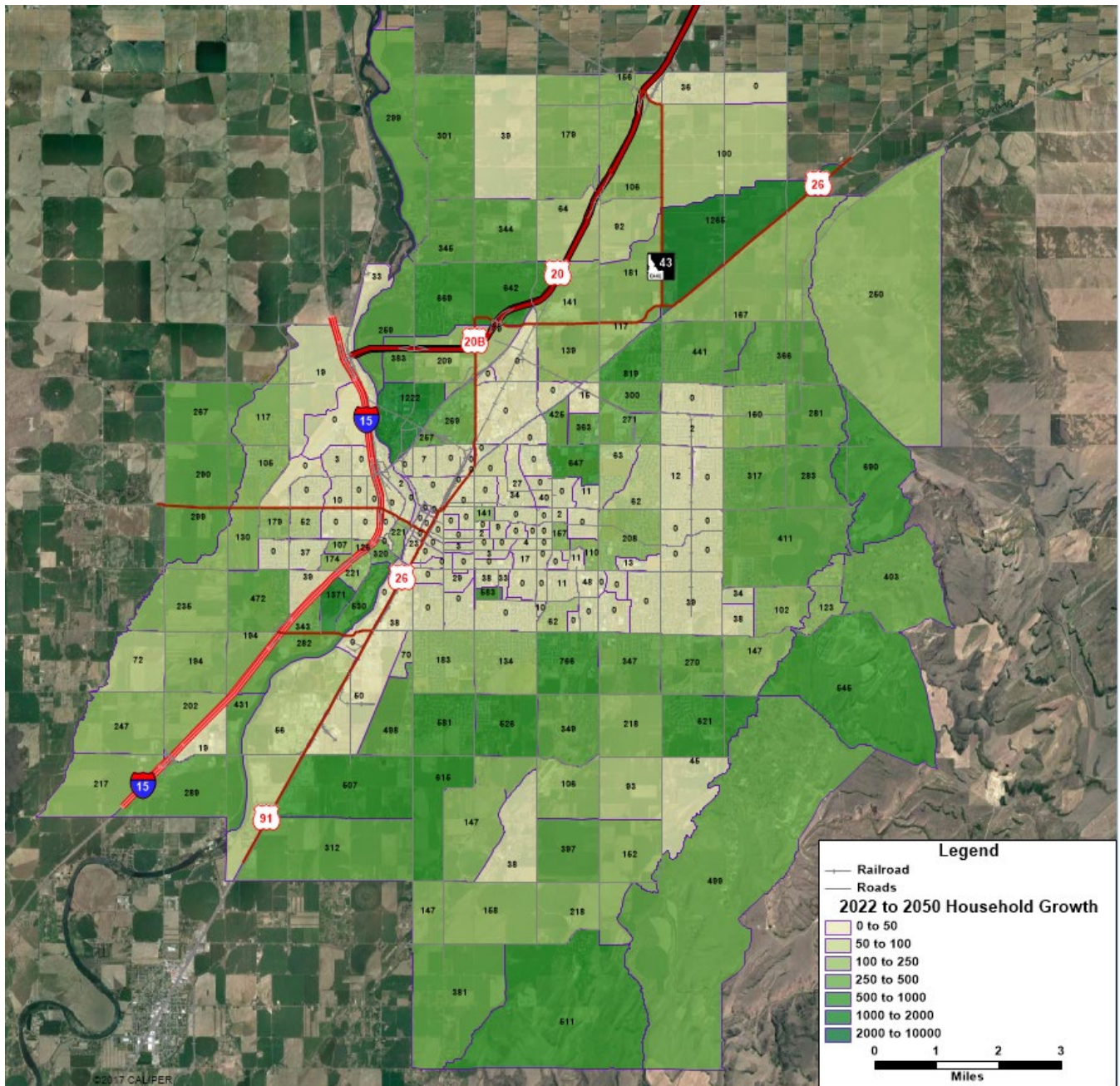


FIGURE 2: 2022 TO 2050 PROJECT HOUSEHOLD GROWTH

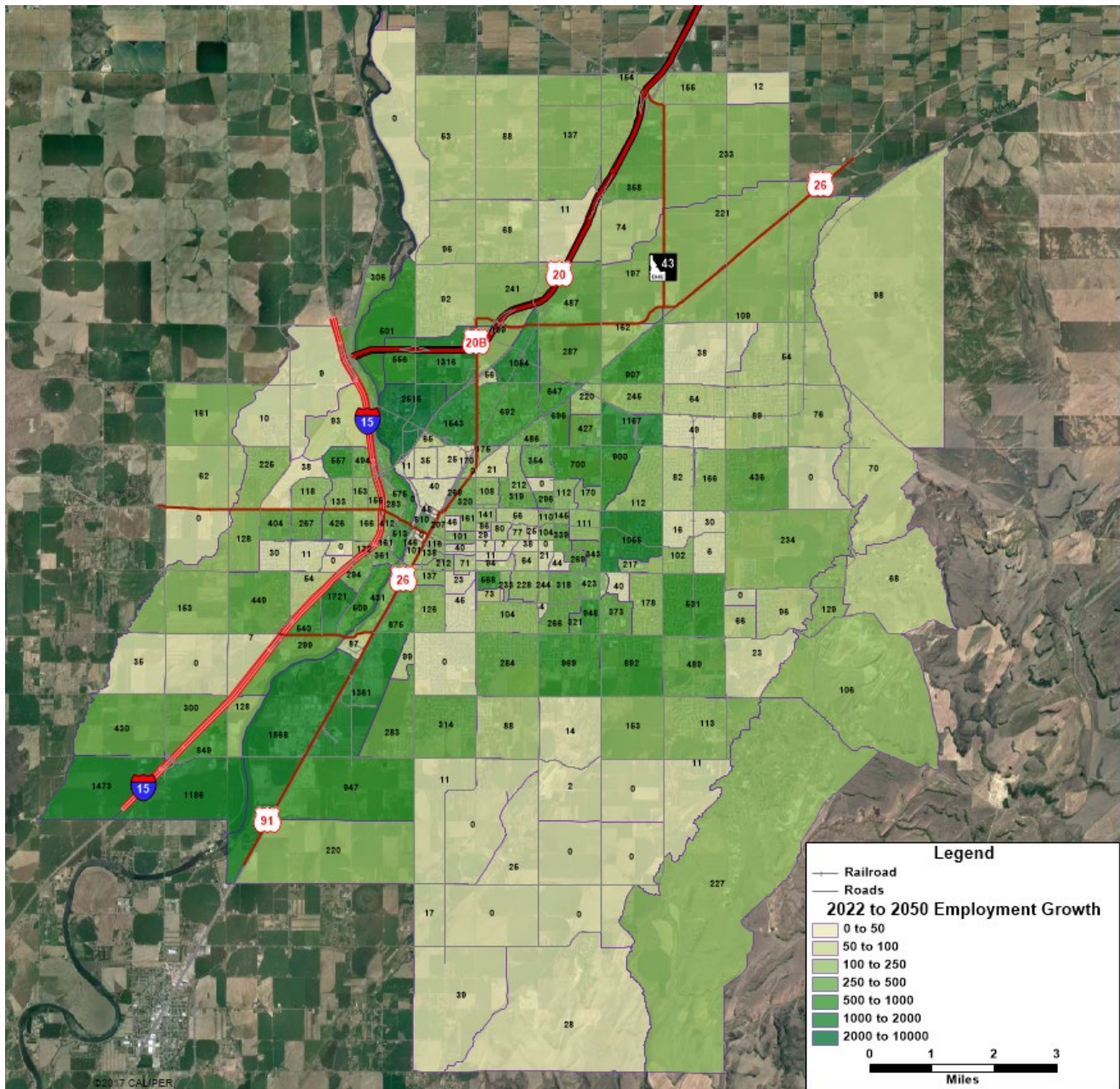


FIGURE 3: 2022 TO 2050 PROJECTED EMPLOYMENT (JOB) GROWTH

As shown in the 2050 projected demographic growth figures, the housing growth is anticipated to occur primarily in currently undeveloped or underdeveloped areas on the outskirts of the cities of Idaho Falls and Ammon. In addition, the Snake River Parkway corridor (between I-15 and Sunnyside Road) is also expected to include approximately 2,500 new housing units, many of which are already under development.

The projected job growth follows a somewhat different pattern, occurring mainly along the following primary freeway, highway, and arterial corridors:

- US 26
- I-15, particularly on the east side
- US 20, particularly south 65th Street North
- Sunnyside Road in and around Ammon

The 2050 growth patterns indicate increased demand for infrastructure along the regional highway system as well as in the urban fringe. The housing and employment growth projected along the Snake River will also stress the limited capacity of the existing bridges.

The demographic projections summarized in this section were incorporated into the BMPO travel demand model to create the land use basis for Baseline 2050 scenario.

SYSTEM PERFORMANCE

The traffic needs for the BMPO area were separated into existing and future conditions in the following sections. The existing and projected traffic conditions were developed from the BMPO Area travel demand model and include the demographic projections and Baseline projects detailed in the prior sections of this memo.

EXISTING TRENDS

The existing system capacity needs were estimated using the 2022 calibrated BMPO model. The modeled traffic congestion data was verified against Google Traffic patterns for a typical weekday to ensure that the proper system bottlenecks and congested corridors were identified as existing needs.

The existing BMPO model LOS and estimate Average Daily Traffic (ADT) volumes are summarized in Figure 4.

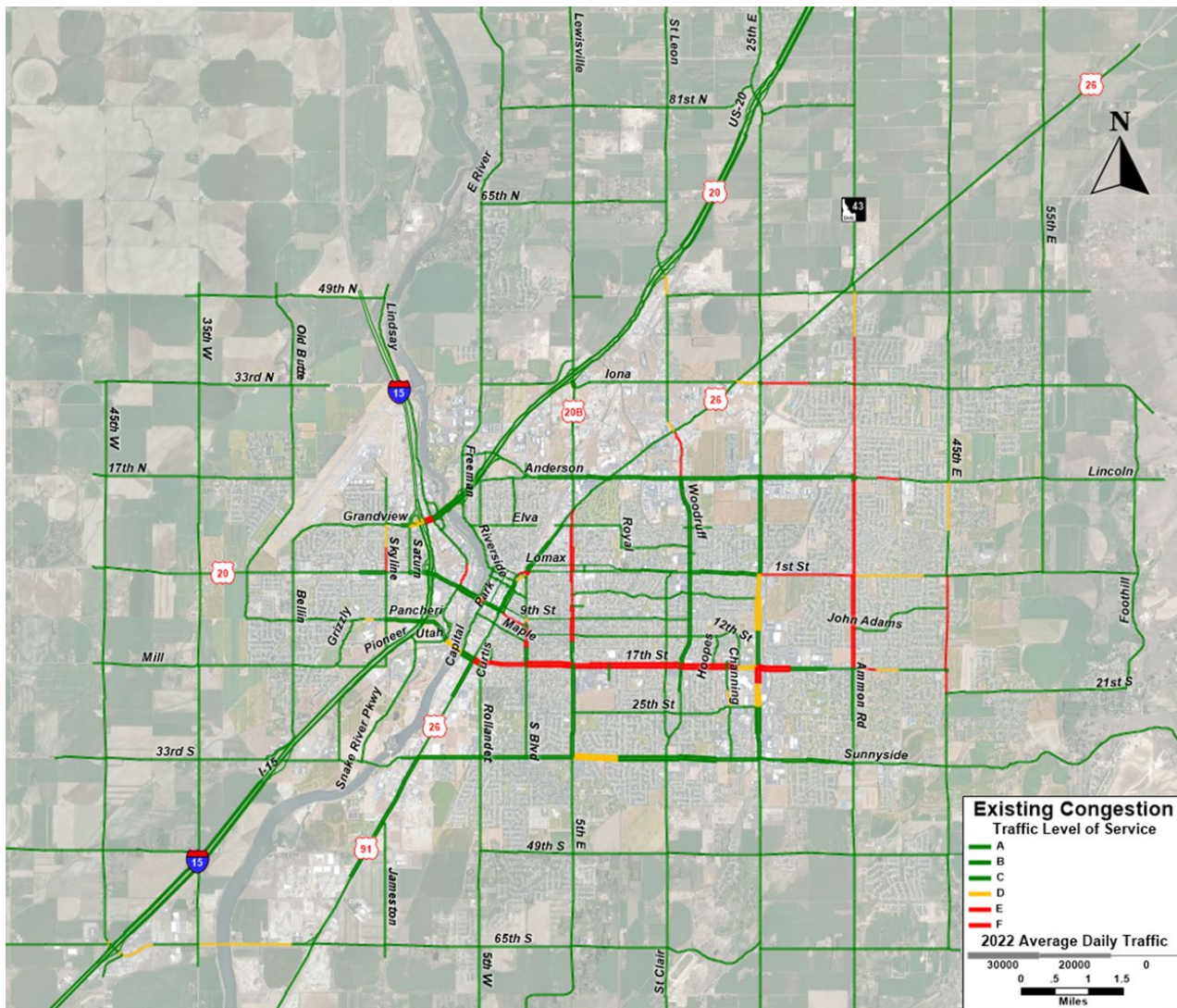


FIGURE 4: EXISTING LOS AND ADT (2022)

In 2022, as shown in Figure 7 the following key corridors have LOS E or F, indicating excessive delay and queuing during peak hour conditions:

- East-West Corridors
 - E 17th Street from S 129th Street to just past S 25th Street E
 - 1st Street S from S 25th Street E to S 45th Street
- North-South Corridors
 - Ammon Road from E 17th Street to E 49th Street
 - S 45th Street from E 17th Street to 1st Street
 - 5th Street East from US-26 to S Blvd

Additional congestion occurs throughout the BRMP Area system, but this congestion is generally localized to intersections rather than along continuous corridors. System wide, 4.5% of the lane

miles of the BMPO Area roadway system experience congested conditions, with nearly 2% reaching the critical LOS F (failing) condition.

The Snake River is a major potential system constraint, with crossing opportunities limited to the following locations:

- US-20
- Broadway
- Pancheri
- Sunnyside
- 65th South

These crossings provide capacity for approximately 262,000 trips per day. Per the BMPO model, in 2022 approximately 120,000 trips use the river crossings weekly, using less than 50% of the existing capacity.

FUTURE NEEDS

The future traffic conditions of the BMPO area were forecasted based on the demographic projections and baseline network assumptions presented in prior sections of the memorandum. Both 2035 and 2050 future conditions were evaluated.

System wide, drivers in the BMPO Area are forecasted to experience 58% more delay per daily trip by 2035, and 82% more delay by 2050.

The system wide levels of congestion are summarized in lane miles in Table 3.

TABLE 3: CONGESTED LANE MILES SUMMARY

YEAR	% LANE MILES LOS E	% LANE MILES LOS F	% LANE MILES DEFICIENT (LOS E AND F)
2022	2.6%	1.9%	4.5%
2035	3.6%	6.1%	9.7%
2050	8.3%	6.9%	15.2%

As shown in Table 3, congestion is expected to more than triple by the year 2050, despite the improvements assumed in the Baseline scenarios. The Baseline 2050 forecasted traffic conditions are shown in Figure 5.

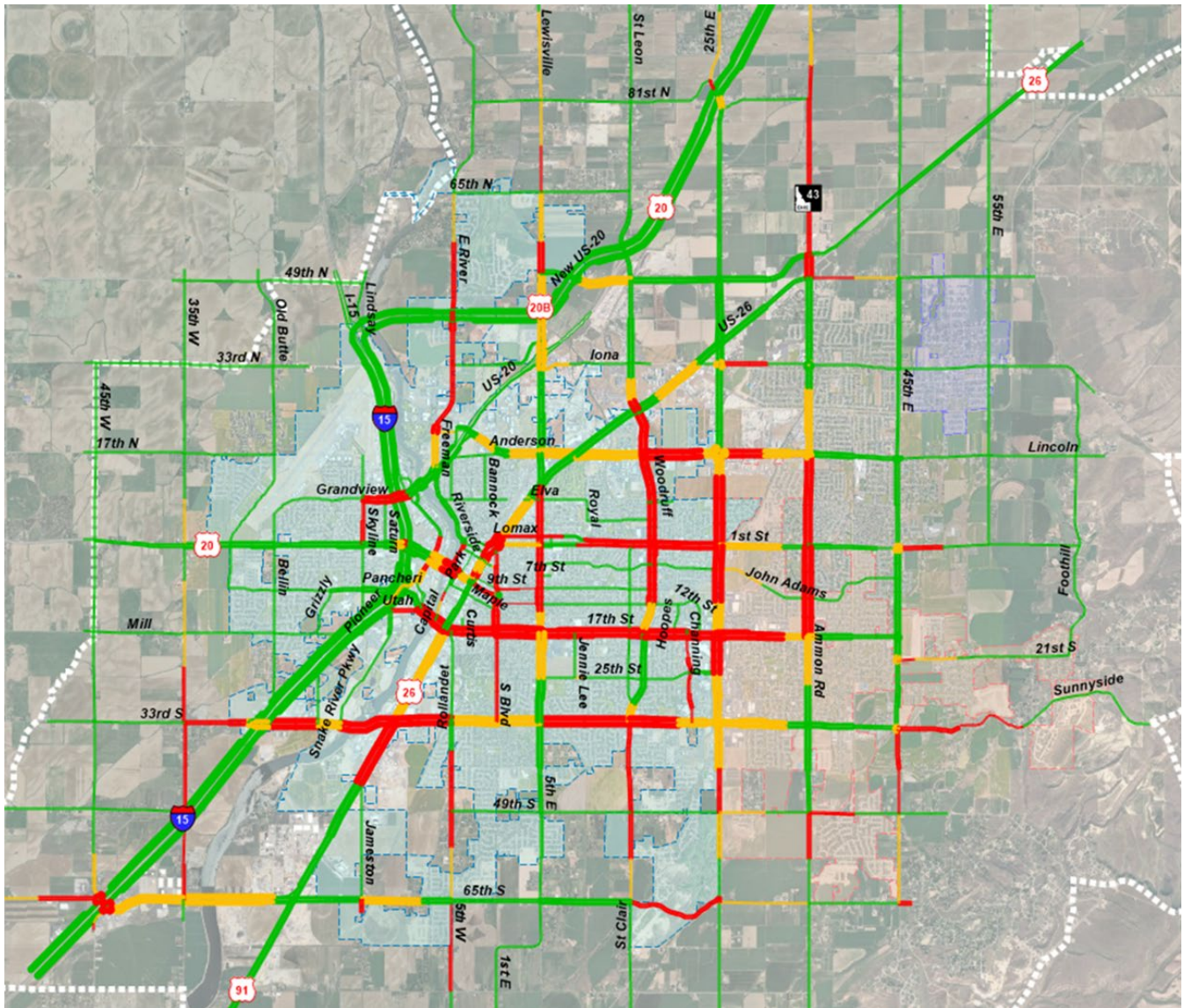


FIGURE 5: 2050 BASELINE LOS AND ADT

As shown in Figure 5, the BMPO Area is expected to experience increased congestion in the future, even with assumed significant investment in expanding and adding to existing roadways. Many of the needs shown in the Baseline LOS figures were already highlighted in the BMPO 2050 LRTP. Rather than re-state these needs, this study focused on 1) LRTP needs unaddressed by the assumed Baseline Projects and 2) new needs created by the updated regional demographic assumptions. These changes in future traffic needs compared against the LRTP are outlined in Figure 6, and the new 2050 needs summarized in Table 4.

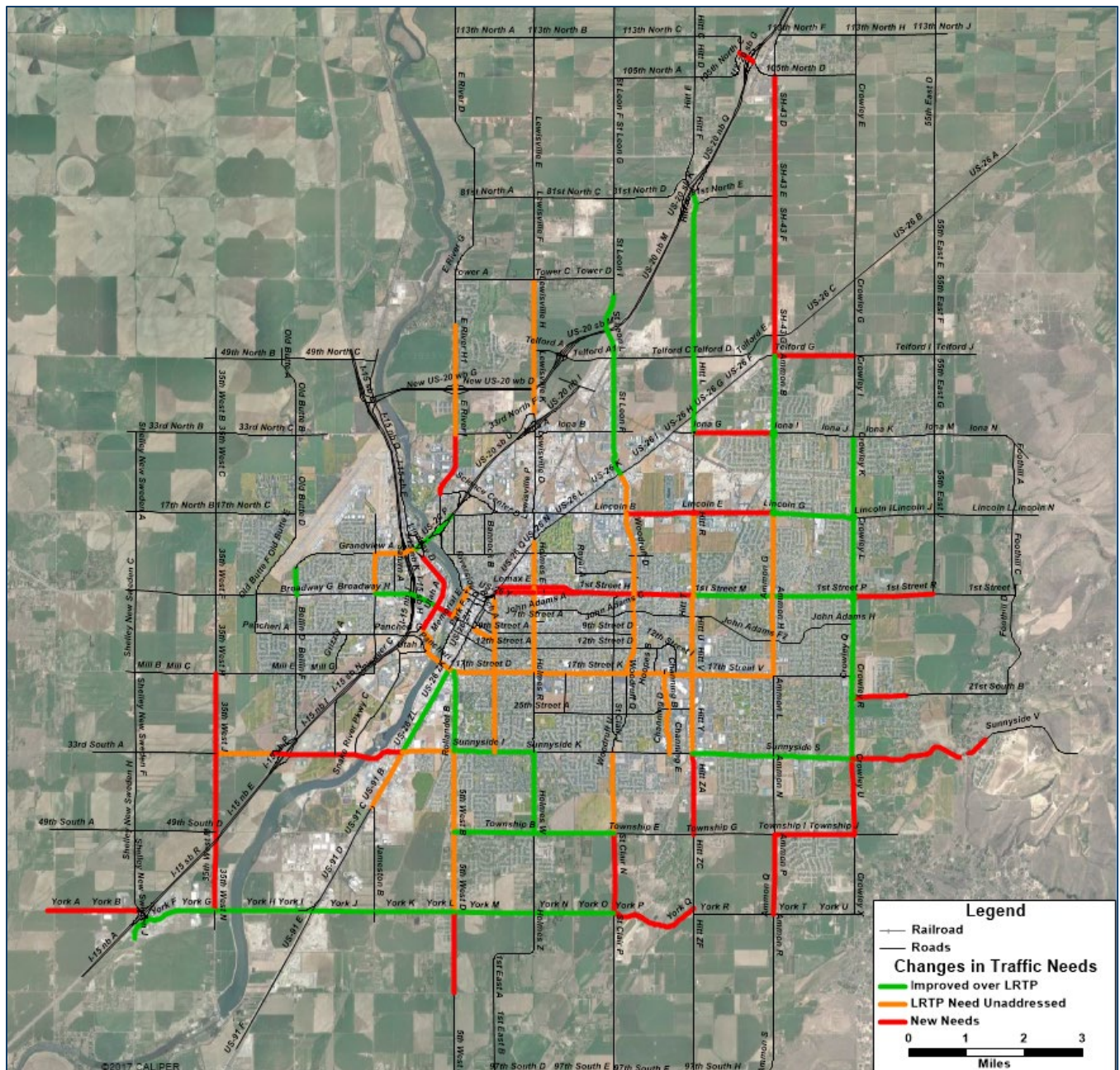


FIGURE 6: 2050 CHANGES IN NEEDS SINCE LRTP

TABLE 4: NEW 2050 NEEDS (SINCE LRTP)

EAST-WEST CORRIDORS			NORTH-SOUTH CORRIDORS		
ROADWAY	START	END	ROADWAY	START	END
5TH W	Iona	Anderson	35TH WEST	65th S	17th S
65TH S	55th W	45th W	5TH W	Iona	Anderson
65TH S	15th E	25th E	5TH W	81st S	65th S
SUNNYSIDE RD	I-15	US-26	15TH E	65th S	49th S
SUNNYSIDE RD	45th E	Scenic Dr	25TH E	49th S	Sunnyside Rd
21ST S	45th E	52nd E	AMMON RD	US-26	Ucon
1ST ST	45th E	52nd E	AMMON RD	65th S	49th S
LINCOLN RD	15th E	Ammon Rd	45TH E	49th S	Sunnyside Rd
IONA RD	25th E	Ammon Rd	1ST ST	US-26	25th E
49TH N	25th E	45th E			
BROADWAY ST	Utah St	US-26			

The 17th Street corridor is projected to remain congested, as are the 25th Street (Hitt), Ammon Road, and Woodruff Drive corridors. Overall, the 2050 Baseline scenario indicates persistent congestion in the built-out portion of Idaho Falls east of the Snake River, and additional capacity needs on the outskirts of the BMPO Area, particularly in the south.

Some key future system needs identified in the BMPO 2050 LRTP include:

- Constrained East-West River Crossings
- The Sunnyside Interchange
- US-20/I-15 Interchanges at:
 - Lindsay Avenue
 - Fremont Avenue
 - Science Center Drive
- Traffic growth on rural roads in the foothills

With the new 2050 demographic projections, these key needs were reassessed using outputs from the BMPO travel demand model and the results are summarized as follows.

East-West River Crossings

The 2022, 2035, and 2050 projected daily vehicle trips crossing the Snake River are summarized in Table 4.

TABLE 5: EAST-WEST RIVER CROSSINGS SUMMARY

RIVER CROSSING	EXISTING (2022)	2035 BASELINE	2050 BASELINE
US-20/I-15 CONNECTOR	-	LOS A	LOS B
US-20	LOS A	LOS A	LOS A
BROADWAY	LOS B	LOS C	LOS D
PANCHERI	LOS D	LOS F	LOS F
SUNNYSIDE	LOS A	LOS D	LOS E
65 TH SOUTH	LOS D	LOS F	LOS D
RIVER CROSSING TOTALS			
ADT	119,000	185,000	231,000
CAPACITY	262,000	345,000	368,000
LANES	22	26	28

The river crossing capacity increases significantly with the new I-15/US 20 Connector bridge, which is assumed to be constructed by the year 2035 under Baseline conditions. The 65th South widening project, which is assumed to be constructed between 2035 and 2050, provides additional river crossing capacity under 2050 Baseline conditions.

While as a whole the river crossings provide sufficient capacity in 2035 and 2050, the bridges south of Broadway are expected to experience increasingly congested conditions in the future. Traffic demand at the Pancheri bridge is expected to exceed the available capacity by 2035, forcing drivers to seek other routes. And the Sunnyside Road bridge is expected to approach capacity by 2050 as residential growth extends south towards 65th South and employment growth extends south along the I-15 corridor. Overall, the river crossing trends indicate potential traffic shifts to alternate routes between the southern portion of I-15 and the cities of Idaho Falls and Ammon.

Sunnyside Interchange

The Sunnyside Interchange with I-15 is anticipated to act as a bellwether of southern growth in Idaho Falls and Ammon. Under 2022 conditions, the interchange serves about 17,000 daily trips. This usage is expected to more than double to 37,000 trips by 2035, and nearly triple to 45,000 trips by 2050.

US-20/I-15 Interchanges

The current I-15/US 20 Connector project is assumed to be constructed under both the Baseline 2035 and 2050 conditions. One of the primary purposes of this project is to relieve congestion at the Lindsay, Fremont, and Science Center Drive interchanges. The results from the BMPO model indicate that Alternative H2 provides needed relief at these locations.

Foothills Traffic

45th East (Crowley) is expected to operate over capacity by 2035 but planned 5-lane widening projects north of Sunnyside Road assumed to be constructed by 2050 relieve much of this congestion. The remaining rural segments of Sunnyside Road, 17th Street, 45th East, Ammon Road, and 65th South are expected to exceed capacity due to the growth projected in the southern portion of the BMPO Area.

SUMMARY OF FUTURE NEEDS

Based on the result of the existing and future year scenarios, the BMPO Area is expected to experience increased congestion and delay in the future, particularly on east-west corridors from 1st Street to the south, and on north-south corridors from Woodruff Drive to the east. In the absence of continued safety improvements, the increased congestion and traffic conflicts on these corridors is expected to increase crash occurrences as well. The I-15/US 20 Connector is expected to improve traffic operations and reduce congestion in the northern portion of the BMPO Area, but strategic infrastructure investment in the south and east arterial corridors is needed to adequately serve continued regional growth. Even with more than \$300 million invested in capacity improvements, needs will remain in these areas.

PUBLIC INPUT

The Existing and Future Baseline system evaluation results and study Purpose and Need Statement were shared with the Public in an Open House event on November 14, 2023. Public feedback from this event identified the following additional key themes:

- Needed Repairs (specific locations) – 9 comments
- Roundabouts preferred – 3 comments
- Developer Funding – 2 comments
- Suggested Studies – 15 comments
- Bicycles and Transit – 7 comments
- Green Spaces – 2 comments
- Belt Loop – 7 comments

These needs were also considered where applicable to the project purpose statement during the subsequent alternatives screening and evaluation process.

Public input was also received on maps of the system, with concerns related to the following types of need located geographically across the BMPO Area:

- Congestion

- Safety
- Neighborhood Pass-Thru Traffic
- Access Concerns
- Bicycle Needs
- Pedestrian Needs
- Transit Needs

These comments are summarized on Figure 7.

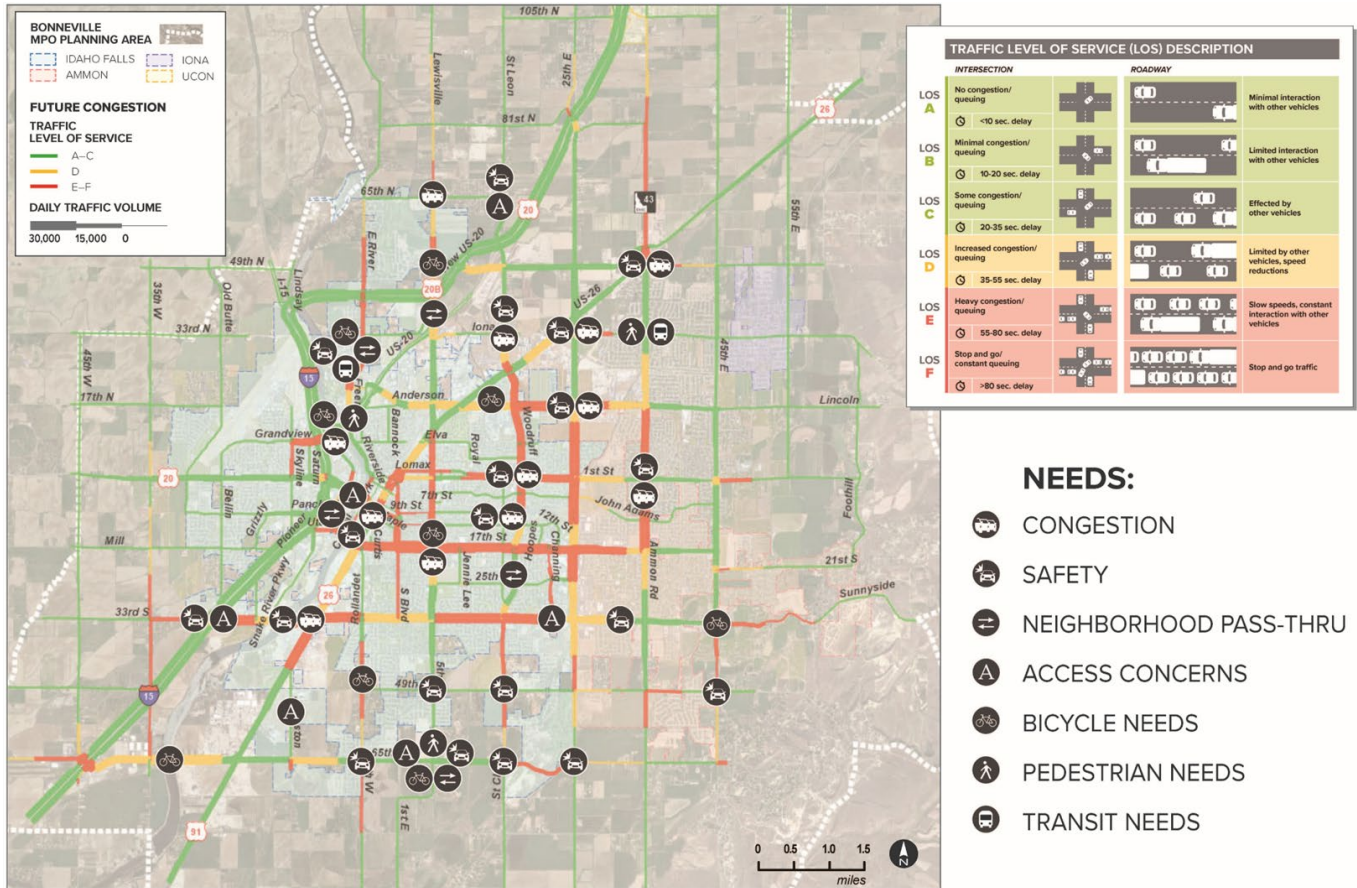


FIGURE 7: PUBLIC COMMENTS ON EXISTING NEEDS BY LOCATION

The full public meeting materials, comment log, and roll plots are included in Appendix C.

NEED AND PURPOSE STATEMENT

The Need and Purpose statement for the High-Capacity Roadways project targets the needs identified in the Baseline Conditions section beyond the built-out city centers of the BMPO Area. Improvements to corridors such as 1st Street and 17th Street will mostly likely need to be addressed through targeted operational improvements at key bottlenecks but cannot be fully alleviated through improvements in currently undeveloped areas outside city limits.

STUDY NEED

The HRCS need statement is given as follows:

There is a lack of safe, efficient, and equitable access for all modes of travel from new growth areas within the BMPO area to regional activity centers and highway facilities, with increasing pass-through travel on congested arterial corridors.

STUDY PURPOSE

The HCRS purpose statement is given as follows:

Proactively plan and develop comprehensive multimodal high-capacity roadway corridors and supporting connections, optimizing future transportation investments to help alleviate traffic congestion on existing arterial corridors and enhance overall regional mobility.

ALTERNATIVES DEVELOPMENT

This section summarizes the process used to identify high-capacity roadway alternatives for the BMPO area. Building off the findings from the 2011 Transportation Alternatives Study, the scope of this study included the following alternatives for consideration:

- A new expressway in the vicinity of 65th South
- A new expressway between 97th North and 65th North in the vicinity of 81st North, connecting I-15, US-20, and US-26 (this northern alignment may not be effective, depending on the preferred alignment resulting from the I-15/US-20 environmental study, and the planned 49th North Connector).
- A north-south expressway between 35th West and 65th West in the vicinity of 45th West, evaluated in the following two sections:
 - Section 1 - Beginning at or near an east-west expressway and extending to US-20 (Broadway)
 - Section 2 - Extending from US-20 (Broadway) to 65th South

Additionally, conversions of existing Principal Arterials to Strategic Arterials were to be considered as alternatives to build out the recommended high-capacity system. The following sections describe the initial alternatives considered for both Strategic Arterials and Expressways.

STRATEGIC ARTERIALS

The project team and Steering Committee identified potential candidate corridors for strategic arterials. Strategic arterials would be five to seven lane roadways, with access limited to ½ mile intersection spacing. Intersections could be signal or roundabout controlled, with roundabout control working particularly well in locations where eliminating access points, particularly existing driveways, is not feasible. Note that classifying a corridor as a strategic arterial does not mean most of the existing local connections to the corridor will be closed. Rather, the classification change will guide the access management strategies and cross section elements of projects

implemented along the corridor. A potential typical section for a Strategic Arterial is shown in Figure 8. Note that this cross section could also be expanded to six lanes.



FIGURE 8: STRATEGIC ARTERIAL POTENTIAL CROSS SECTION

25th East (Hitt) through Idaho Falls/Ammon currently contains elements of a strategic arterial, particularly near the 17th Street intersection, as shown in Figure 9.



FIGURE 9: STRATEGIC ARTERIAL SAMPLE

Proposed Strategic Arterials

- Old Butte Rd
- 45th W
- 25th E
- 45th E
- 65th S
- Sunnyside
- Lincoln
- 33rd N
- 49th N

0 1 2 3
Miles

These initial corridors were selected based primarily on their connections through the region. Corridors such as 49th South were not considered due to lack of through connections, as 49th S does not cross the Snake River or connect to I-15. Additionally, corridors primarily within built out,

downtown areas such as 17th Street were not considered as the amount of existing access would make a classification change to a Strategic Arterial meaningless.

EXPRESSWAYS

An expressway is a limited access, median-separated, high speed (55 mph or more) facility. Expressways may include grade separations/interchanges, particularly in urbanized areas, but can also be full access at-grade intersections, albeit spaced at 1-mile minimum distances. An expressway will contain a minimum of two lanes per direction. Expressways can also be used to transition a corridor to a freeway over time. Figure 11 shows a potential expressway cross section.

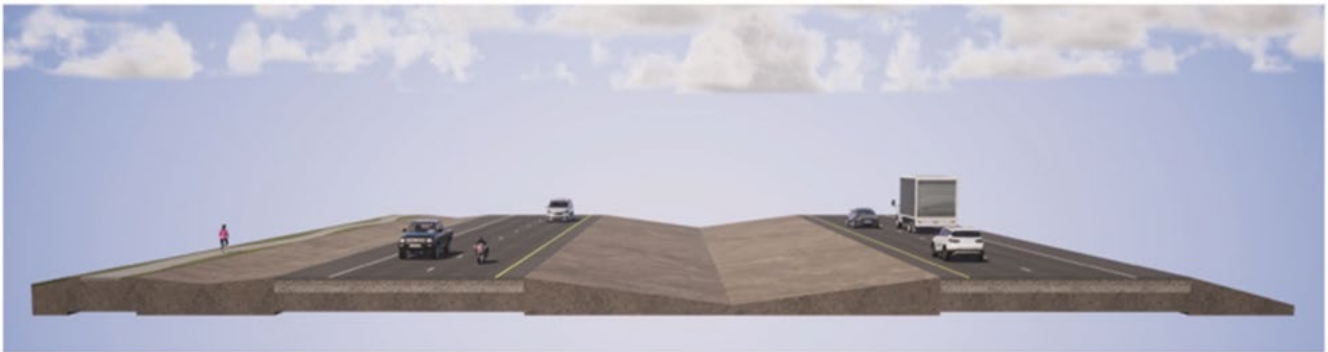


FIGURE 11: EXPRESSWAY POTENTIAL CROSS SECTION

US 20 through Idaho Falls currently operates as an expressway facility, as shown in Figure 12.



FIGURE 12: EXPRESSWAY SAMPLE

The initial expressway alternatives were developed using a combination of ideas from the Steering Committee, project team, and the public, as well as concepts proposed in the “Idaho Falls Arterial Loop: Economic Assessment” and the 2011 “Transportation System Alternatives Study.” These expressway concepts were intended to serve future growth areas surrounding the currently urbanized BMPO areas while also providing higher speed, higher capacity alternatives to existing congested arterial corridors. Note that by nature of their proposed locations, the expressways would not be expected to provide significant relief to current congestion issues in the more fully built out areas within the BMPO, as the new facilities would be too far out of direction to pull trips from these roadways. The expressway alternatives were intended to provide both capacity for new development and increase resiliency of nearby congested arterials against future growth.

The following initial Expressway Alternatives were proposed for Level 1 Screening (See Figure 13):

- North Concept
 - **North Expressway Alternative 1** – New Expressway located approximately on the 81st North Alignment, from I-15 to US 26. This concept would likely need to include a new interchange on I-15 and a new Snake River crossing.
- South Concepts
 - **South Expressway Alternative 1** – New Expressway located approximately along the 65th South existing alignment, from I-15 to 45th East (Crowley). This concept would likely involve re-aligning the 65th South Corridor between 15th East and 25th East.
 - **South Expressway Alternative 2** – New Expressway located approximately halfway between 65th South and 81st South, connecting I-15 to 45th East (Crowley). This alternative would follow the 65th South existing alignment from I-15 through US 91.
 - **South Expressway Alternative 3** – New Expressway located approximately along the 65th South existing alignment, but routing to the north-east at 25th East, ultimately connecting to 45th East (Crowley) near Sunnyside Road. This concept is identical to South Expressway Alternative 1 from I-15 to 25th East.
- East
 - **East Expressway Alternative 1** – New Expressway located approximately ¼ mile east of 55th East, from just north of the 65th South/45th East (Crowley) intersection to the US 26/55th East intersection.
- West
 - **West Expressway Alternative 1** – New Expressway connecting the planned I-15/US 20 Connector system interchange to the I-15/45th West/65th South interchange. This alignment would approximately follow the existing 45th West alignment from 17th North to 65th South.

Note that these initial concepts were very high-level planning alignments, and more specific details related to the alignment locations and geometry were saved for alternatives passing the subsequent Level 1 (Fatal Flaw) Screening.

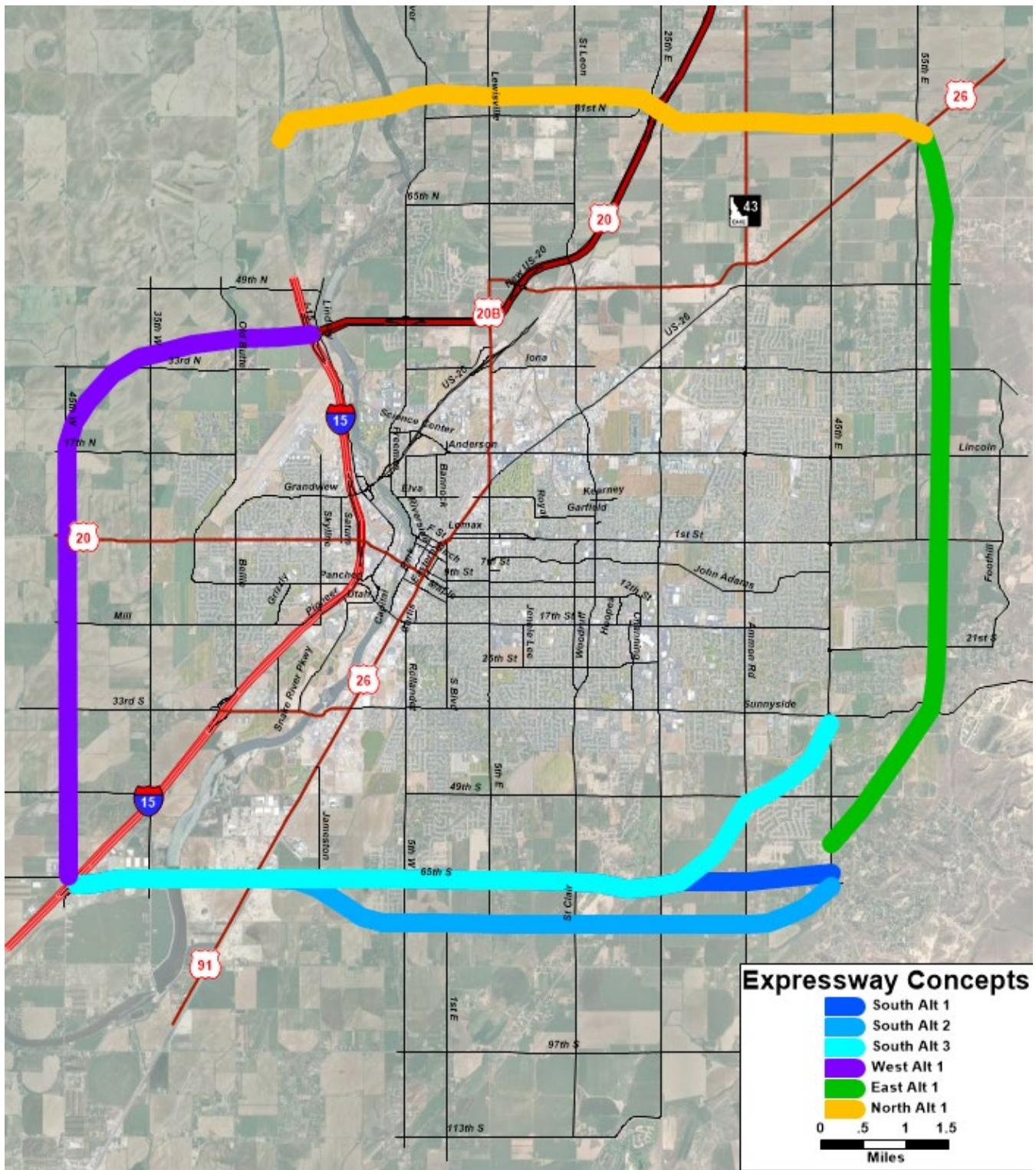


FIGURE 13: INITIAL EXPRESSWAY CONCEPTS

Two additional alternatives were considered and dismissed based on clear feasibility constraints:

- **45th East Expressway (65th S to US 26)** – the existing land use, constrained ROW, and existing access conditions on this corridor led to this alternative being deemed infeasible by the Steering Committee
- **55th East Expressway (45th E near 65th S to US 26)** – similar to 45th East, the constrained ROW, and access conditions on this corridor led to this alternative being deemed infeasible by the Steering Committee

ALTERNATIVES SCREENING AND EVALUATION

The alternatives evaluation process followed two key steps:

1. Fatal Flaw (Level 1) Screening of High-Capacity Roadway Alternatives
2. Evaluation (Level 2) of High-Capacity Roadway Alternatives

LEVEL 1 SCREENING

The HCRS Streeting Committee performed the Level 1 (Fatal Flaw) Screening of the initial expressway and strategic arterial alternatives. The key Level 1 Screening Criteria considered were:

- Physical Constraints – consideration of prohibitive terrain features such as steep grades
- Traffic Utility – consideration of the project purpose and need related to identified congestion needs
- ROW/property Impacts – Potential to create large scale property acquisitions in already built out neighborhoods and subdivisions
- Access Impacts – existing roadway and driveway access for expressway alignments following current roadway corridors

STRATEGIC ARTERIALS LEVEL 1 SCREENING

The Steering Committee advanced all the proposed strategic arterial corridors through the Level 1 Screening, listed as follows:

- 45th W
- Old Butter Road (assuming a future extension to Sunnyside Road)
- 25th E
- 45th E
- 49th N
- 33rd N
- Lincoln Rd
- Sunnyside Road
- 65th S

EXPRESSWAYS LEVEL 1 SCREENING

The Steering Committee screened out the following expressway alternatives:

- **North Expressway Alternative 1** – This concept was screened out due to minimal anticipated traffic utility towards the HCRS Purpose and Need. Under 2050 Baseline Conditions, the I-15 to US 20 Connector project provides surplus capacity for east-west traffic in this area, and the proposed expressway corridor would not be targeting any clear needs. In addition, the ROW impacts along 81st N and the feasibility of constructing another system level interchange on I-15 were determining factors in screening out this alternative.
- **South Expressway Alternative 1** – This alternative was screened out due to access impacts along the existing 65th South corridor, which includes many driveways and already abuts housing subdivision connections. **Note that this alternative was later brought back into consideration based on Steering Committee and public input.**
- **South Expressway Alternative 3** – This alternative was also screened out due to access impacts along the existing 65th South corridor as well as conflicts with subdivisions when connecting from 65th south across Ammon Road and onto 49th East (Crowley)
- **East Expressway Alternative 1** – This alternative was screened out due to property impacts and grade constraints for the segment from 45th East to the proposed north-south alignment, particularly conflicts at Sunnyside Road

The remaining Expressway Alternatives (**South Expressway Alternative 2** and **West Expressway Alternative 1**) were advanced to the Level 2 Evaluation.

LEVEL 2 EVALUATION

Both the proposed expressway alternatives and the proposed strategic arterial alternatives were evaluated in the 2050 BMPO travel demand model to estimate the potential traffic benefits and of these proposed corridors. Note that the regional travel demand model is a high-level tool that only evaluates daily traffic conditions. The actual peak hour congestion and traffic benefits of the proposed alternatives are far higher than the model results indicate. Each corridor was also evaluated to determine the high-level key design constraints and potential ROW, access, and design challenges that the proposed expressway or strategic arterial would likely entail.

STRATEGIC ARTERIAL LEVEL 2 EVALUATION

As noted in Appendix C, the strategic arterial corridors draw traffic demand from parallel corridors, with 65th S, Lincoln Rd, 25th E, and 45th E in particular drawing additional traffic demand and providing some relief to adjacent corridors such as Ammon Road (up to 13% reduction) and 1st St (up to 12% reduction). The Strategic Arterial Alternatives are also anticipated to improve travel times on the following routes:

- 65th S (east of US 91)
- 35th W
- 45th E
- 49th S
- 45th N

A high-level assessment of the corridors was conducted for strategic arterial feasibility and indicated the following key challenges:

- **65th S Corridor Challenges**

- Driveway access – numerous private driveways, particularly between Ammon Road and 45th E
- Local subdivision access, including
 - > Maggie Dr
 - > 9 W
 - > S 9th W
 - > S 12th W
 - > Limousin Ave
 - > Glass Mountain Blvd
 - > Sommer Dr
- Land Use – Fairgrounds
- Geometry – offset intersection at 25th E

- **Sunnyside Road Corridor Challenges**

- Local road access, particularly east of 25th E
- Constrained ROW – East of 25th E
- Existing private driveway access

- **Lincoln Road Corridor Challenges**

- Unknown future tie-in to existing US 20 corridor
- Commercial Access points west of 25th E
- Private driveway access from 25th E to Ammon Rd

- **49th N Corridor Challenges**

- Need to coordinate with ITD US 26 corridor project, particularly at Beaches Corner
- Private driveways from Ammon Rd to 45th E

- **33rd N Corridor Challenges**

- Private driveway access near 26th W/Old Butte Rd

- **45th W Corridor Challenges**

- Private driveway access south of 49th S, near 17th S, south of US 20

- **25th E Corridor Challenges**

- Commercial access near Iona Road and US 26
- Private accesses north of US 26

- **45th E Corridor Challenges**

- Limited ROW/canal conflicts, particularly north of Lincoln Rd
- Private drive access, particularly for ½ mile south of Iona Rd

EXPRESSWAYS LEVEL 2 EVALUATION

The two expressway alternatives advanced to the Level 2 Evaluation (South Alt 2 and West Alt 1) were analyzed in the 2050 BMPO travel demand model to estimate the potential traffic benefits and

independent utility of these proposed corridors. Each corridor was also evaluated to determine the high-level key design constraints and potential ROW, access, and design challenges that the proposed expressway would likely entail.

West Expressway Alternative Evaluation

The West Expressway Alignment was refined to include curves that met AASHTO standards for the anticipated speeds (55 mph) of the new facility. The northern terminus of the proposed expressway was connected to the yet to be constructed I-15/US 20 Connector as the fourth leg of the system interchange. At the southern terminus, the expressway follows the 45th W alignment into the 65th S/I-15 interchange.

As detailed in Appendix C, the West Expressway draws traffic away from the I-15 and US 20 West, reducing daily traffic on these corridors by up to 15%. The expressway essentially provides a US 20 bypass around Idaho Falls. The expressway also pulls traffic away from the congested I-15/Sunnyside Road interchange, reducing traffic at this location by 5%. Overall, these reallocated future trips were not expected to create significant capacity issues on these east-west corridors.

The West Expressway does not directly address any of the critical 2050 Baseline LOS issues. This proposed expressway does provide significant regional route redundancy by providing an alternate US 20 route, and also provides additional capacity to support growth west of the Snake River.

A high-level assessment of the corridor for expressway feasibility indicated the challenges summarized in Table 6.

TABLE 6: WEST EXPRESSWAY KEY CHALLENGES

CHALLENGE	SEGMENT	POTENTIAL MITIGATIONS
PRIVATE DRIVEWAYS	65 th S to 49 th S	Shift expressway alignment west of 45 th W
	½ Mile south of US 20	Shift expressway alignment slightly west, extend old S 45 th Rd W alignment south as a frontage connection
CONSTRAINED ROW	17 th S/45 th W	Consider shifting alignment east to bypass existing privates and commercial structures
NEW ROW NEEDED	17 th N to I-15/US 20 Connector Interchange	Refine alignment for this corridor to provide basis for ROW buffer, ensuing future development does not build over the proposed corridor
	17 th N to 65 th S	Ensure incoming development along 45 th W leaves sufficient ROW setbacks to accommodate an expressway cross section
	65 th S/I-15 Interchange	ROW needs for potential system interchange

South Expressway Alternative Evaluation

The South Expressway Alignment was refined to include curves that met AASHTO standards for the anticipated speeds (55 mph) of the new facility. The western terminus of the proposed expressway follows the existing 65th S alignment and connects into the 65th S/I-15 interchange. At the eastern terminus, the expressway ties into 45th E (Crowley).

As detailed in Appendix C, the South Expressway pulls traffic off multiple congested corridors, reducing 2050 traffic demand on Sunnyside Road by approximately 12%, and on 17th Street by approximately 8%. Shifting the south expressway approximately ½ mile south of 65th S was determined to provide similar traffic benefits to the expressway alternative on the existing 65th S alignment.

The South Expressway reduces future congestion on Sunnyside Road, reducing travel time on this corridor by more than 12%, and on 17th Street by more than 7%. In addition, this alternative reduces traffic demand on the 65th S corridor.

A high-level assessment of the corridor for expressway feasibility indicated the challenges summarized in Table 3.

TABLE 7: SOUTH EXPRESSWAY KEY CHALLENGES

CHALLENGE	SEGMENT	POTENTIAL MITIGATIONS
PLANNED DEVELOPMENT	Jameston Rd to 5 th West (Ivywood West)	Shift alignment south, shift reverse curves west to bypass new subdivision
COMMERCIAL ACCESS	I-15 to US 91	Provide backage/frontage connections to consolidate access along this segment
GEOGRAPHIC CONSTRAINTS	Snake River	Construct second bridge to double capacity, coordinate with County to determine jurisdiction
	Gravel pit southeast of US 91/65 th S	Build interchange at existing US 91/65 th S intersection, tighten reverse curves to avoid gravel pit and shift alignment ½ mile south by Jameston Rd
CONFLICTS WITH EXISTING LAND USES	Fairgrounds	Shift alignment further south to bypass
	Ivywood Platted Development	Shift alignment further south to bypass
CONFLICTS WITH EXISTING INFRASTRUCTURE	S 1 st E/5 th E curves	Shift alignment further south to tie into 1 st S with more minimal ROW impacts
	65 th S/I-15 Interchange	Interchange would need to be expanded (multi-lane roundabouts, 4-lane bridge) to accommodate expressway traffic, could need

CHALLENGE	SEGMENT	POTENTIAL MITIGATIONS
		additional ROW if ultimate design is a system interchange
NEW ROW NEEDED	US 91 to 45 th E (Crowley)	Refine alignment for this corridor to provide basis for ROW buffer, ensuing future development does not build over the proposed corridor

SYSTEM RECOMMENDATIONS

Following the Level 2 Alternatives Evaluation, the Steering Committee made an initial high-capacity system recommendation. This recommendation was revised based on input from elected officials, then revised again based on combined input from the public, elected officials, and the Steering Committee. The following sections summarize these system recommendations.

INITIAL HIGH-CAPACITY ROADWAY SYSTEM

The **West Expressway** was initially recommended for inclusion as an opportunity to provide long-term (30+ year) capacity for growth west of I-15. Based on this recommendation, **45th W** and **33rd N** were not initially recommended as strategic arterials. The **South Expressway** was initially recommended for inclusion in the high-capacity roadway system due to both the 25-year benefits to adjacent corridors such as Sunnyside and 65th S as well as the potential to serve larger future growth needs as the urbanized areas continue to extend to the south. Due to the South Expressway recommendation, **65th S** was not initially recommended as a strategic arterial, but rather was recommended to become a minor arterial with a 3-lane cross section. The **Old Butte Road Corridor** was recommended for inclusion as a strategic arterial as this corridor completes an inner loop connection and provides support for the more near-term development likely to occur west of the Snake River. All other proposed strategic arterials corridors were included in the initial high-capacity roadway system. In addition, **5th W** (Freeman Rd/E River Rd) north of US 20 showed capacity issues under 2050 conditions, and is recommended to be upgraded from a Minor Arterial to a Major Arterial from US 20 to 65th N. The full initial recommended scenario is shown in Figure 14.

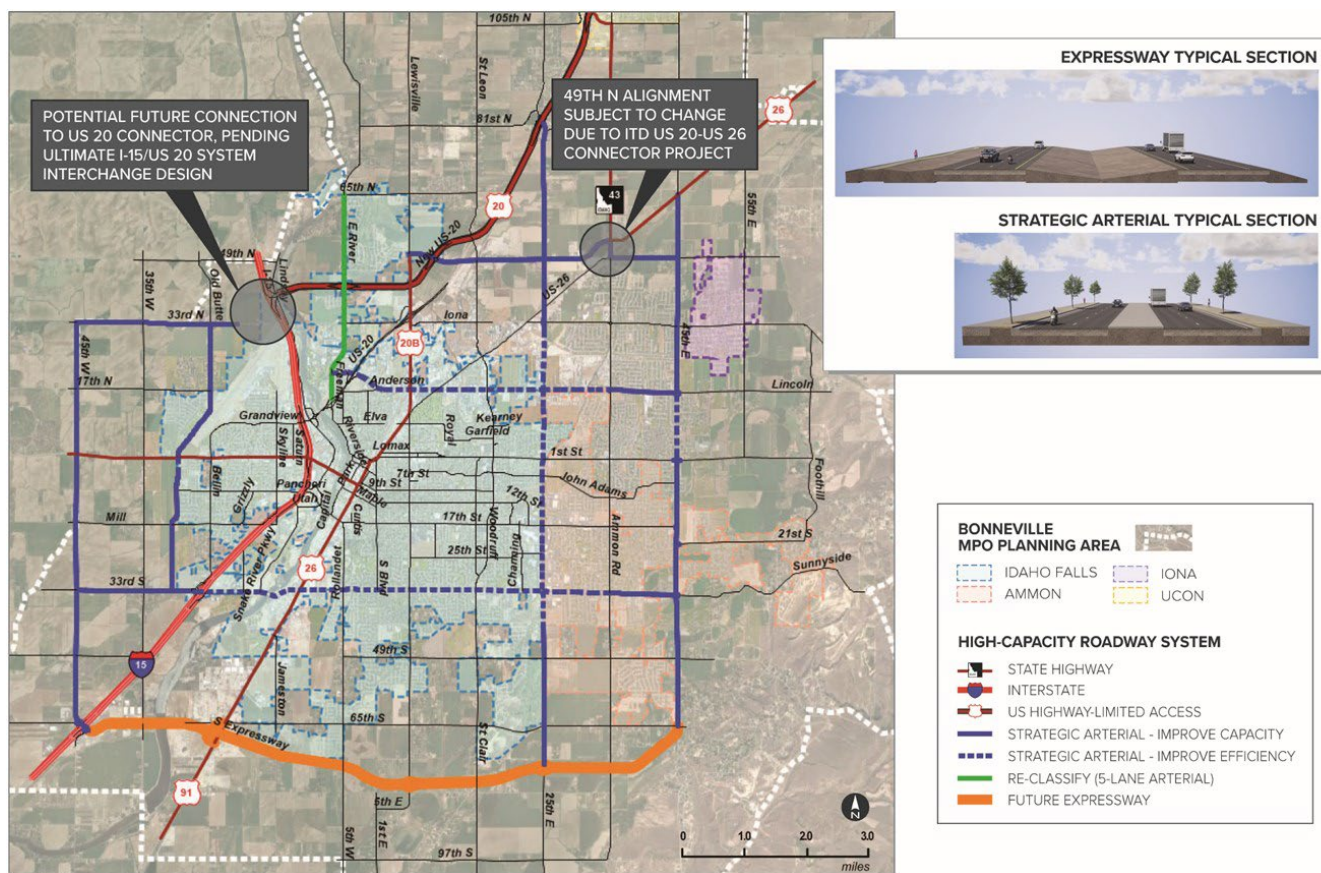


FIGURE 14: INITIAL HIGH-CAPACITY ROADWAY SYSTEM

The Initial High-Capacity System area wide benefits are somewhat muted by the capacity constraints of the existing strategic arterial corridors. These corridors do have opportunities for additional capacity enhancement, particularly with coordinated signal timings on the signalized corridors, and widening on to existing five-lane segments at key locations. These proposed corridors will help keep the regional traffic movements off the local system, enhancing opportunities for parallel low stress active transportation corridors, reduce the risk of neighborhood cut-through traffic attempting to bypass arterial congestion, and provide opportunities for safer transit access.

Key initial benefits and future project considerations of the Initial High-Capacity Roadway System are summarized by corridor in Appendix C.

The initial findings and recommendations from the evaluation of alternatives were shared with the local jurisdiction staff and elected representatives. Further input was received regarding ROW constraints, expressway viability, and needed connections, and this input was used to develop the Revised High-Capacity Roadway System.

REVISED HIGH-CAPACITY ROADWAY SYSTEM

The input received from local jurisdictions throughout the BMPO indicated ROW and land use constraints that rendered the **West Expressway alternative inviable**. Therefore, the **45th W** and

33rd N Strategic Arterials were added back into the High-Capacity Roadway system as part of the final recommendation. The key benefits and future project considerations for these corridors are summarized in Appendix C.

Additional adjustments were made to the reclassification recommendations for the other strategic arterial corridors, ensuring all strategic arterials start and end at either equal or higher classification facilities.

The proposed South Expressway concept was further refined to determine the feasibility of such a facility, with a preliminary alignment and initial interchange footprint concepts added to develop an estimated range of potential impact for the corridor.

These changes were all incorporated into the Revised High-Capacity Roadway System, which is shown in Figure 15.

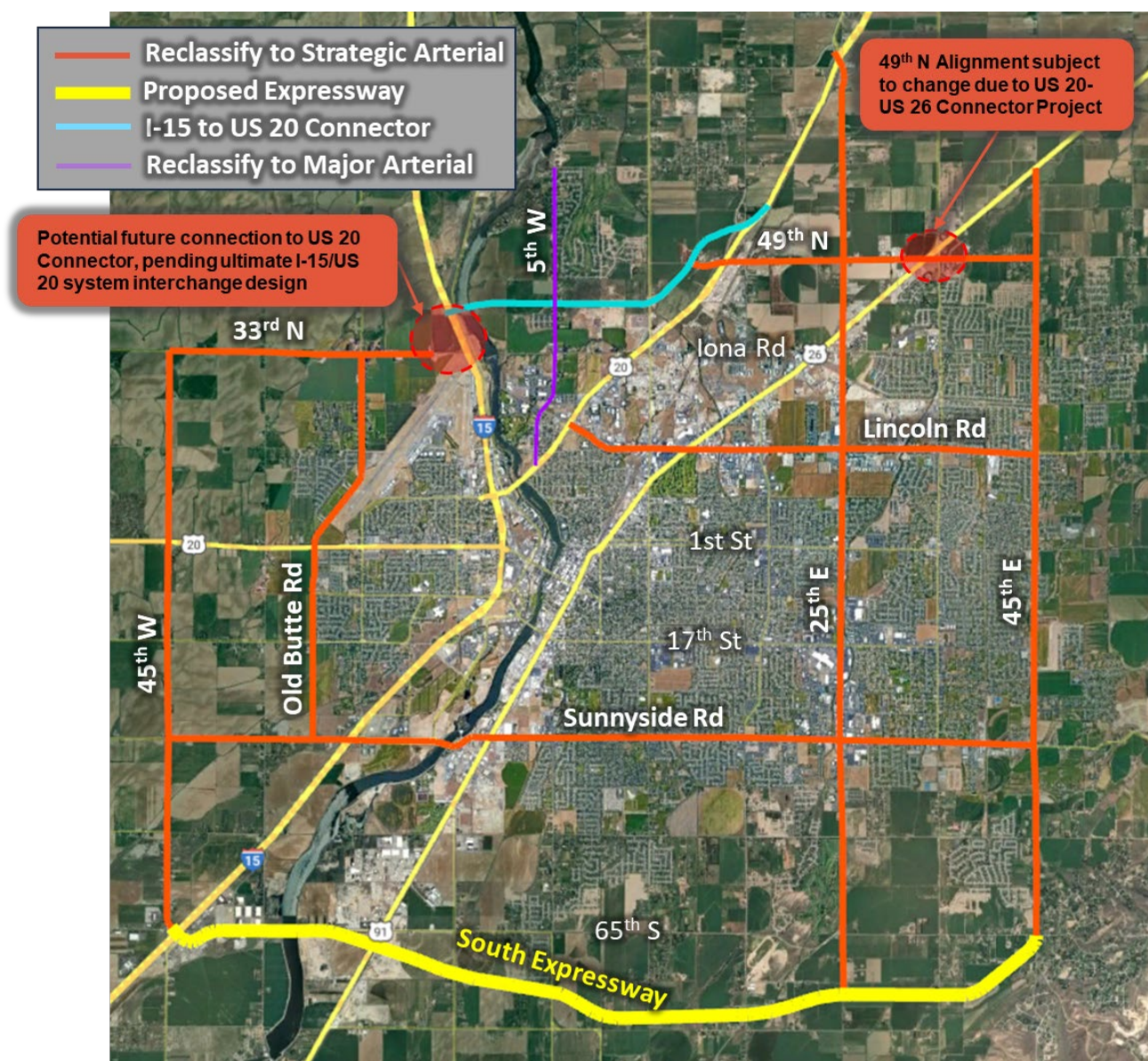


FIGURE 15: REVISED HIGH-CAPACITY ROADWAY SYSTEM

This Revised High-Capacity Roadway System was then shared with the public during a Public Open House on October 15, 2024. More than 350 members of the public attended and left comments regarding the proposed high-capacity system. Comments, concerns, and support for various elements of the proposed High-Capacity Roadway System were raised. Overall, there was strong resistance to the idea of a future expressway off the existing 65th S alignment. Some wanted to see the potential future alignment pushed further south, others proposed placing the alignment on 65th S, and others noted that a future expressway would violate the existing rural nature of the area between 65th S and 81st S.

IDAHO HOUSE BILL 608

Idaho House Bill 608, enacted on March 28, 2024, establishes the Agricultural Protection Area Act, effective July 1, 2024. This legislation enables landowners to voluntarily designate their agricultural lands as Agricultural Protection Areas (APAs) to safeguard them from development pressures and certain regulatory constraints.

Each county's board of commissioners is mandated to create an ordinance by January 1, 2025, establishing an Agricultural Protection Area Commission. This commission, comprising three to five members actively involved in production agriculture, is responsible for reviewing applications from landowners seeking APA designation.

Once designated, an APA status lasts for 20 years, with automatic renewals unless the landowner opts out. During this period, local governments are restricted from enacting laws or ordinances that would limit farming practices, land use, or farm structures within the APA, provided these practices adhere to generally recognized farming standards.

Regarding roadway projects, the Act limits the use of eminent domain within APAs. Political subdivisions with eminent domain authority are prohibited from condemning land within an APA for any purpose related to roadway projects, except as permitted under specific sections of the Idaho Constitution.

In short, Idaho House Bill 608 offers a voluntary mechanism for landowners to protect their agricultural lands from development and certain regulatory actions. For roadway projects outside existing corridors, this means that acquiring land within designated APAs through eminent domain is significantly restricted, potentially influencing the planning and execution of such projects.

RECOMMENDED HIGH-CAPACITY ROADWAY SYSTEM

Based on the public input received, concerns over the ramifications of Idaho House Bill 608, and further input from elected officials, the Steering Committee made the following revisions to the Proposed High-Capacity Roadway System.

- Plan for a high-capacity corridor on 65th S (on alignment) from I-15 to 45th E (Crowley) – A schematic design and environmental analysis must be conducted to determine to evaluate the cost/benefit and feasibility of this corridor as a strategic arterial versus an expressway
- Plan for future arterial corridor along 81st S alignment
- Off-alignment expressway concepts are no part of the proposed high-capacity system.

The final Proposed High-Capacity Roadway System is shown in Figure 16. Note that the dark blue solid lines indicate the portions of proposed strategic arterial corridors where improvement opportunities will likely be limited to signal timing coordination and other traffic flow efficiency strategies. The dashed dark blue lines indicate the portions of the strategic arterial corridor where future project can both increase capacity and restrict access for incoming development, allowing the corridors to serve as part of the high-capacity roadway system.

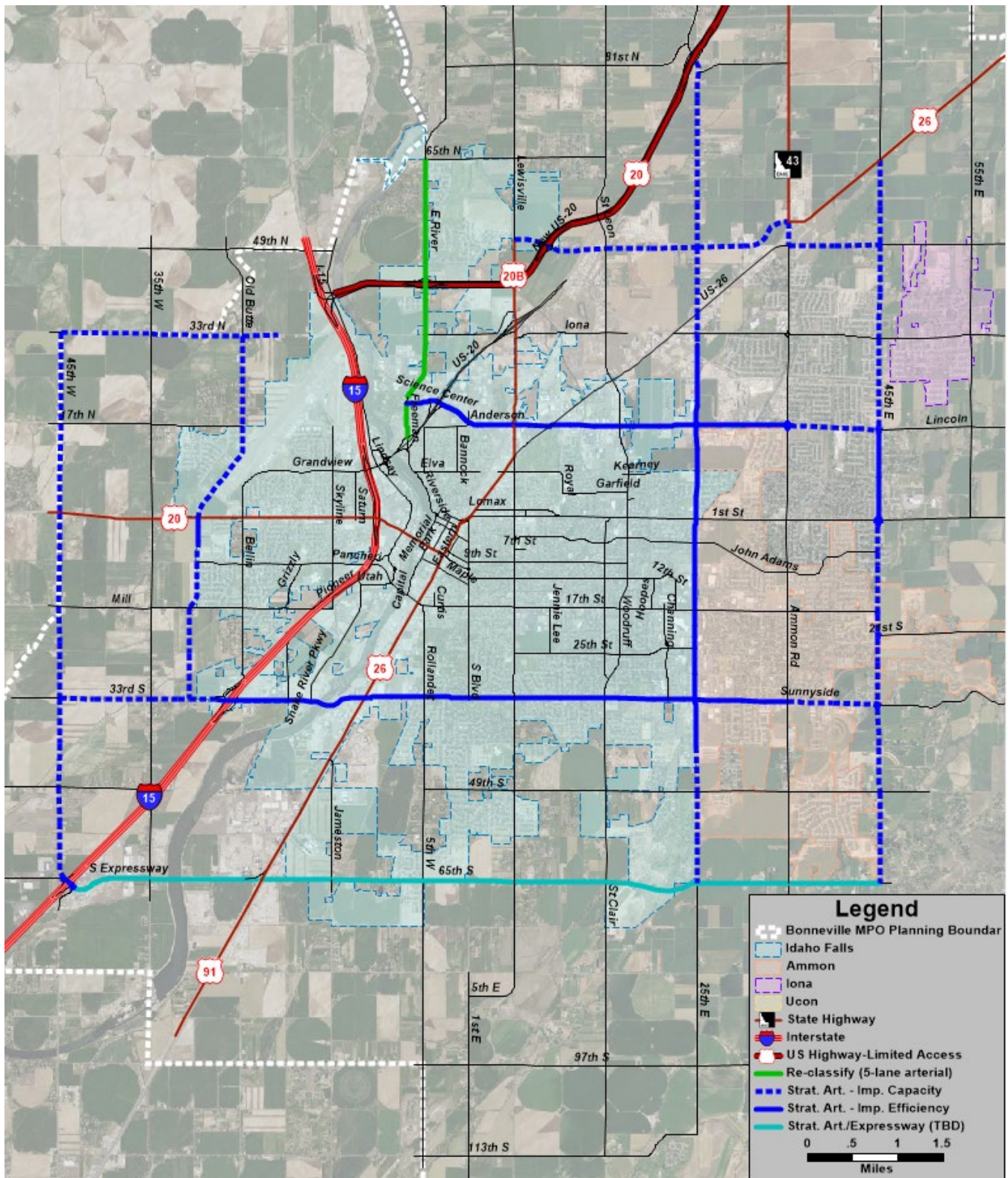


FIGURE 16: PROPOSED HIGH-CAPACITY ROADWAY SYSTEM

While the desired cross section for a strategic arterial is four (or six) lanes with a median, the local land use and future growth context of each corridor should also be considered, particularly near the corridor ends. For example, the year 2050 analysis indicated that traffic volumes on 45th E south of 49th S and 65th S east of Ammon Road would not require four lanes of capacity and surrounding geographic and current residential uses in these areas likely preclude further significant future growth. Therefore, while the Proposed High-Capacity System sets the cross-section standards, the local context and growth projections for each segment along these high-capacity corridors should still be considered during future project design.

For the 65th S corridor, in absence of a current recommendation, the HCRS recommends preserving 120' of ROW. This will allow for the corridor to at least be built out to a Strategic Arterial as the traffic need grows.

This Proposed High-Capacity Roadway System will be incorporated into the BMPO Access Management Plan, and then passed on to local jurisdictions for adoption. The Strategic Arterials cross section standards from the updated Access Management Plan will be used to guide current and upcoming planned projects on these corridors, ensuring that new construction and incoming development adheres to access spacing and roadway standards that enhance and maintain the capacity of the corridor.

PROPOSED HIGH-CAPACITY ROADWAY SYSTEM PERFORMANCE

The final Recommended High-Capacity Roadway System ultimately provides the same systemwide and corridor level benefits as the initial Strategic Arterial System Alternative analyzed in the Level 2 Evaluation. As previously mentioned, some key performance metrics from this scenario include improved travel times and reduced congestion along the following corridors:

- 65th S (east of US 91)
- 35th W
- 45th E
- 49th S
- 45th N

IMPLEMENTATION

While the High-Capacity Roadway Study concludes with the Proposed High-Capacity Roadway System, the next steps to implement this plan are discussed in the following sections, including public outreach related to the plan implementation, ROW preservation techniques, and recommended future studies.

PUBLIC OUTREACH

The Proposed High-Capacity Roadway System was shared with the public through a series of presentations on November 12th and 13th. These presentations focused on the latest revisions to the project recommendations, and then walked through the potential implementation process for a

high-capacity roadway corridor on 65th S. The materials are included in Appendix D, along with the public input received as written comments during and after these presentations.

ROW PRESERVATION

The project team conducted a review of strategies, tools, and procedures used by transportation agencies in Idaho, Oregon, Minnesota, Texas, and through studies like the Transportation System Alternative Study by BMPO to preserve high-capacity roadway corridors and rights-of-way. Their findings outline several proven techniques:

- **Early Corridor Identification and Planning (the HCRS is such a study):** Early mapping and planning ensure future roadway corridors are protected, preventing developments that could block construction. Local plans should designate broad corridors for review, with specific alignments identified after formal studies.
- **Official Maps:** Future corridors are indicated in official maps, which legally support right-of-way preservation. BMPO's Long-Range Transportation Plan identifies potential roadway segments but requires updates for specificity and legal backing.
- **Zoning and Subdivision Regulations:** Regulations like overlay zones and subdivision requirements ensure developments don't interfere with preserved corridors, mandating land dedication when necessary.
- **Access Management:** Techniques such as controlling driveway spacing, using frontage roads, and consolidating access points help maintain corridor functionality and safety.
- **Early Property Acquisition:** Purchasing property or development rights in advance reduces costs and accelerates project timelines, especially for state transportation agencies.
- **Public-Private Partnerships (PPPs):** Collaboration with private entities can secure funding and expertise for corridor preservation projects, sharing risks and resources effectively.
- **Funding Mechanisms:** Various funding options, including federal aid, state trust funds, local taxes, impact fees, and vehicle registration fees, support preservation efforts.

These methods collectively enable the member jurisdictions within the BMPO to manage future infrastructure needs, minimize disruptions, and maintain regional growth, ensuring corridors are preserved effectively for high-capacity roadways.

FUTURE STUDIES

Two additional outcomes of this High-Capacity Roadway Study are two recommended studies, listed as follows:

- Schematic Design and Environmental Review of a Strategic Arterial versus an Expressway on 65th S. This study would need to commence in the very near term (within 3 years) before incoming development makes the decision for the region.
- Long-Range joint planning study with Bingham County to identify a planning corridor for a future beltway system. This would be planning for a potential 50-year future facility.

APPENDIX

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APPENDIX B. BASELINE CONDITIONS AND NEEDS TECHNICAL MEMORANDUM

APPENDIX C: HIGH-CAPACITY ROADWAY ALTERNATIVES MEMORANDUM

APPENDIX D: PUBLIC OUTREACH

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BONNEVILLE METROPOLITAN PLANNING ORGANIZATION

ACCESS MANAGEMENT PLAN

May 2025



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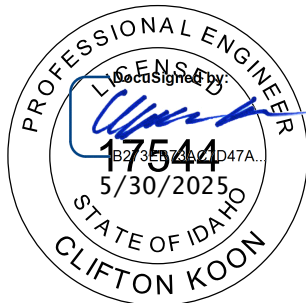
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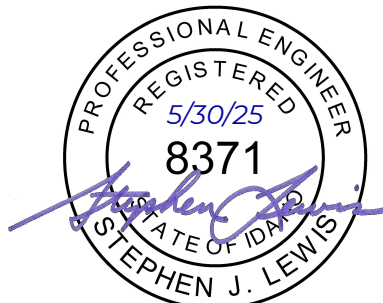
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CHAPTER 1 - PURPOSE AND SCOPE

The Bonneville Metropolitan Planning Organization (BMPO) and its member agencies have prepared this Access Management Plan to provide consistent and effective access management policies within the metropolitan area. This report outlines the concepts of access management and sets basic policy, planning, design guidelines, and implementation. The material presented is consistent with guidelines established by the Federal Highway Administration (FHWA), the American Association of State Highway and Transportation Officials (AASHTO), the Transportation Research Board (TRB), and the Institute of Transportation Engineers (ITE).

1.1. PURPOSE

In 2014, TRB published the *Access Management Manual, Second Edition* that defined access management as:

“...the coordinated planning, regulation, and design of access between roadways and land development. It encompasses a range of methods that promote the efficient and safe movement of people and goods by reducing conflicts on the roadway system and at its interface with other modes of travel. These methods include improvements to benefit transit, pedestrians, and bicyclists, as well as different treatments for urban, suburban, and rural settings.”

This definition highlights that access management at its core is about managing the movement of people and goods. The BMPO Access Management Plan also prepares for a complete transportation system that accommodates all types of users: automobiles, trucks, transit, bicycles, and pedestrians. The purpose of the BMPO Access Management Plan is to provide guidance for land development concerning vehicular access, frontage design, and corridor preservation, in a manner that preserves the safety and efficiency of the multi-modal transportation system.

1.2. SCOPE

The scope of the BMPO Access Management Plan follows the principles found in the *Access Management Manual, Second Edition* and the recommended outline found in the previous version. For proper access management, there needs to be a logical hierarchy of streets, network maps based on that hierarchy, access point guidelines, and a methodology to implement the plan. The following list highlights the scope and content by chapter of the BMPO Access Management Plan.

- **Chapter 2 – Roadway Classifications.** Organizes roadways into a logical hierarchy according to function.
- **Chapter 3 – Network Plans.** Presents network plans that provide the basis for planning, designing, and maintaining the roadway system.
- **Chapter 4 – Level of Access by Classification.** Defines acceptable levels of access for each classification.
- **Chapter 5 – Design Guidelines.** Presents appropriate design criteria for each access point.
- **Chapter 6 – Implementation Plan.** Establishes policies, regulations, and permitting procedures to carry out and support the Access Management Plan.



1.3. ACCESS DEFINITIONS

This Access Management Plan refers to specific types of access to public streets as defined below.

1.3.1. “Driveway”

A driveway is the physical connection for vehicular traffic between a roadway and abutting land.

1.3.2. “Intersection”

An intersection is any at-grade connection with a roadway, including two roads or a driveway and a road.

1.3.3. “Interchange”

An interchange is a grade-separated system of access to and from major roadways that includes directional ramps for access to and from crossroads.

1.3.4. “Major Intersection”

A major intersection is any intersection that connects: two arterials; an arterial and collector; two collectors; interchange directional ramps and crossroads; or, an arterial and major driveway (driveway anticipated to serve more than 5,000 daily trips).

1.3.5. “Minor Intersection”

A minor intersection is any intersection that is not considered a major intersection.

1.4. PRINCIPLES OF ACCESS MANAGEMENT

One of the most fundamental concepts in access management is that **movement of traffic and access to property are mutually exclusive**; no facility can move traffic very well and provide unlimited access at the same time. A hierarchy of road types is needed to delineate which roadways will focus on moving traffic and which roadways will focus on property access. **Figure 1** is the classic diagram showing the relationship between mobility, access, and the functional hierarchy of streets.

Access management attempts to balance good mobility for through traffic with the requirements for reasonable access to adjacent land uses. Symptoms of poor access management include a higher collision rate than what would be considered normal as well as higher traffic congestion due to disorderly movements from driveways and side streets. An effective access management program can reduce crashes by as much as 50 percent, increase roadway capacity by 23 to 45 percent, and reduce travel time and delay as much as 40 to 60 percent (See *Access Management Manual, Second Edition*).

Poor network and land use planning can also make access management difficult. If properties have no viable alternative other than direct access to major streets, then access management policies would likely be overridden. Or, when major streets or highways must also serve local circulation trips, traffic congestion is a higher probability.

Good access management practices along major streets include:

- **Limit the number of conflict points at driveway locations.** Conflict points are good indicators of the potential for crashes. The more conflict points that occur at an intersection, the higher the potential for vehicular crashes. When left turns and cross street through movements are restricted, the number of conflict points is significantly reduced.



- **Reduce the interference of through traffic.** Through traffic often needs to slow down for vehicles exiting, entering, or turning across the roadway. Providing turning lanes, designing driveways with appropriate turning radii, and restricting turning movements in and out of driveways allows turning traffic to get out of the way of through traffic.
- **Provide sufficient spacing for at-grade, signalized intersections.** Good spacing of signalized intersections reduces conflict areas and increases the potential for smooth traffic progression.
- **Provide adequate off-street circulation and storage.** The design of good internal vehicle circulation in parking areas and on local streets and collectors reduces the number of driveways that businesses need for access to the major roadway.

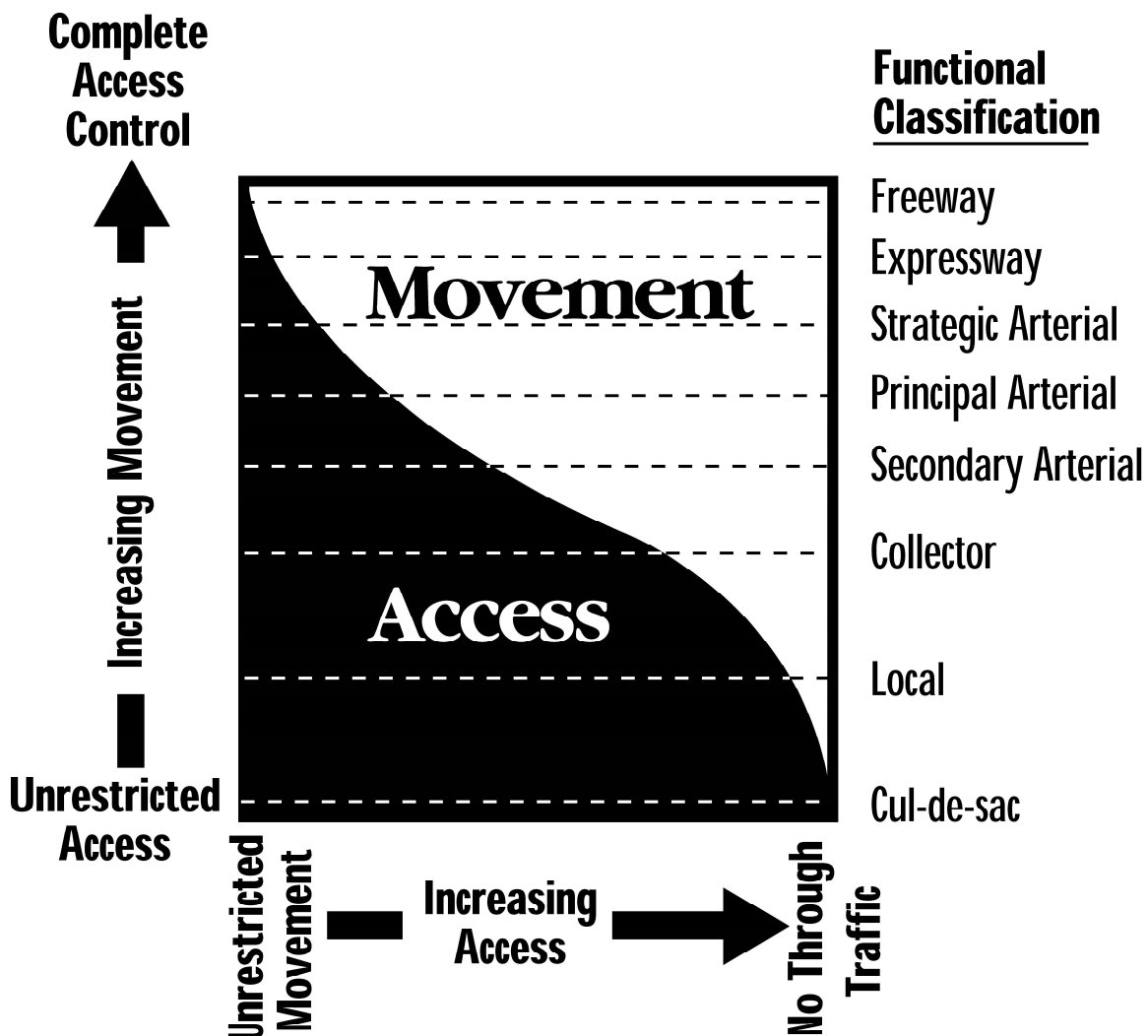


FIGURE 1. RELATIONSHIP BETWEEN MOBILITY, ACCESS, AND STREET HIERARCHY



CHAPTER 2 - ROADWAY CLASSIFICATIONS

This chapter classifies roadways into a logical hierarchy according to intended function. Anticipated right-of-way widths are also defined based on these classifications.

2.1. FUNCTIONAL CLASSIFICATION

The roadway functional classification is primarily based on vehicular travel and vehicular access to adjacent properties (See *Policy on Geometric Design of Highways and Streets*, AASHTO, 2011). Freeways and arterials are meant to operate at higher operating speeds and traffic volumes. In contrast, collector and local streets are meant to provide more access to adjacent properties and operate at lower speeds. All vehicle trips start and end at specific properties, and nearly all transition between higher speed arterials and lower speed local streets over the length of the typical trip. **Table 1** shows the functional classifications used in the BMPO Access Management Plan.

TABLE 1. DEFINITIONS FOR FUNCTIONAL CLASSIFICATIONS

Classification	Definition
Freeways	Major roadways that provide vehicle access via interchanges only and serve regional through traffic.
Expressways	Like Freeways, except vehicle access may include at-grade intersections.
Strategic Arterials	Like Principal Arterials, except vehicle access is even more restricted with raised medians and longer intersection spacing to better serve through traffic.
Principal Arterials	Major roadways that are intended to primarily serve through traffic, so access to abutting properties is restricted.
Minor Arterials	Like Principal Arterials, except vehicle access is less restricted.
Major Collectors	Roadways that provide local circulation over moderate distances and link arterials to local streets. Except for individual residences, they may provide direct access to abutting properties.
Minor Collectors	Like Major Collectors, except provide local circulation over short distances And provide direct access to individual residences. Also known as Residential Collectors
Local Streets	Roadways that are intended to provide access to abutting properties and serve very little to no through vehicle traffic.

2.2. TYPICAL RIGHT-OF-WAY WIDTHS

Roadways need sufficient right-of-way width to accommodate the anticipated corridor design elements, such as traffic lanes, transit stops, bicycle facilities, pathways, sidewalks, and utilities. Establishing the necessary right-of-way needs early in the planning process results in better use of public resources and avoids undesirable or misplaced land development.

The typical right-of-way widths shown in **Table 2** have been established based on experience with member agencies as well as minimizing unnecessary future capital costs. The full right-of-way should be improved when adjacent properties are developed (centerline to edge). However, cost-effective interim urban improvements should be used if full roadway build-out is programmed for more than three years in the future.

Arterial right-of-way widths are established to accommodate a five-vehicle-lane cross-section with sidewalks. Collector right-of-way widths are established to accommodate a three- vehicle-lane cross-



section with sidewalks. Over time it is understood that specific roadway classifications may change based on new information and policies (e.g. principal arterial to minor arterial, or vice versa), but it is unlikely that the classification will vary greatly (e.g. principal arterial to major collector). The typical right-of-way width shown in **Table 2** provides simplicity and flexibility for future planning needs.

The typical right-of-way widths shown in **Table 2** also provide a benchmark for long-range planning purposes. If planning studies suggest more vehicle lanes and/or significant right-of-way are needed beyond these assumptions, then that indicates revisiting the overall street network and land use plans and policies (i.e. symptom of a mismatch). For example, if a collector street needs to be widened to five lanes, then that could indicate (A) the collector street should be an arterial, (B) too much development was allowed in the vicinity, and/or (C) poor overall vehicle connectivity in the transportation network.

If planning studies suggest fewer lanes are needed, then cost-effective interim urban improvements should be used rather than building and maintaining unneeded pavement. This preserves right-of-way for future needs while creating a livable and financially sustainable situation in the present environment.

See Section 5.1 for discussion on street cross-section characteristics.

TABLE 2. TYPICAL RIGHT-OF-WAY WIDTHS

Classification ¹	Roadway Segments	Number of Vehicle Lanes Accommodated
Freeways	200 feet ³	2 or 3 lanes per direction
Expressways	160 feet ³	2 or 3 lanes per direction
Strategic Arterials	120 feet	2 or 3 lanes per direction
Principal Arterials	100 feet	5 lanes
Minor Arterials	100 feet	5 lanes
Major Collectors	80 feet	3 lanes
Minor Collectors	70 feet ⁴	2 to 3 lanes
Local Streets	Varies	2 lanes
Intersections with Arterials ²	Add 24 feet to width above ⁵	1 additional left-turn lane and 1 additional right-turn lane

1. Right-of-way based on vehicular functional classifications.
2. Additional right-of-way needed at intersections with strategic arterials, principal arterials, and minor arterials for turn lanes, etc.
3. Could accommodate up to three lanes in each direction. Based on ITD Guidelines and review of facilities in region.
4. Use 80 feet width if center turn bay is anticipated on residential collectors.
5. Length is typically 400', however, consult the lead agency as intersection right-of-way needs vary by location. The linear length of the additional right-of-way would be based on the functional area of the intersection (See Section 4.3.1). Right-of-way needs around interchanges depend on the type of interchange planned for the area.

CHAPTER 3 - NETWORK PLANS

This chapter provides the network plans that identify existing and future roadways and assign classifications. These network plans and classification maps provide the basis for planning, designing, and maintaining the roadway system. Strategies for new alignments and corridor preservation are also presented.

3.1. NETWORK PLANS

Network plans are where classifications are applied to the street network to make a complete transportation system. The functional classification network should be considered in planning urban street networks.

3.1.1. Functional Classification Network

The existing functional classification network is shown on **Figure 2**. This network should provide a logical hierarchy of streets that support each other. Spacing between similar parallel classifications was based on information in *Planning Urban Roadway Systems: ITE Proposed Recommended Practice* (ITE, 2011).

Freeways and expressways should provide the greatest mobility. Their network structure is largely dependent on straightforward connections to major regions outside the BMPO area. They also provide major north-south or east-west mobility within the BMPO area itself. Generally, these facilities are placed 3 to 8 miles apart from similar parallel facilities.

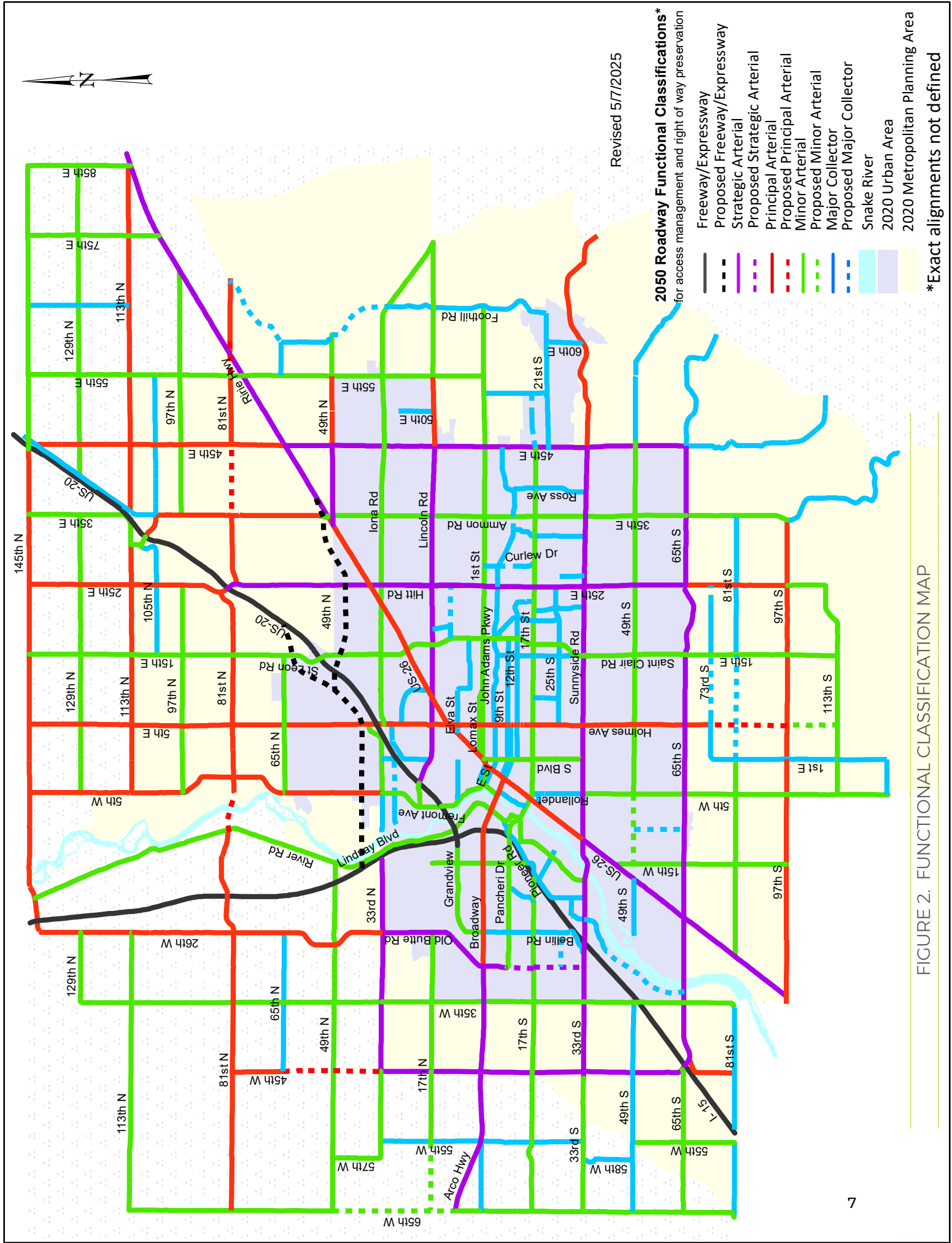
Strategic, principal, and minor arterials should also provide good mobility. Their network structure supports the freeways, expressways, and strategic arterials. They also provide major north-south or east-west mobility within the BMPO area. Generally, these facilities are placed 1 to 1-½ miles apart from similar (or higher class) parallel facilities.

Major and residential collectors serve to “collect” traffic from local streets and “deliver” them to higher order streets (e.g. arterials). They also serve a major function of local traffic circulation, which if planned properly, remove short local trips from arterial streets. Even in areas with no formally designated collectors, certain local streets may function like collectors by default when travel distance through the local street network is greater than a quarter mile. Generally, collectors are placed ¼ to ½ mile apart from similar (or higher class) parallel facilities.

3.1.2. New Alignments

Figure 2 also shows future street segments that are intended to improve or fill gaps in the transportation network. These segments are shown as dashed lines and labeled as “proposed.” These segments should be considered conceptual in nature, meaning they represent a desired connection or link in the overall network. This alignment could be shifted based on more detailed engineering studies if the intent of the proposed connection is met.

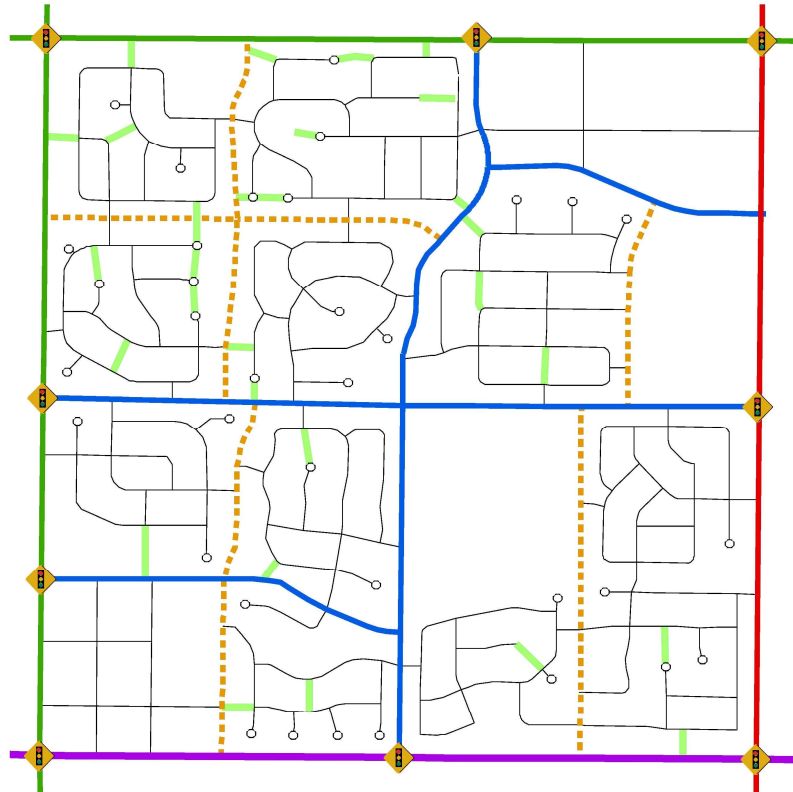
Not all future major collector street alignments are shown on **Figure 2**, and no minor collectors are shown, as collectors tend to be limited in length and infrequently cross jurisdictional boundaries. Member agencies are encouraged to explicitly identify the future collector network throughout their jurisdictions urban planning area, otherwise developers could establish a poorly connected network that is costly to retrofit. In addition, major collectors should be coordinated at jurisdictional boundaries to ensure continuity. **Figure 3** was created to help explain the type of urban network that promotes connectivity and a more efficient arterial system.





**(A)
Street Network**

-  Signals
-  Strategic Arterial
-  Principal Arterial
-  Minor Arterial
-  Major Collector
-  Minor Collector
-  Local Street
-  Bicycle/Pedestrian Path



**(B)
Circulation Network
and Land Uses**

-  Commerical Area
-  Multi-Unit Residential
-  Residential
-  School & Park Area

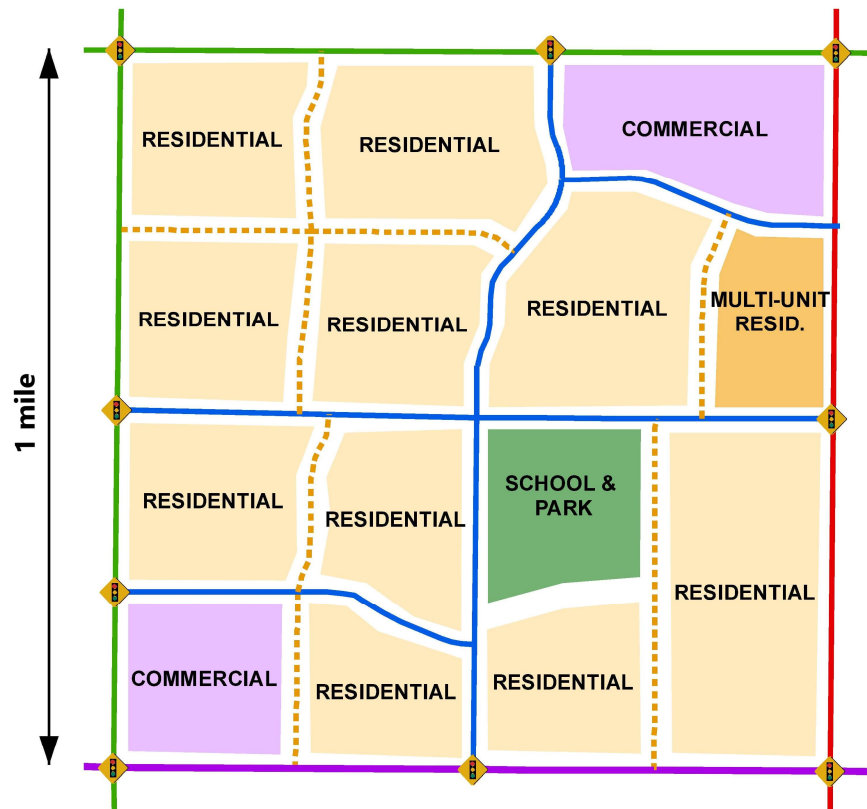


FIGURE 3. EXAMPLE SQUARE MILE OF NETWORK

3.2. CORRIDOR PRESERVATION

Corridor preservation refers to preserving right-of-way for future transportation corridor needs. Preserving right-of-way early in the network building process is cost-effective and promotes more complimentary land development on adjacent properties. This continues to be best practice.

There are numerous policy and financing methods to preserve right-of-way, but all methods rely on officially adopted transportation network maps as the legal foundation. In other words, the critical first step in any corridor preservation program is to explicitly map out future corridors on officially adopted maps. This includes freeways, expressways, arterials, and collector corridors.

Figure 2 serves this major role in corridor preservation by establishing the regionally adopted future transportation network. When preserving right-of-way on new alignments, specific engineering studies should be conducted to verify alignment path.

The following methods can be used after an officially adopted transportation map is in place:

- **Right-of-way dedication** is the conveyance of property from a private owner to the public without direct compensation from the public agency. This is the most common and straightforward way to preserve right-of-way and usually is a condition of development approval or granting access permits. This is only applicable for property within a development site.
- **Right-of-way or access rights purchase** is the conveyance of property or access rights from a private owner to the public with direct compensation from the public agency. This usually occurs in areas with no development. The type of compensation can vary; direct payments, tax credits, impact fee credits, property swaps, etc.
- **Easements, options to purchase, or interim use agreements** are contractual agreements between the public agency and private owner that preserve the right-of-way from significant development until such time the right-of-way is needed. Compensation to the private owner is typically involved but much less than the cost of full purchase.

Additional information on right-of-way preservation techniques is presented in **Appendix D**.

3.3. TRANSITION AREAS

The following identifies access management plan transition area principles that will be applied throughout the entire area related to the functional classification network. The specific areas mentioned below provide an example of how the application of the transition area principles will be implemented.

The area between Sunnyside Road and 81st South is transitioning from agricultural to residential/urban, as indicated by much of the area being annexed into the City of Idaho Falls or City of Ammon in recent years. The 2024 High-Capacity Roadway Study classifies 65th South as a strategic arterial from I-15 to 45th East. As development occurs along this corridor, right-of-way will be preserved for the eventual construction of the roadway. Access management is a planning strategy to help preserve the right-of-way as development occurs. None of the roadway expansions will occur if growth patterns change or dramatically slow down. The exact alignments of each roadway are unknown, due to the unpredictability of future development.

The governing jurisdictions will be responsible for preserving right-of-way for two east-west Minor Collectors in the general area between 65th South and 97th South, currently depicted in this Access Management Plan on alignment with 73rd South and 81st South. However, the exact alignments of these Minor Collectors will be determined by future development, density, and area growth patterns. It will be the responsibility of developers in conjunction with the governing jurisdiction to determine the appropriate alignment for these minor collectors and dedicate right-of-way for construction as the need arises.



Through the process of Access Management planning, there was a concern that existing agricultural approaches would not be preserved for farm access and the transportation of farm implements. To clarify, farm access will be preserved as they presently exist prior to the adoption of this plan. If there are changes required to access it must be mutually agreed upon by the governing jurisdiction and the landowner. None of the agricultural accesses shall be changed to only have access through a platted subdivision.



CHAPTER 4 - LEVEL OF ACCESS BY CLASSIFICATION

This chapter defines the acceptable level of access for each class of roadway to preserve its function, including criteria for the spacing of signalized and unsignalized intersections. All spacing is measured from centerline to centerline unless stated otherwise, and is a minimum guideline based on those categories criteria.

4.1. INTERCHANGE SPACING

As defined in Section 1.3.3, an interchange is a grade-separated system of access to and from major roadways that includes directional ramps for access to and from crossroads. The spacing between interchanges is based on the centerlines of the crossroads. **Table 3** summarizes interchange spacing by classification.

TABLE 3. INTERCHANGE SPACING BY CLASSIFICATION

Functional Classification ¹	Typical Number of Vehicle Lanes	Typical Speed Limit	Interchange Spacing ²
Freeways	2-3 lanes per direction	55 to 80 mph	1 mile (minimum) 3 miles (preferred)
Expressways	2-3 lanes per direction	45 to 65 mph	1 mile

Sources: BMPO, *Access Management Manual* (Transportation Research Board, 2003)

1. Only functional classifications that are relevant to interchange spacing are shown.

2. For access spacing guidelines along expressways, “interchange spacing” and “intersection spacing” are considered the same.

4.1.1. Freeways

Freeways represent the highest level of access control for roadways where access is only permitted via interchanges. No intersections should be allowed to access freeways. Speeds are typically 55 to 80 mph.

The spacing between interchanges should be at least one mile in urban areas. However, ideal interchange spacing should be three or more miles to avoid complicated weaving or ramp sections and to discourage short local trips from using a regional facility (See *Access Management Manual, Second Edition*, TRB, 2014).

4.1.2. Expressways

Expressways are a step below freeways in that access is permitted at either at-grade intersections or interchanges. No other intersections should be allowed to access expressways. Speeds are typically 45 to 65 mph.

The spacing between interchanges and/or intersections should be at least one mile in urban areas.

4.1.3. Interchange Management Area

Given the importance of ramp terminal intersections, these intersections should be assumed as signalized intersections in crossroad spacing requirements even if the intersection is currently unsignalized.

4.2. SIGNALIZED INTERSECTION SPACING

Signalized intersections are typically major intersections (see Section 1.3.4) whose major traffic movements are controlled by a traffic signal. Proper spacing of signalized intersections allows for more efficient traffic



operations and less delay on the transportation network. **Table 4** summarizes signalized intersection spacing by classification.

TABLE 4. SIGNALIZED INTERSECTION SPACING BY CLASSIFICATION

Functional Classification ¹	Typical Number of Vehicle Lanes	Typical Speed Limit	Signalized Intersection Spacing ²
Strategic Arterials	5 or 7 lanes	40 to 55 mph	1/2-mile (2,640 feet)
Principal Arterials	5 lanes	35 to 45 mph	1/2-mile (2,640 feet)
Minor Arterials	3 or 5 lanes	35 to 45 mph	1/3-mile (1,760 feet)

Sources: BMPO, *Access Management Manual* (Transportation Research Board, 2003)

1. Only functional classifications that are relevant to signalized intersection spacing are shown.

2. Signalized intersection spacing represents minimum spacing. However, spacing of signals should be as uniform as possible through a corridor for efficient signal timing practices.

4.2.1. Strategic Arterials

The spacing for signalized intersections along strategic arterials is one half mile (2640 feet), with sufficient local or collector street connectivity to fully utilize signalized locations. Speeds are assumed to be 40 to 55 mph.

4.2.2. Principal Arterials

The spacing for signalized intersections along principal arterials is one half mile (2,640 feet), with sufficient local or collector street connectivity to fully utilize signalized locations. Speeds are assumed to be 35 to 45 mph.

4.2.3. Minor Arterials

The spacing for signalized intersections along minor arterials is one third mile (1,760 feet), with sufficient local or collector street connectivity to fully utilize signalized locations. Speeds are assumed to be 35 to 45 mph.

4.2.4. Collectors and Local Streets

Collector and local streets do not have specific signalized intersection spacing standards because good vehicle progression over long distances is not the function of these roadways. Intersections along collectors and local streets should be spaced according to Sections 4.3 and 4.4.

4.3. MAJOR INTERSECTION SPACING

As defined in Section 1.3.4, a major intersection is any intersection that connects: two arterials; an arterial and collector; two collectors; interchange directional ramps and crossroads; or an arterial and major driveway (driveway anticipated to serve more than 5,000 daily trips). The minimum spacing for major intersections is the larger of the two spacing standards provided in Sections 4.3.1 and 4.3.2.

4.3.1. Adequate Spacing around Major Intersections

Major intersections need adequate space to efficiently process or temporally store all the entering vehicle traffic volumes. This area is typically called the “functional area” of the intersection and is shown graphically in **Figure 4**. The minimum spacing around major intersections is summarized in **Table 5**.

Other major and minor intersections should be kept outside the functional area of a major intersection. The *Access Management Manual, Second Edition* (TRB, 2014) has defined the functional areas for both the upstream and downstream sections of roadway near major intersections as:



“...the area that is critical to its function. This is the area where motorists decelerate, maneuver into the appropriate lane, prepare to brake to a stop or to complete a turn as they approach or accelerate or maneuver as they depart the intersection.”

The upstream area needs sufficient space such that a driver can react to the upcoming intersection conditions, and space to maneuver into the appropriate lane before reaching a queued vehicle. The space between the stop bar and cross-street centerline is also included for centerline-to-centerline measurements. The downstream spacing is based on stopping sight distance after clearing half the intersection. The spacing of all intersections near a major intersection should be greater than the minimum spacing provided in Table 5.

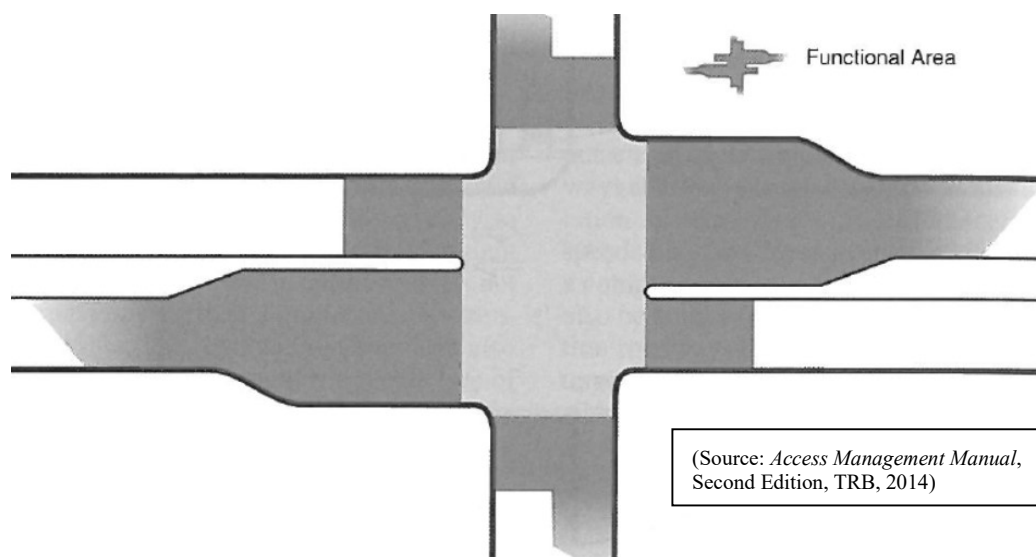


FIGURE 4. FUNCTIONAL AREA OF MAJOR INTERSECTIONS

TABLE 5. INTERSECTION SPACING BASED ON THE FUNCTIONAL AREA OF MAJOR INTERSECTIONS

Posted Speed (mph)	P.R. Distance (ft) ¹	Maneuver Distance (ft) ²	Queued Vehicle Length (ft) ³	Distance to Centerline (ft) ⁴	Minimum Upstream Spacing (ft) ⁵	Minimum Downstream Spacing (ft) ⁶
	A	B	C	D	A+B+C+D	
25	55	70	50	50	225	155
30	65	115	50	50	280	200
35	80	160	50	50	340	250
40	90	220	50	60	420	305
45	100	275	50	60	485	360
50	110	425	50	70	655	425
55	125	515	50	70	760	495

Source: *Access Management Manual Second Edition* (Transportation Research Board, 2014)

1. Distance Traveled During Driver's Perception-Reaction (P.R. Distance) using a P.R. time of 1.5 seconds. This distance may lengthen or shorten depending on traffic conditions and changing P.R. times. See *Access Management Manual*, 14.2.1 and Exhibit 14-3.
2. Desirable Maneuver Distances; includes deceleration and lane change. See *Access Management Manual*, 14.2.1 and Exhibit 14-4.
3. Minimum length for two queued passenger cars or one truck. Under congested conditions, queues may be longer but likely offset with lower operating speeds (i.e. shorter required maneuver distance).
4. Distance from cross-street centerline to front of queue.
5. Minimum upstream driveway spacing, centerline to centerline. See *Access Management Manual*, Chapter 13.
6. Minimum downstream driveway spacing, centerline to centerline. Based on stopping sight distance after clearing half the intersection.



4.3.2. Spacing between Major Intersections

The spacing between major intersections is based on a balance of (1) limiting the major conflict points along the roadway and (2) providing enough connectivity for vehicles and pedestrians across the roadway. **Table 6** summarizes major intersection spacing by classification.

TABLE 6. MAJOR INTERSECTION SPACING BY CLASSIFICATION

Functional Classification ¹	Typical Number of Vehicle Lanes	Typical Speed Limit	Major Intersection Spacing
Strategic Arterials	5 or 7 lanes	40 to 55 mph	1/4-mile (1,320 feet) ²
Principal Arterials	5 lanes	35 to 45 mph	1/8-mile (660 feet) ³
Minor Arterials	3 or 5 lanes	35 to 45 mph	1/8-mile (660 feet)
Major Collectors	3 lanes	30 to 40 mph	1/16-mile (330 feet)
Minor Collectors	2 lanes	25 to 30 mph	1/16-mile (330 feet)

Sources: BMPO, *Access Management Manual Second Edition* (Transportation Research Board, 2014)

1. Only functional classifications that are relevant to major intersection spacing are shown.
2. For strategic arterials, major intersections without traffic signals should have restricted left-turn movements into and/or out of the side streets or driveways.
3. For principal arterials, major intersections without traffic signals may have restricted left-turn movements into and/or out of the side streets or driveways.

Strategic Arterials

Ideally, there would be no unsignalized intersections between signalized intersections on strategic arterials. However, it is practical to allow intersections where left-turn movements into and/or out of the side streets or driveways are restricted using raised medians. These intersections could also provide opportunities for mid-block U-turns. The spacing between major intersections on a strategic arterial should be at least 1,320 feet.

Principal Arterials

The spacing between major intersections on most principal arterials should be 660 feet or greater. Principal arterials do not have the same restrictions on left-turning movements as strategic arterials. However, there may be locations where left-turning movements may need to be restricted to increase the safety and efficiency of the roadway.

Minor Arterials

The spacing between major intersections on most minor arterials should be 660 feet or greater. Minor arterials should provide more crossing opportunities for vehicles and pedestrians than other arterials.

Major Collectors

The spacing between major intersections on most major collectors should be 330 feet or greater. Major collectors should provide abundant crossing opportunities for vehicles and pedestrians.

Minor Collectors

The spacing between major intersections on minor collectors should be 330 feet or greater. Residential collectors should provide abundant crossing opportunities for vehicles and pedestrians. Vehicles should operate at lower speeds to benefit pedestrians and bicycles, but lower speeds also allow for reduced intersection spacing needs.



4.4. MINOR INTERSECTION SPACING

As defined in Section 1.3.5, a minor intersection is any intersection that is not considered a major intersection. Minor intersections include driveway connections to public streets.

Strategic Arterials

Any form of minor intersection is highly discouraged on strategic arterials. If a minor intersection is allowed, use the spacing guidelines for major intersections along strategic arterials. See Section 4.3 for major intersection spacing guidelines.

Principal Arterials

Like strategic arterials, any form of minor intersection is highly discouraged on principal arterials. If a minor intersection is allowed, use the spacing guidelines for major intersections along principal arterials. See Section 4.3 for major intersection spacing guidelines.

Minor Arterials

Minor intersections are discouraged on minor arterials. If a minor intersection is allowed, use the spacing guidelines for major intersections along minor arterials. See Section 4.3 for major intersection spacing guidelines.

Major Collectors

For major collectors, driveways are allowed for all land uses except individual residential lots. The spacing between two minor intersections (including driveways) on a major collector is based on the number of daily trips expected from the development:

- Minimum Use – Less than 50 vehicle trips per day: use 105-foot spacing
- Minor Generator – 51 to 5,000 vehicle trips per day: use 175-foot spacing
- Major Generator – Over 5,000 or more vehicle trips per day: use 210-foot spacing

Access should be limited to one driveway for each tract of property separately owned. Properties contiguous to each other and owned by the same person should be considered one tract.

Minor Collectors and Local Streets

For minor collectors and local streets, driveways are allowed for all land uses. There is no minimum spacing for minor intersections along minor collectors and local streets. Access should be limited to one driveway for each tract of property separately owned. Properties contiguous to each other and owned by the same person should be considered one tract.

4.5. MEDIAN OPENINGS

Median openings refer to locations where left-turning traffic or U-turns are allowed. Median openings are provided at all signalized at-grade intersections. They are also generally provided at unsignalized intersections of arterial and collector streets. They may be provided at driveways, if they will have minimum impact on traffic flow.

Median openings should be outside the functional area of the signalized intersections (see Section 4.3.1). The minimum spacing of median openings on strategic arterials is 660 feet. Median openings on strategic arterials may be limited to a directional opening, not allowing left turning traffic from the minor street.

4.6. ROUNDABOUTS

Roundabouts work well in coordination with formal access management facilities such as raised medians. **Figure 5** shows an example of how a roundabout is used to facilitate U-turns where left turns are generally



prohibited. Using roundabouts in this manner can increase the capacity of the roadway without corridor widening.

Roundabouts should be considered the same as signalized intersections in regards to access spacing guidelines on arterials.



FIGURE 5. EXAMPLE OF ACCESS MANAGEMENT NEAR ROUNDABOUTS

4.7. SUMMARY OF ACCESS CONTROL AT DRIVEWAYS

This section summarizes criteria for access control as they apply to individual developments, typically in the form of driveways (minor intersections). Typical access control requirements for strategic arterials, principal arterials, minor arterials, and major collectors are provided as follows:

- No driveway access should be allowed for any residential lot.
- Driveways should be outside the functional area of major intersections (see Section 4.3.1).
- Unless otherwise approved by the governmental agency representative, access should be limited to one driveway for each tract of property separately owned.
- Driveways giving direct access may be denied if alternate access is available.
- When necessary for the safe and efficient movement of traffic, access points may be required to be designed for right turns in and out only.
- As directed by the governmental agency representative, a driveway access design may be a "street-type intersection" with curb returns.



CHAPTER 5 - DESIGN GUIDELINES

This chapter presents appropriate geometric design criteria for each roadway classification and allowable access point.

5.1. STREET CROSS-SECTION CHARACTERISTICS

The following street cross-section characteristics are based on the *Urban Street Geometric Design Handbook* (ITE, 2008) and *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach* (ITE, 2010). Urban elements are discussed because of the wide variety of options, designs, and uses. Rural cross-section elements are straightforward (travel lane, shoulder, and swale) and not discussed in detail.

Examples of how cross-section elements vary by functional classification are provided in **Figures 6 through 11**. In all cases, each street is considered “complete” meaning it adequately serves vehicles, bicycles, and pedestrians. Additional information on incorporating a Complete Streets strategy is presented in **Appendix E**.

5.1.1. On-Street Elements

On-street elements refer to everything between face-of-curb to face-of-curb (or equivalent). This is the area where motorized vehicles are expected to operate within a corridor. The philosophy “wider is better” is not always the case, because of maintenance costs and safety concerns with faster vehicle speeds. The “ideal” width depends on the functional purpose of the corridor.

Median and Left Turn Lanes

Medians, left-turn pockets, and two-way-left-turn-lanes (TWLTLs) generally occupy the same space in a cross-section, depending on location along the roadway. Medians are a major tool in access management, by limiting movements to/from side streets. Left-turn pockets and TWLTLs also help traffic flow by removing left-turning vehicles from travel lanes. Generally, they should be 11 to 13 feet wide on collectors, and 12 to 14 feet on arterials. Wider medians can be used but this leads to maintaining larger intersections and longer pedestrian crossing times.

Vehicle Lanes

Vehicle lanes are the main space for moving vehicular traffic and are sometimes shared with bicycle users. Generally, widths are 11 or 12 feet. Urban shoulders (space between travel lane and face-of-curb) can be up to 6 feet wide, depending on vehicle speeds and intended use (errant vehicle recovery, emergency stopping, and informal bicycle use). Shoulders increase the effective width of vehicle lanes, increasing driver comfort and therefore increasing vehicle speeds. Shoulders are not used with bike lanes or on-street parking, as these elements provide similar functionality.

Bike Lanes

Bike lanes are typically on roads with: daily vehicle volumes of 3,000 or greater; vehicle speeds of 25 mph to 35 mph; or, areas of high transit volumes. Bike lanes need at least a 5-foot effective width, with a 4-foot uniform surface desired. In other words, the effective width can include 1 foot of the gutter pan, but bicycles should not be expected to ride in the gutter pan. If bike lanes are next to parallel parking, width should be increased to 6 or 7 feet to avoid open car doors.

Parking

Parallel parking is the most common on-street parking element. Measured from face-of-curb, widths are 7 to 8 feet in residential areas, 8 to 9 feet in commercial areas, and up to 11 feet if large trucks are expected/allowed. On-street parking is highly discouraged on arterials.



Expressway



FIGURE 6: EXAMPLE EXPRESSWAY CROSS-SECTION



Strategic Arterials

Option 1



*= Street Width in these cross sections is measured from face-of-curb to face-of-curb

Strategic Arterials

Option 2

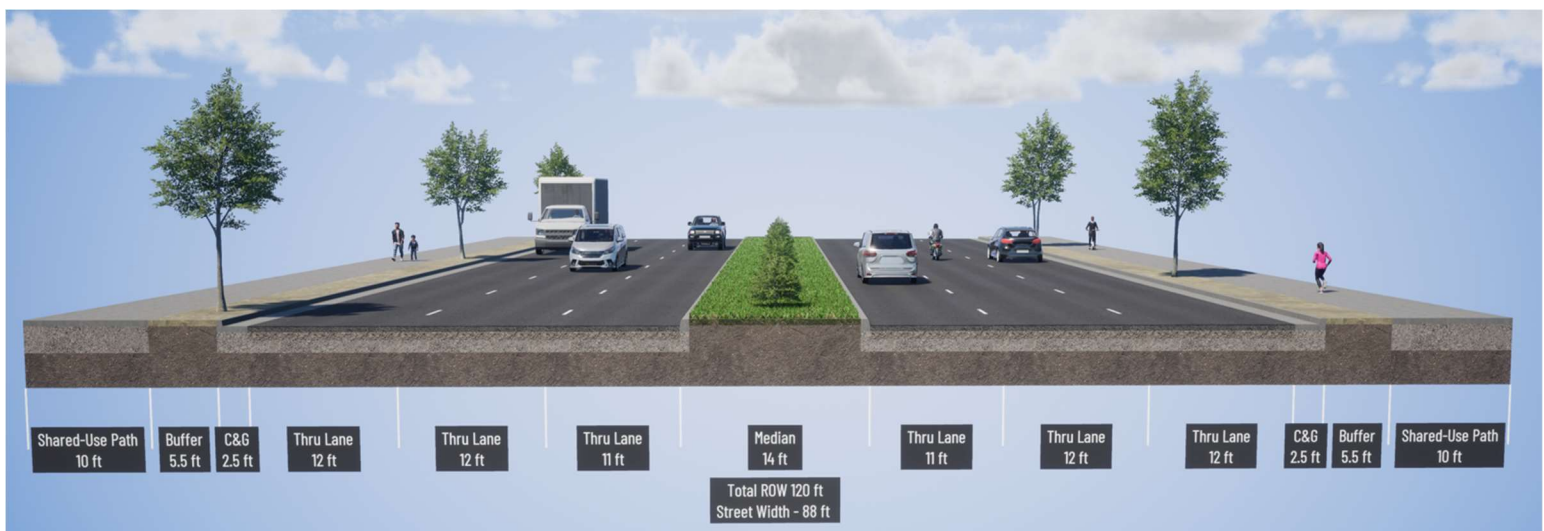


FIGURE 7: EXAMPLE STRATEGIC ARTERIAL CROSS-SECTIONS



Principal Arterials

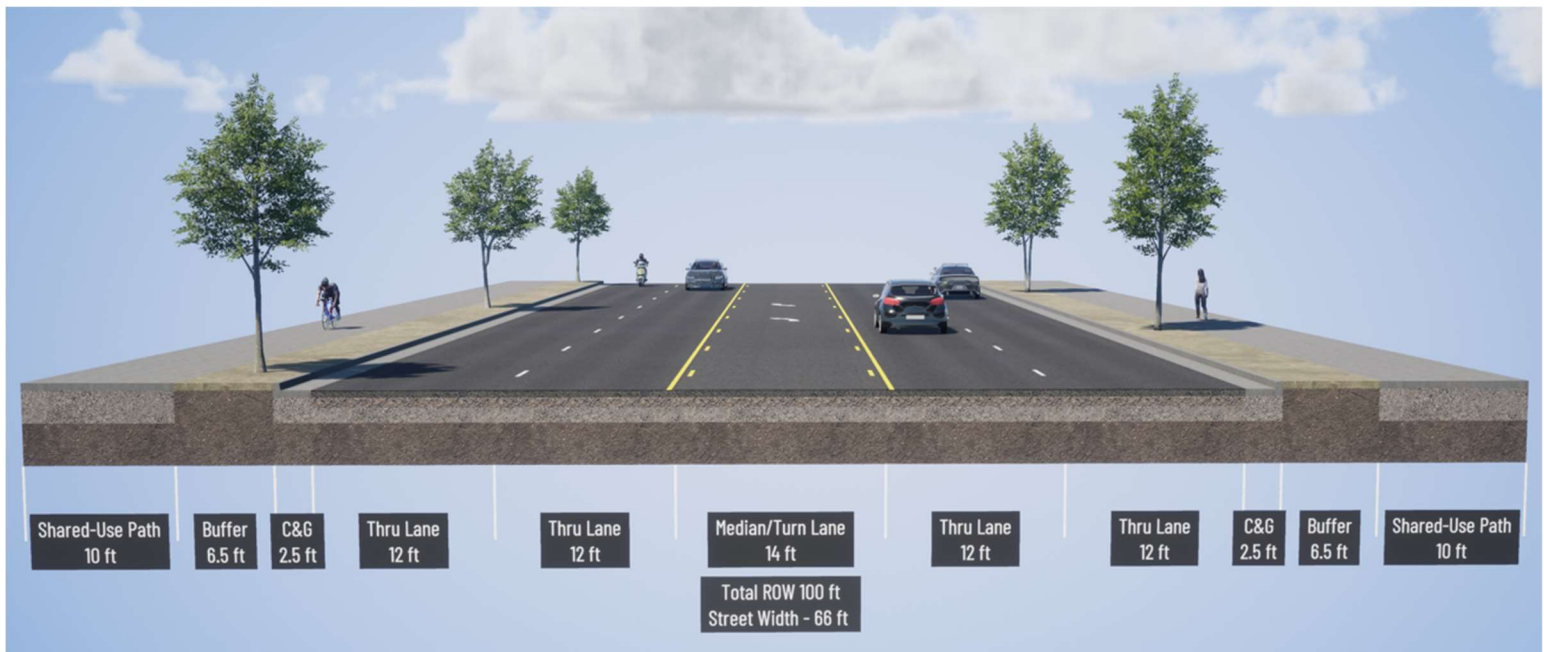
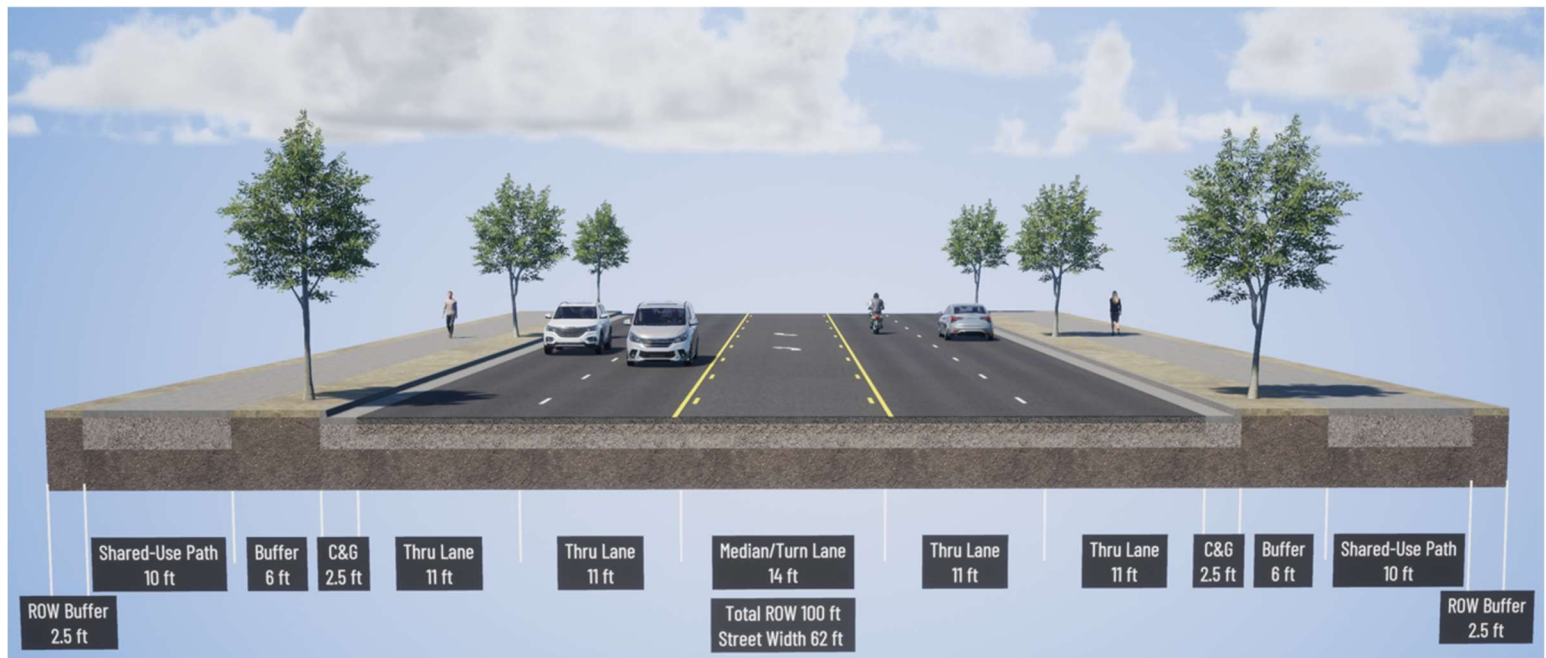


FIGURE 8: EXAMPLE PRINCIPAL ARTERIAL CROSS-SECTION



Minor Arterials

Option 1



Minor Arterials

Option 2

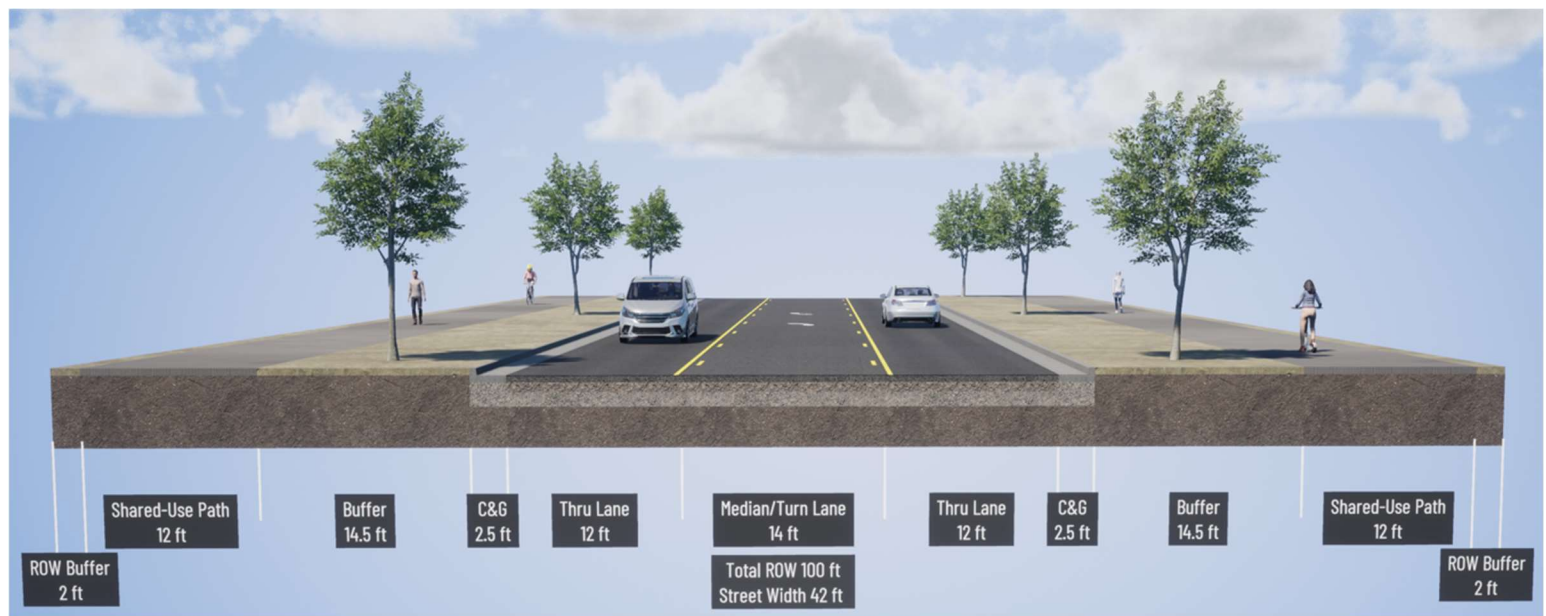
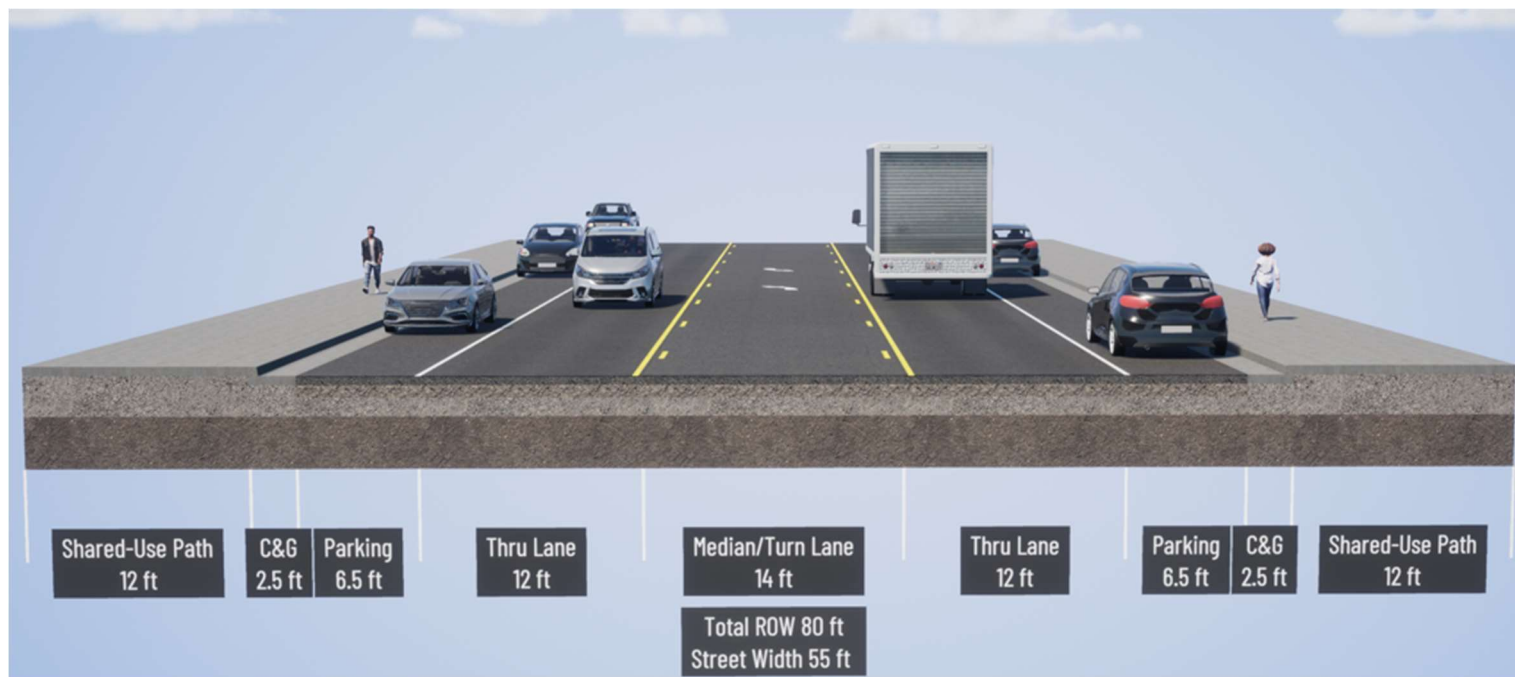


FIGURE 9: EXAMPLE MINOR ARTERIAL CROSS-SECTIONS



Major Collectors Option 1



Major Collectors Option 2

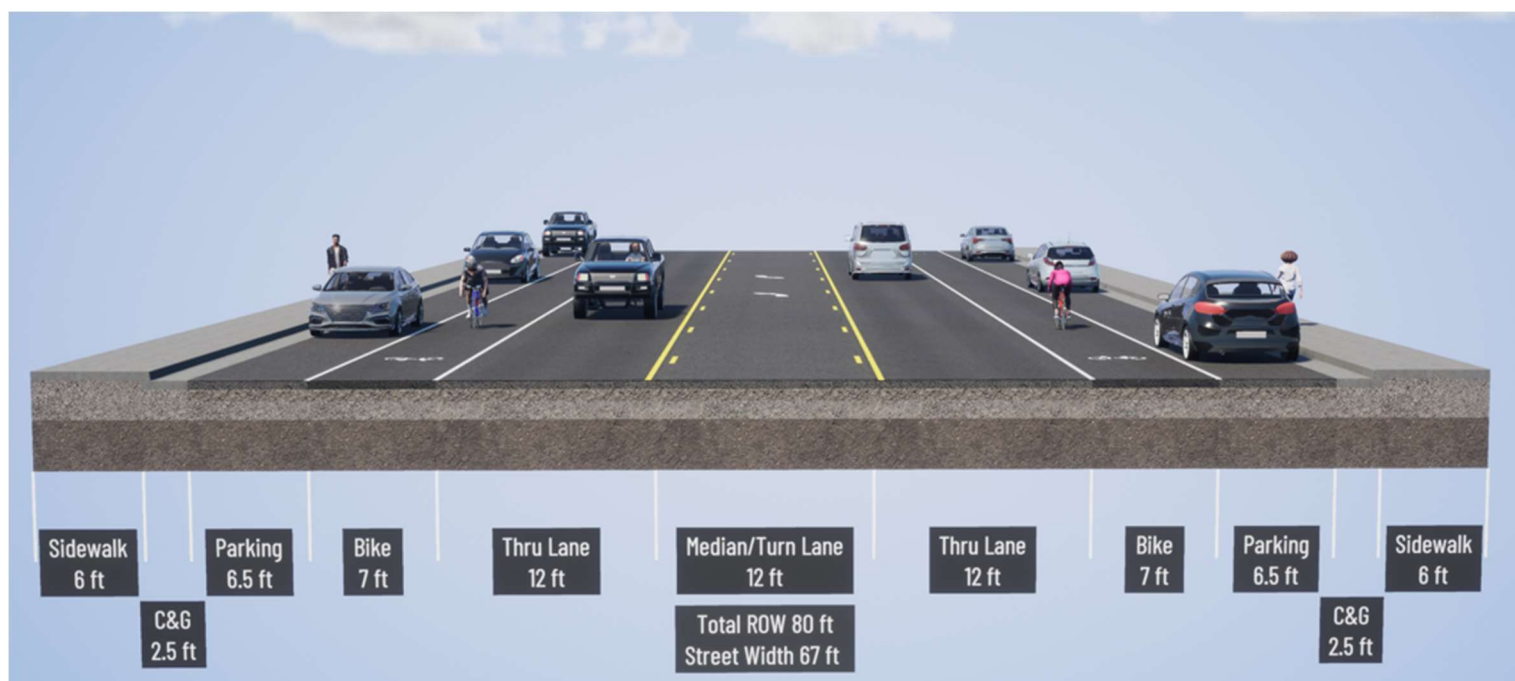


FIGURE 10: EXAMPLE MAJOR COLLECTOR CROSS-SECTIONS

5.1.2. Off-Street Elements

Off-street elements refer to everything behind the curb (or equivalent) within the pedestrian environment. This is the area where motorized vehicles are not expected to operate except at driveway crossings. Managing the number and length of access openings along a corridor also decreases the number of vehicle conflict points with pedestrians, increasing pedestrian safety and mobility.

This area can vary greatly based on roadway function and adjacent land use. While this space can have many important elements, the most important is providing a viable transportation corridor for pedestrians.

Figure 11 shows the functional areas of the pedestrian environment which are explained below.

- **Edge Zone.** This is the clear area where vehicle doors can open, including transit, to facilitate passenger boarding. It can be 1 foot wide in most places and up to 4 feet at transit stops or loading zones.
- **Furnishings Zone.** This area is for landscaping, signs, benches, and some utilities. This is also a space for snow storage in wintertime. Street trees typically need a minimum width of 6 feet.
- **Throughway Zone.** This area is for pedestrian mobility along the corridor. Usable widths are 5 feet in residential areas, 6 feet in commercial areas, and 10 to 12 feet for multiuse paths to accommodate both pedestrians and bicyclists.
- **Shy Distance.** The space between the throughway zone and right-of-way edge. This space is not usable for pedestrians if a building face, wall, fence, or utility pole is at the right-of-way edge.

Design Versus Functionality

It should be noted that design dimensions are not the same as functional dimensions. For example, an attached sidewalk (sidewalk adjacent to curb) can be designed 8 feet wide. Assuming 2 feet width for snow storage and 1 foot width shy distance from a fence, then the functional throughway zone is only 5 feet wide. Notwithstanding, maintaining an 8-foot sidewalk is likely more cost-effective than maintaining small linear strips of landscaping. The point is designers and guidelines should consider both maintenance and functionality when deciding on off-street element dimensions.

Rural Elements

In rural areas, a 10-foot-wide paved shoulder is sometimes used to accommodate pedestrians and bicyclists on low-volume, two-lane roads with limited right-of-way. This provides a hard surface with some separation from the travel lanes that can be easily maintained, and it can be utilized until the area develops and an urban treatment with curb, gutter, planter strip, and sidewalk/pathway can be constructed.

5.1.3. Transit Considerations

Roadways along which fixed route bus service is expected would also need to include transit operations in the cross-section design. Transit within the BMPO planning area is expected to remain largely focused on bus operations. Designers should consider the types of facilities desired at bus stops (bus pullouts, far-side/near-side stops, sidewalk bulb-outs, etc.).

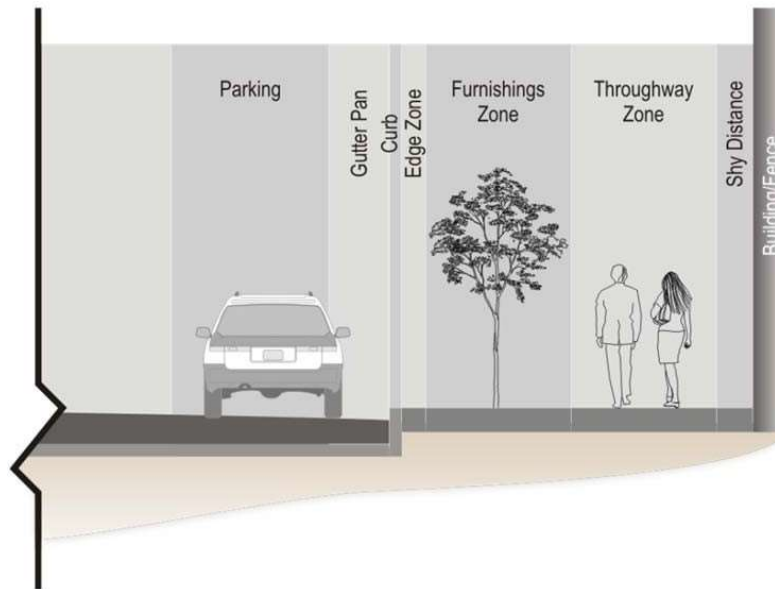


FIGURE 11. FUNCTIONAL AREAS OF THE URBAN PEDESTRIAN ENVIRONMENT

5.1.4. Arterial Roadway Considerations

In selecting Minor Arterial cross section options, it is recommended that local jurisdictions accommodate capacity needs indicated in the Long-Range Transportation Plan for the 2050 traffic volume projections, as shown in **Appendix F**. The maximum recommended volume for a three-lane minor arterial roadway is 10,000 vehicles per day average daily traffic (ADT). Anything greater than this ADT is recommended to have five lanes, as shown in Option #1 of the Minor Arterial roadways. Communication and coordination are encouraged on arterial roadways that cross jurisdictional boundaries. As development occurs and traffic increases or decreases beyond the 2050 Long Range Traffic Plan volumes, adjustments should be considered by the local jurisdiction in selecting the appropriate option for future Minor Arterial roadways.

Note that this is a planning document for future roadways and needs. It is recognized that adjustments to the roadway elements by the jurisdiction may be necessary for existing constraints and needs based on items such as roadway character or existing right-of-way constraints.

5.2. UTILITIES PLACEMENT

Above ground utilities should be placed as far from the travel way as practicable. Generally, utilities should be placed near the right-of-way line. Overhead power poles may need adjacent easements for overhead clearances and wind sway. Utility poles should be placed far enough back to not impede fences installed on the right-of-way line.

Underground utilities should be planned based on the ultimate street section rather than interim conditions. Ideally, manholes (both storm and sewer) are outside of the main travel ways, water valves are beyond the intersection, outside of major traffic movements. Junction boxes for signals, lighting, fiber optic and telephone should be outside of the pedestrian throughway zone (sidewalk and paths).

5.3. SIGHT DISTANCE

It is essential to provide sufficient sight distance for vehicles using a driveway. They should be able to enter and leave the property safely with respect to vehicles on the driveway and vehicles on the intersection roadway.



Intersection sight distance refers to the sight distance required that a vehicle can enter a roadway without unduly impacting traffic operations. Intersection sight distance varies, depending on the design speed of the roadway to be entered, and assumes a passenger car can turn right or left into a two-lane highway and attain 85 percent of the design speed without being overtaken by an approaching vehicle that reduces speed to 85 percent of the design speed. Intersection sight distance requirements for design vehicles are found in the current edition of AASHTO's *Geometric Design of Highways and Streets*.

In many conditions, however, variations in the vertical and horizontal alignment of the adjoining street or limited building setback lines may create situations where intersection sight distance cannot be provided. Consequently, a minimum distance must be provided such that motorists traveling on the through street can perceive, react, and stop for any potential conflict with the driveway's intersection. This minimum measure is defined by the stopping sight distance. Stopping sight distance requirements for design vehicles are found in the current edition of AASHTO's *Geometric Design of Highways and Streets*. For reference, **Table 7** shows stopping sight distances based on speed and roadway grade.

TABLE 7. STOPPING SIGHT DISTANCE

Operating Speed (mph)	Stopping Sight Distance (feet)						
	Upgrades			Level	Downgrades		
	9%	6%	3%	0%	-3%	-6%	-9%
20	105	110	110	115	120	120	130
25	140	145	150	155	160	165	175
30	180	185	200	200	205	215	230
35	225	230	240	250	260	275	290
40	270	280	290	305	315	335	355
45	320	330	345	360	380	400	430
50	375	390	405	425	450	475	510
55	435	450	470	495	520	555	595

Source: *Geometric Design of Highways and Streets* (AASHTO, 2011). Values rounded up to nearest 5-foot increment.

5.4. DECELERATION AND TURNING LANES

It may be necessary to construct exclusive lanes for right and left turns into an access drive for safety or capacity reasons where highway speeds or traffic volumes are high, or if there are substantial turning volumes. The purpose of a separate turning lane is to expedite the movement of through traffic, increase intersection capacity, permit the controlled movement of turning traffic, and promote the safety of all traffic.

5.4.1. Warrants

The provision of left-turn lanes is essential from both capacity and safety standpoints where left turns would otherwise share the use of a through lane. Shared use of a through lane will dramatically reduce capacity, especially when opposing traffic is heavy. Right-turn lanes remove the speed differences in the main travel lanes, thereby reducing the frequency and severity of rear-end collisions. They also increase capacity for signalized intersections and may allow more efficient traffic signal phasing. **Appendix A** includes warrants for left- and right-turn lanes based on posted speed and traffic volumes.



5.4.2. Length

A separate turning lane consists of a taper plus a full width auxiliary lane. For roadways with posted speeds under 45 mph, vehicular storage is the principal factor used to establish the full length of a separate turn lane and is thus determined from traffic operations analysis. For roadways with speeds 45 mph or greater, the distance needed for deceleration should also be checked based on guidance in the current addition of AASHTO's *Geometric Design of Highways and Streets*.

It is recommended that a 10:1 bay taper be used to provide a full-width separate turning lane for all posted speed limits. If a two-lane turn lane is to be provided, it is recommended that a 7.5:1 bay taper be used to develop dual lanes. The bay taper will allow for additional storage during short duration surges in traffic volumes. Refer to the current addition of AASHTO's *Geometric Design of Highways and Streets* for more design information on tapers.

5.5. CURB RADIUS

The preferred turning radii will depend on the type of vehicles to be accommodated, the number of pedestrians crossing the access road, and the operating speed of the accessed roadway. A minimum 15-foot turning radius should be provided in areas of heavy pedestrian traffic such as business districts, medical centers, and school crossings. Tighter radii (e.g., 10 feet) should only be used for serving residential driveways from low-speed roadways.

A 25-foot radius is generally adequate in urban environments, although an effective 35-foot radius is desirable to accommodate turning buses and single-unit trucks. In areas with on-street parking, wide shoulders, or bike lanes, the effective radii can be large so the actual curb radii can be much smaller. In most suburban settings, 25- to 50-foot radii are desirable. However, a 75-foot radius is desirable where turning islands or dual turning lanes are provided.

5.6. DRIVEWAY WIDTH

Driveway widths should be large enough to accommodate the design vehicles and reasonable turning speeds, but small enough to guide vehicle movements such that they are consistent. The standard non-residential driveway width is 40 feet or smaller. A maximum of 50 feet could be used with governmental agency approval.

The entry width is the approximate width needed at the driveway throat to accommodate the swept path of the turning design vehicle. The entry widths given in **Table 8** represent the minimums developed from design vehicles turning into a driveway from the right-most lane. The entry width will differ from the driveway's overall width, depending on how the driveway is expected to operate.



TABLE 8. DRIVEWAY ENTRY WIDTHS

Curb Radius (feet)	Minimum Entry Widths (in feet) ¹		
	Passenger Car (P)	Single-Unit Truck or Bus (SU)	Semi-Trailer Truck (WB-50)
5	16	Not Applicable	Not Applicable
10	14	34	Not Applicable
15	14	30	Not Applicable
20	12	26	Not Applicable
25	12	22	34
30	12	18	30
35	12	16	26
40	12	12	22
45	12	12	18
50	12	12	16

Source: BMPO *Access Management Plan* (1998)

1. Valid for 90-degree forward entries only

5.7. DRIVEWAY PROFILES

The slope of a driveway can dramatically influence its operation. Usage by large vehicles can have a tremendous effect on operations if slopes are severe. The profile, or grade, of a driveway should be designed to provide a comfortable and safe transition for those using the facility, and to accommodate the storm water drainage system of the roadway. While 8 percent should be the maximum allowable grade, grades of 1 to 3 percent are preferable for high-volume driveways and 3 to 6 percent for low-volume driveways. Driveways must also comply with the Americans with Disabilities Act, when applicable, which limits grades on pedestrian accessible routes.

5.8. MEDIAN OPENINGS

The design of the median nose can vary from semicircular, usually for median widths of 4 to 10 feet, to bullet nose design, for wider medians and for intersections that will accommodate semi-trailer trucks.

The bullet nose is formed by two symmetrical portions of control radius arcs that are terminated by a median nose radius that is normally one-fifth the width of the median (e.g., a bullet nose design for a median opening in a 20-foot-wide median would have a small nose radius of 4 feet that could connect two 50-foot radii).

The large radii should closely fit the path of the inner rear wheel of the selected design vehicle. The advantages are that the driver of the left-turning vehicle, especially a truck, has a better guide for the maneuver. The median opening can be kept to a minimum, and vehicle encroachment is minimized.

CHAPTER 6 - PLAN IMPLEMENTATION

This chapter presents the policies, regulations, and permitting procedures to carry out and support the Access Management Plan.

6.1. IMPLEMENTATION METHODS

Access Permits

The principal element controlling access to the roadway system is the access permit procedure. An access permit is a legal document that grants approval to construct and operate a driveway or other access of a certain design at a specified location on a given roadway for specific purposes. A permit should be required for the construction of any new point of access or the modification of any existing driveway within roadway right-of-way when the work is being done by any person or agency other than the agency that has jurisdiction over the roadway being accessed.

Normally, the governmental agency responsible for the roadway to be accessed has the discretion to grant or deny an access permit based on the material submitted in comparison to a set of agency standards. The agency may grant access as requested, require design modifications, or deny access. A variance to applicable codes or criteria can be requested when requested access is below desirable standards, but still within engineering and safety minimums. The access permit process is discussed in Section 6.2.

Traffic Impact Studies

Traffic impact studies (TIS's) for new developments or redevelopment is another tool to control access to the roadway system. These studies highlight the proposed access points to new development, vehicle circulation and distribution patterns, and the impact to area roadways. The TIS process is discussed in Section 6.3.

Existing Problem Areas

Member agencies can initiate projects to improve access management along existing corridors. However, introducing a “retrofit” program of access control to an existing roadway is often difficult. Retrofit techniques are discussed in **Appendix B**.

Community Plans, Zoning, and Subdivision Regulations

At periodic intervals each jurisdiction within the urbanized area should review community plans, zoning, and subdivision regulations and make changes where required, so that all plans and regulations are compatible with the standards found in the BMPO Access Management Plan.

6.2. ACCESS PERMIT PROCESS

An overview of the access application procedure is shown in **Figure 12**. The procedure considers:

- the classification of the roadway to which access is requested;
- the type of access requested relative to the allowable levels and types of access;
- relevant spacing standards;
- highway and intersection capacity;
- geometric design considerations;
- the type of proposed traffic control; and
- the need, if required, for any variances to permit criteria.

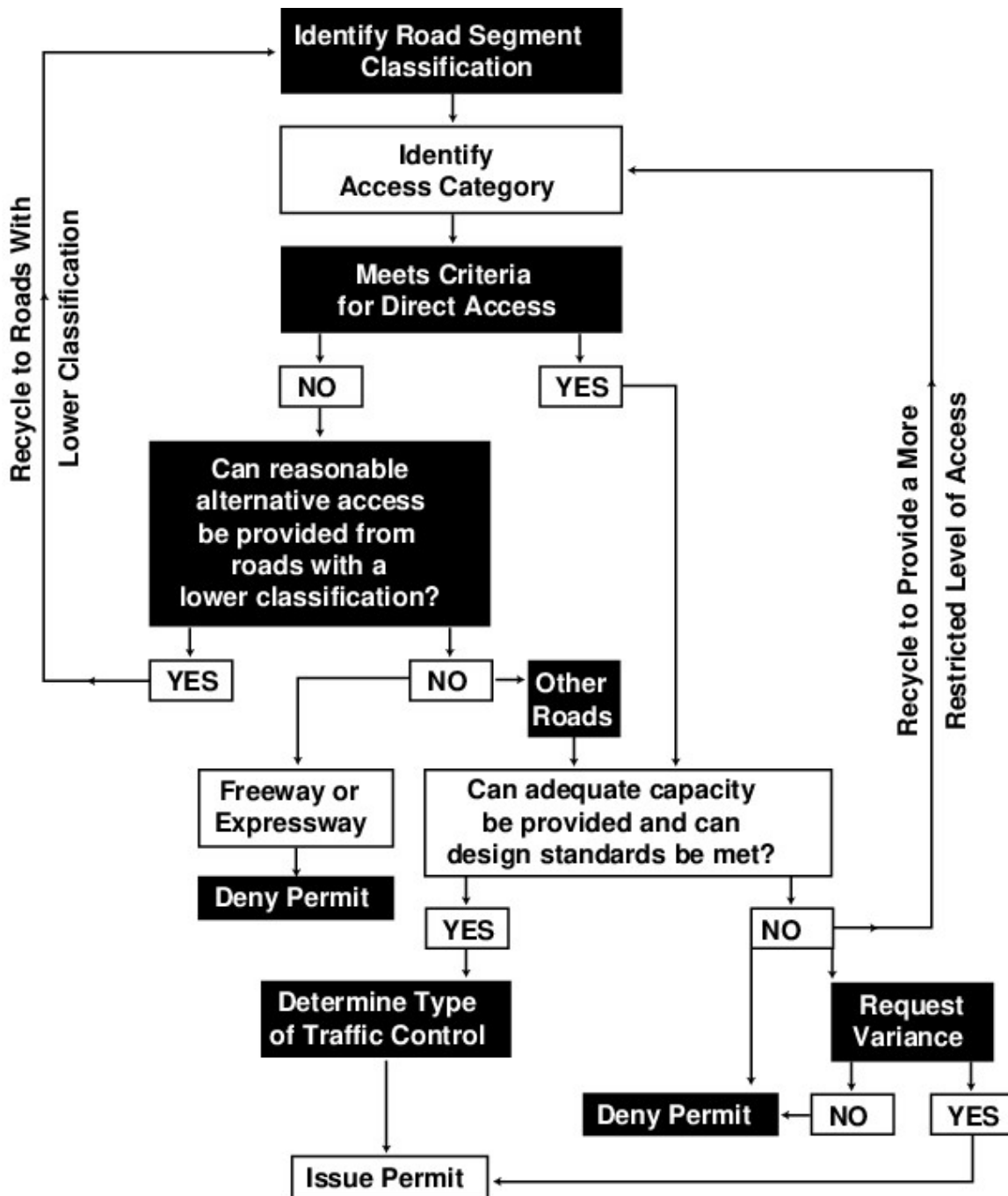


FIGURE 12. ACCESS APPLICATION PROCEDURE

The application procedure should include guidelines for access denial where alternative access is available, and the alternative is better for overall traffic safety and operation. A determination of the type of traffic control should also follow a selection procedure. This process, as shown in **Figure 13**, also considers the possibility of requesting a variance or the denial of the access point.

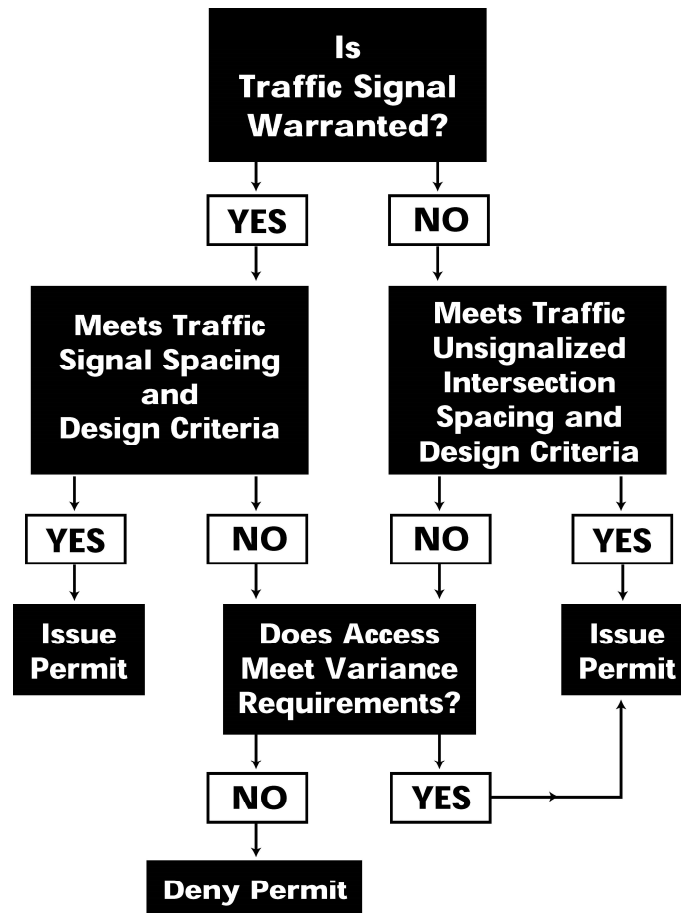


FIGURE 13. TRAFFIC CONTROL DETERMINATION

6.2.1. Permit Application Steps

The permit application process should go through the following separate phases:

Initial Request or Inquiry

Prior to the initial request for site plan approval or a building permit, the developer should obtain a copy of the access requirements of the governmental agency that has jurisdiction over the adjacent roadway. It is recommended that the developer or his representative contact the jurisdictional agency to inform them of development plans that call for roadway access. The agency responsible for land use approval may not be related to the roadway agency.

Initial or Preliminary Proposal

The initial submittal by a developer should include, but not be limited to, a letter of explanation and request for consideration, a preliminary survey plat, a preliminary site plan, and a preliminary traffic impact study (TIS). This procedure allows the agency to guide the applicant in the preferred direction. (This step may be omitted where a proposal is very minor)

Final Submittal

Upon review and further detailing of the Site Plan and its revisions to the initial submittal, the developer should submit the final site plan and, if required, necessary support documentation. This documentation can include engineering plans, TIS's, and other supplemental studies and, when required, a cost estimate for the proposed access driveway and associated improvements to the



adjacent roadways. A performance bond and certificate of insurance also may be required at this time.

Access Permit Issuance

Upon receipt and approval of the plans, specifications, reports and studies, and other data submitted to the responsible agency, the agency should issue an access permit and construction may begin. If the request fails to meet established criteria, a formal denial should be submitted to the applicant.

Field Inspections

The agency should conduct periodic field inspections during construction. Any deficiencies noted by the agency should be corrected by the developer before a final inspection. When all work has been satisfactorily corrected, the construction work should be accepted and approved.

6.2.2. Submittal Requirements.

Submittal requirements normally include the following:

Preliminary Plan Requirements

The preliminary plan should be submitted with the initial request for an access driveway. The following information should be included on the plan:

- scale of 1"=100', or as normally required by the governmental agency;
- the name, address, and telephone number of the owner(s) and that of the applicant, where the applicant is an agent of the owner (e.g., contractor, tenant, consultant);
- the name of the property or development;
- the location of the property in relation to municipal boundaries and all roads within one and one-half miles of the property – a location map with an approximate scale should indicate the location of the property with respect to the area;
- a description of the current and proposed land use and all accesses within 300 feet of the property – at a minimum, proposed developments that have been approved, but not yet constructed, should be indicated;
- the identification of any legal rights-of-way or easements affecting the property as it relates to the roadway and proposed right-of-way acquisitions and alternate access, if appropriate (i.e., an access easement across neighboring property to a secondary road);
- the existing and proposed dimensions of the highway including through and turning lanes, shoulders, curbs, medians, etc.;
- the number, location, and dimensions of proposed accesses (driveways and new public intersections); and
- all site characteristics, such as existing structures, utilities, natural drainage, floodplains, and wetlands within 300 feet of the roadway.

The governmental agency may waive any of the foregoing required information for a minor access, or a temporary access, if it is determined that any of the information mentioned above is not needed to secure an access permit.

Engineering Plans, Specifications, and Estimates of Cost

Engineering plans, specifications, and estimates of total construction costs may be required by the governmental agency having jurisdiction over roadways impacted by the development.

Special Surveys

Soil surveys may be required for high-volume, major access driveways and when any driveway construction requires widening of the roadway pavement by more than 6 feet. Such surveys should be completed before the completion of the final engineering plans and specifications to determine the existence of unsatisfactory subgrade materials or the need for remedial underground drainage. The results of the soil survey should be submitted along with the engineering plans and specifications for review by the agency. Surveys may be required to conduct soils analysis and to identify hazardous materials or sites (e.g., converted gas station sites or older industrial areas).

Drainage Study.

The governmental agency may request that a drainage study be prepared for the proposed development.

Traffic Impact Study.

The governmental agency may request that a TIS should be prepared for proposed developments consistent with its policies. A detailed description of the methodology and necessary data is presented in Section 6.3.

6.2.3. Variances.

Where the governmental agency finds that extraordinary hardships or practical difficulties may result from strict compliance with approved requirements, the agency may approve variations to the requirements, provided that at least minimum safety standards are met, so that the public interest is served. The agency may require that a TIS or other information or studies be submitted when reviewing a request for a variation. Variances may be necessary for exceptions to turning restrictions or spacing standards where it can be demonstrated that no other reasonable options are available.

A petition for any variation should be submitted in writing to the responsible governmental agency by the developer. The developer must prove that the variation will not be contrary to the public interest and that unavoidable practical difficulty or unnecessary hardship will result if not granted. The developer should establish and substantiate that the variation conforms to the agency's requirements and standards.

Care must be taken in issuing variances. No variation should be granted unless it is found that the following relevant requirements and conditions are satisfied. The agency may grant variations whenever it is determined that all the following have been met:

- The granting of the variation should be in harmony with the general purpose and intent of the regulations and should not result in undue delay or congestion or be detrimental to the safety of the motoring public using the roadway.
- There must be proof of unique or existing special circumstances or conditions where strict application of the provisions would deprive the developer of reasonable access. Circumstances that would allow reasonable access by a road or street other than a primary roadway, circumstances where indirect or restricted access can be obtained, or circumstances where engineering or construction solutions can be applied to mitigate the condition should not be considered unique or special.
- There must be proof of the need for the access and a clear documentation of the practical difficulty or unnecessary hardship. It is not sufficient to show that greater profit or economic gain would result if the variation were granted. Furthermore, the hardship or difficulty cannot be self-created or self-imposed; nor can it be established on this basis by the owner who purchases with or without knowledge of the applicable provisions. The difficulty or hardship must result from strict application of the provision, and it must be suffered directly and solely by the owner or developer of the property in question.



Upon receipt of relevant information, facts and necessary data, the governmental agency should review the information and render a decision in writing to the developer. Materials documenting the variance should be maintained in the agency's permit files. Failure to document decisions could open an agency to potential charges of irregular conduct, with little evidence available for defense.

6.2.4. Expiration of Permit

Each access permit granted should have a time limit before which construction must begin. If construction does not begin during the time allotted, the permit expires, and the permit must be applied for again. Having a time limit attached to a permit gives the jurisdiction flexibility in the case of changing conditions, such as new adjacent development or a change in functional classification of the roadway, etc. A typical time limit is one year, although a longer period could be granted for large, regional developments.

6.3. TRAFFIC IMPACT STUDIES

A Traffic Impact Study (TIS) is a specialized study of the impacts that a certain type and size of development will have on the surrounding transportation system. A TIS is essential for many access management decisions, such as spacing of driveways, traffic control devices, and traffic safety issues. It is specifically concerned with the generation, distribution, and assignment of traffic to and from new development. The purpose of this section is to establish uniform guidelines for when a TIS is required and how the study is to be conducted.

6.3.1. When Required.

The governmental agency will determine when a complete TIS is required. A TIS is generally required if any of the following situations are proposed:

- New developments or changes into existing developments that are expected to generate more than 100 net new peak-hour vehicle trips (total in and out vehicular movements).
- Developments that generate less than 100 net new peak hour trips may require a TIS under unique circumstances. Examples include high crash locations, currently congested areas, areas of critical local concern, or significant changes in directional distribution of site traffic.
- Applications for rezoning or annexation.
- When the original TIS is more than two years old, access decisions are still outstanding, and changes in development have occurred in the site environs.
- When development agreements are necessary to determine "fair share" contributions to major roadway improvements.

6.3.2. Study Category and Horizon Years

The study category is determined based on the net new number of peak hour trips generated by the development. The governmental agency representative will confirm the study category and horizon years after the initial work activity (see Section 6.3.3).

- **CATEGORY I TIS** — Developments which generate less than 500 peak hour trips. The study horizon should include both the opening year of the development and five years after opening.
- **CATEGORY II TIS** — Developments which generate 500 or more peak hour trips. The study horizon should include the opening year of the development, five years after opening, and ten years after opening.



6.3.3. Initial Work Activity.

A developer, or their agent, should first estimate the number of vehicular trips to be generated by the proposed development to determine if a TIS may be required and the applicable category. The governmental agency representative must give concurrence on the number of trips to be generated by the proposed development. The developer may, if desired, request that the governmental agency representative assist in estimating the number of trips for the purpose of determining whether a TIS is required for the proposed development.

If a study is required, the developer should have prepared for submittal to the governmental agency representative, for review and approval, a technical memorandum with the following information:

- Site plan, land uses, and proposed access locations
- Table outlining calculations for net new trips generated by the site
- Proposed study horizon years
- Proposed peak hour periods to study
- Proposed trip distribution for site traffic
- Potential study intersections, including major off-site intersections impacted by 30 or more net new trips during the PM Peak Hour.

The **study area** should include at a minimum, the site access points and nearest most likely utilized arterial or collector intersection. Additional intersections will be included at the discretion of the governmental agency representative. The limits of the study area should be based on the size and extent of the proposed development, and an understanding of existing and future land use, as well as traffic conditions in and around the site. The governmental agency representative, after possible consultation with other affected jurisdictions, will make the final determination of the study area limits.

After approval of the TIS scope by the governmental agency representative, the remaining TIS work activities may begin.

6.3.4. Qualifications for Preparing Traffic Impact Study Documents.

In accordance with State law, a TIS must be conducted and prepared under the direction of a Professional Engineer (Civil) licensed to practice in the State of Idaho. The engineer must have special training and experience in traffic engineering. Professional Traffic Operations Engineer (PTOE) certification is preferred.

6.3.5. Analysis Approach and Methods.

The traffic study approach and methods should be guided by the following criteria.

Study Area

The study area will be determined based on the initial work activity (see Section 6.3.3). The extent of the study area may be either enlarged, or decreased, depending on special conditions as determined by the governmental agency representative.

Analysis Time Periods

Both the morning and afternoon weekday peak hours should be analyzed, unless the proposed project is expected to generate no trips, or a very low number of trips, during either the morning or evening peak periods. If this is the case, the requirement to analyze one or both periods may be waived by the governmental agency representative.

Where the peak traffic hours in the study area occurs during a different time period than normal morning or afternoon peak travel periods (for example mid-day), or occurs on a weekend, or if the proposed project has unusual peaking characteristics, these additional peak hours should also be analyzed.

Seasonal Adjustments

When directed by governmental agency representative, the traffic volumes for the analysis hours should be adjusted to annual average traffic conditions. In some cases, adjustment to peak season conditions may be needed for analysis.

Data Collection Requirements

All data should be collected in accordance with the latest edition of the ITE *Manual of Traffic Engineering Studies*, or as directed by governmental agency representative.

- **Turning movement counts.** Manual turning movement counts should be obtained for all existing cross-street intersections to be analyzed during the morning and afternoon peak periods. Turning movement counts may be required during other periods as directed by the governmental agency representative. Available turning movement counts may be extrapolated a maximum of two years with the concurrence of the governmental agency representative.
- **Daily traffic volumes.** Current and projected daily traffic volumes should be presented in the report. If available, daily count data from the local agencies may be extrapolated a maximum of two years with the concurrence of the governmental agency representative. Where daily count data is not available, mechanical counts will be required at locations agreed upon by the governmental agency representative.
- **Crash data.** Traffic crash data should be obtained for the most current three-year period available.
- **Roadway and intersection geometrics.** Roadway geometric information should be obtained. This includes, but is not limited to, roadway width, number of lanes, turning lanes, vertical grade, location of nearby driveways, and lane configuration at intersections.
- **Traffic control devices.** The location and type of traffic controls should be identified.

Trip Generation

The latest edition of ITE's *Trip Generation* should be used for selecting trip generation rates. Other rates may be used with the approval of the governmental agency representative in cases where Trip Generation does not include trip rates for a specific land use category, or includes only limited data, or where local trip rates have been shown to differ from the ITE rates.

Site traffic should be generated for daily, AM and PM peak hour periods. Alternate peak hour periods (e.g., Saturday midday in lieu of AM peak for retail developments) may be approved by the government agency representative.

Adjustments made for "pass-by" and "internal capture" traffic volumes should follow the methodology outlined in the latest edition of ITE's Trip Generation Handbook. Proposed "pass-by" traffic volume reductions should be compared to the volume of adjacent street traffic for reasonableness.

A trip generation table should be prepared showing proposed land use, trip rates, and vehicle trips for daily and peak hour periods and appropriate traffic volume adjustments, if applicable.

Trip Distribution and Assignment

Projected trips should be distributed and added to the projected non-site traffic on the roadways and intersections under study. The specific assumptions and data sources used in deriving trip distribution and assignment should be documented in the report.

Future traffic volumes should be estimated using information from the BMPO travel demand forecasting models. Applying an annual growth rate to the baseline traffic volumes may be used in cases of short-period forecasts or in unmodeled geographic areas. The future traffic volumes



should be representative of the horizon year for project development. If the annual growth rate method is used, the governmental agency representative must give prior approval to the percentage used. In addition, any nearby approved but unbuilt development projects should be taken into consideration when forecasting future traffic volumes.

The site-generated traffic should be assigned to the street network in the study area based on the approved trip distribution percentages. The site traffic should be combined with the forecasted traffic volumes to show the total traffic conditions estimated at development completion. A figure will be required showing peak period turning movement volumes for each traffic study intersection. In addition, a figure should be prepared showing the baseline volumes with site-generated traffic added to the street network. This figure will represent site specific traffic impacts to existing conditions.

Capacity Analysis

Level of service (LOS) should be calculated for signalized and unsignalized intersections in accordance with the latest edition of the *Highway Capacity Manual* or as directed by agency staff. The intersection LOS should be calculated for each of the following conditions:

- Existing peak hour traffic volumes
- Future horizon year traffic volumes not including site traffic
- Future horizon year traffic volumes including site traffic

A table should include LOS results for each of the study peak periods. The table should show intersection LOS conditions with corresponding vehicle delays for signalized intersections, and LOS conditions for the critical movements at unsignalized intersections. If individual approaches or movements at signalized intersections are above LOS standards or problematic, they should be noted in the report.

If the new development is scheduled to be completed in phases, the TIS will, if directed by governmental agency representative, include an LOS analysis for each separate development phase in addition to the TIS for each horizon year. The incremental increases in site traffic from each phase should be included in the LOS analysis for each preceding year of development completion. A figure is required for each horizon year of phased development.

Traffic Signal Needs

A traffic signal needs study should be conducted for all new proposed signals for the base year. If the warrants are not met for the base year, they should be evaluated for each future horizon year.

Crash Analysis

An analysis of three-year crash data should be conducted to determine if the level of safety will deteriorate due to the addition of site traffic. If the governmental agency representative knows that crash records will not indicate a concern, this requirement may be waived.

Speed Considerations

Vehicle speed is used to estimate safe stopping, intersection, and cross corner sight distances. In general, the posted speed limit is representative of the 85th percentile speed and may be used to calculate safe stopping, intersection, and cross corner sight distances.

LOS Standards and Improvement Analysis

The roadways and intersections within the study area should be analyzed, with and without the proposed development to identify any projected impacts regarding LOS and safety. The traffic impact of the development on the roadways and intersections within the study area should be mitigated to **LOS D or better, or LOS conditions without site traffic, whichever is worse.**

Pedestrian/Bicycle Considerations

The traffic study should explain how pedestrian and bicyclists will access and travel within the project site. The types of non-motorized transportation facilities provided by the proposed development and nearby off-site facilities should be noted. Describe the route pedestrians or bicyclists would likely use to reach major destinations such as parks, schools, and transit stops. Note major gaps or barriers.

On-Site Traffic Circulation

The traffic study should explain vehicular and non-motorized transportation routes within the site. Note any potential on-site capacity concerns, especially those that may impact traffic on the surrounding transportation network.

Consistency with Adopted Transportation Plans

Explain how this project is consistent with adopted transportation plans. This includes both vehicular and non-motorized transportation plans.

Certification

The TIS must be sealed and signed by the Professional Engineer under whose direction it has been conducted and prepared (see qualification requirements under 6.3.4). Reports that are not final must be marked as DRAFT.

6.3.6. Report Format.

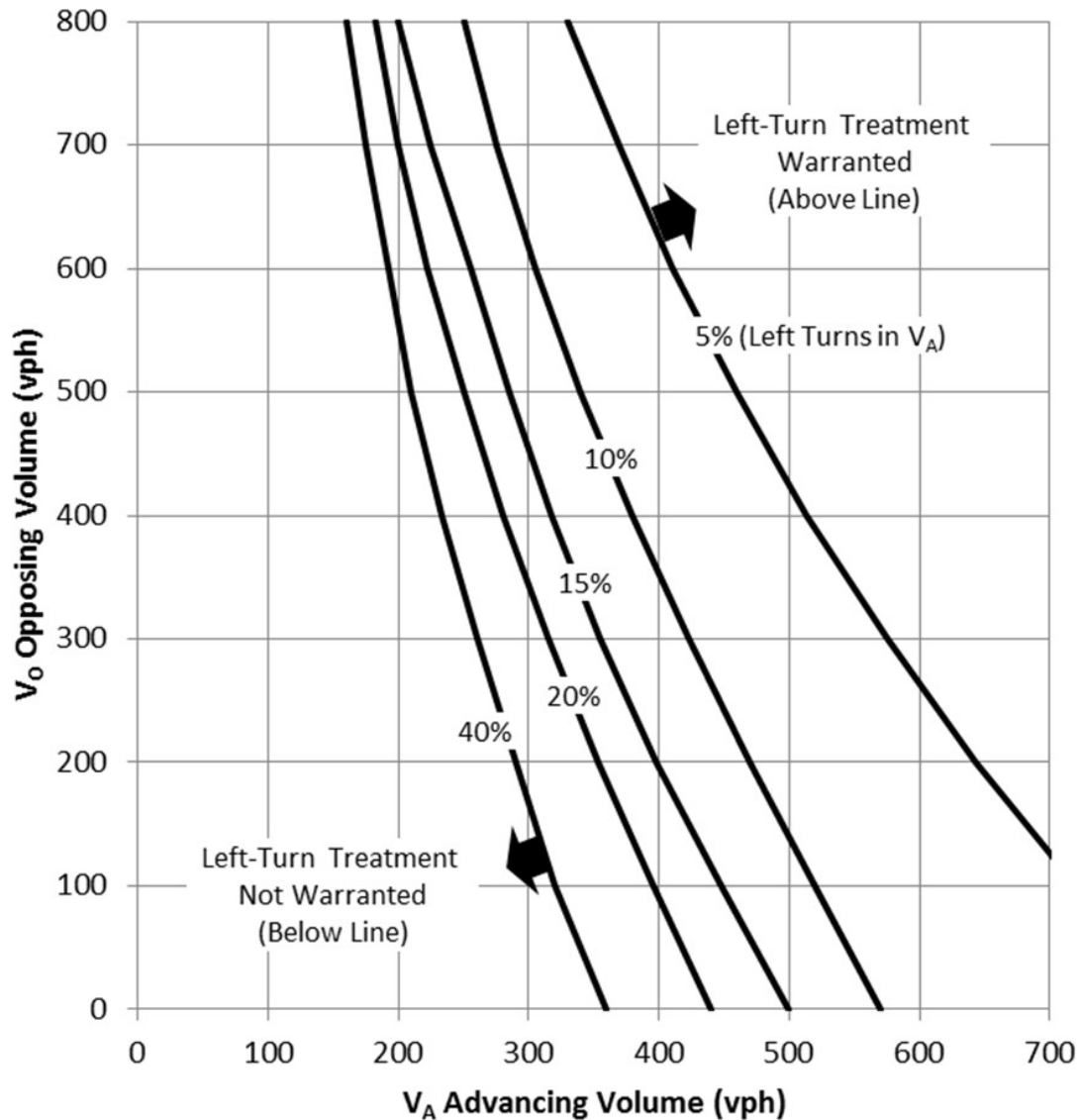
The format requirements for the general text arrangement of a TIS is provided in **Appendix D**. Deviations from this format must receive prior approval of the governmental agency representative.



APPENDIX A

Turn Lane Warrant Graphs

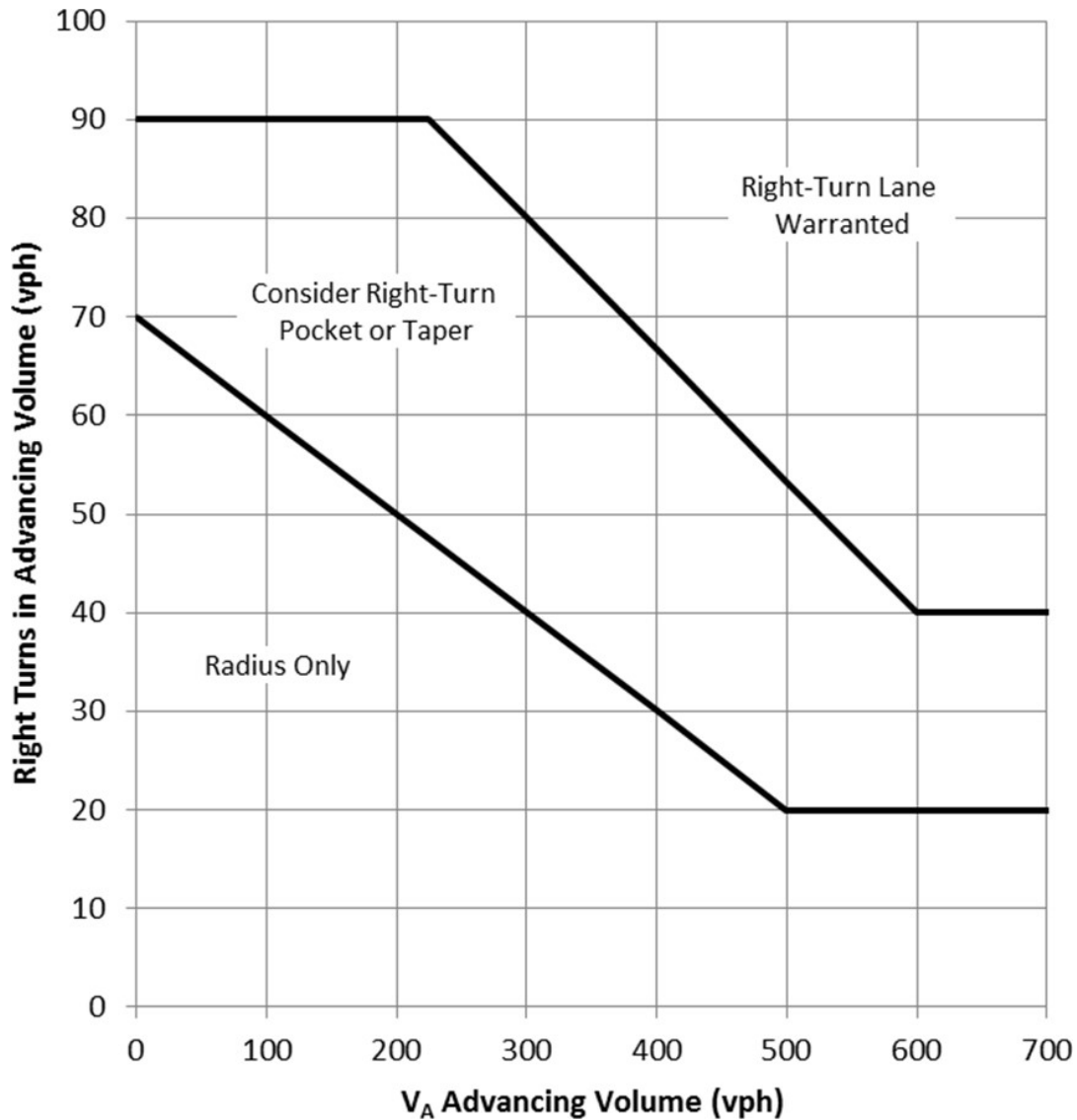
Left-Turn Lane Warrant



Notes:

- Applies only to mainline approaches at unsignalized intersections.
- V_A is the advancing approach volume (vph) to include the right-turn, left-turn and through movements in the same direction as the left turning vehicle.
- V_O is the opposing approach volume (vph) to include only the right-turn and through movements in the opposite direction of the left turning vehicle.
- If the posted (or 85th percentile) speed on two-lane roadway is 45 mph or greater, multiply V_A by 1.5
- For a four-lane undivided roadway, if both of the following conditions are met then a left-turn treatment is warranted:
 - V_A is greater than 20 vph
 - V_O is greater than 500 vph
- Left-turn lane is not needed for left turn volume less than 10 vph. However, criteria other than volume, such as crash experience, may justify a left-turn lane.
- Warrants are based on *NCHRP Reports 279 and 457*.

Right-Turn Lane Warrant



Notes:

- Applies only to mainline approaches at unsignalized intersections
- V_A is the advancing volume(vph) to include the right-turn, left-turn and through movements in the same direction as the right-turning vehicle.
 - For two-lane roadways, use approach volume
 - For multi-lane roadways, use outside lane volume of approach
- When all three of the following conditions are met, then reduce right-turn volume by 20 vph
 - The posted speed is 45 mph or below
 - Right-turn volume is greater than 40 vph
 - V_A is less than 300 vph
- Right-turn lane is not needed for right-turn volume less than 20 vph. However, criteria other than volume, such as crash experience, may justify a right-turn lane.
- Warrants based on *NCHRP Report 279*.



APPENDIX B

Retrofit Techniques

RETROFIT TECHNIQUES

Introducing a “retrofit” program of access control to an existing roadway is often difficult. Land needed for improvements is often unavailable, making certain access management techniques impossible to implement and requiring the use of minimum rather than desirable standards. Rights of property access must be respected. Social and political pressures will emerge from abutting property owners who perceive that their access will be unduly restricted and their business harmed. The needed cooperation of proximate, sometimes competitive, developments in rationalizing on-site access and driveway locations may be difficult to achieve. And it may be difficult to compare the cost of economic hardship to an individual to the benefits accruing to the public. Accordingly, the legal, social, and political aspects of access management are particularly relevant in retrofit situations and should be thoroughly understood by public agencies and private groups responsible for implementing access control programs for retrofit projects.

The general reasons underlying retrofit actions include the following:

- increased congestion and accidents along a given section of road that are attributed to random or inadequate access;
- major construction or design plans for a road that make access management and control essential;
- street expansions or improvements that make it practical to reorient access to a cross street and remove (or reduce) arterial access; and
- coordinating driveways, on one side of a street, with those planned by a development on the other side.

TYPES OF ACTION

Most retrofit actions involve the application of accepted traffic engineering techniques that limit the number of conflict points, separate basic conflict areas, limit speed adjustment problems, and remove turning vehicles from the through travel lanes. **Tables 1 through 4** present the various access management techniques that achieve each of these objectives and mainly apply to retrofit situations.

Table 1. Retrofit Techniques (A): LIMIT NUMBER OF CONFLICT POINTS

Number	Description
A-1	Install median barrier with no direct left-turn access
A-2	Install raised median divider with left-turn deceleration lanes
A-3	Install one-way operations on the highway
A-4	Install traffic signal at high-volume driveways
A-5	Channelize median openings to prevent left-turn ingress and/or egress maneuvers
A-6	Widen right through lane to limit right-turn encroachment onto the adjacent lane to the left
A-7	Install channelizing islands to prevent left-turn deceleration lane vehicles from returning to the through lanes
A-8	Install physical barrier to prevent uncontrolled access along property frontages
A-9	Install median channelization to control the merge of left-turn egress vehicles
A-10	Offset opposing driveways
A-11	Locate driveway opposite a three-leg intersection or driveway and install traffic signals where warranted
A-12	Install two one-way driveways in lieu of one two-way driveway
A-13	Install two two-way driveways with limited turns in lieu of one standard two-way driveway
A-14	Install two one-way driveways in lieu of two two-way driveways
A-15	Install two two-way driveways with limited turns in lieu of two standard two-way driveways
A-16	Install driveway channelizing island to prevent left-turn maneuvers
A-17	Install driveway channelizing island to prevent driveway encroachment conflicts
A-18	Install channelizing island to prevent right-turn deceleration lane vehicles from returning to the through lanes
A-19	Install channelizing island to control the merge area of right-turn egress vehicles
A-20	Regulate the maximum width of driveways

Table 2. Retrofit Techniques (B): SEPARATE BASIC CONFLICT AREAS

Number	Description
B-1*	Regulate minimum spacing of driveways
B-2	Regulate minimum corner clearance
B-3	Regulate minimum property clearance
B-4*	Optimize driveway spacing in the permit authorization stage
B-5*	Regulate maximum number of driveways per property frontage
B-6	Consolidate access for adjacent properties
B-7	Require highway damages for extra driveways
B-8	Purchase abutting properties
B-9	Deny access to small frontage
B-10	Consolidate existing access whenever separate parcels are assembled under one purpose, plan, entity, or usage
B-11*	Designate the number of driveways regardless of future subdivision of that property
B-12	Require access on collector street (when available) in lieu of additional driveway on arterial

* = Not directly applicable for retrofit.

Table 3. Retrofit Techniques (C): LIMIT SPEED ADJUSTMENT PROBLEMS

Number	Description
C-1	Install traffic signals to slow highway speeds and meter traffic for larger gaps
C-2	Restrict parking on the roadway next to driveways to increase driveway turning speeds
C-3	Install visual cues of the driveway
C-4	Improve driveway sight distance
C-5	Regulate minimum sight distance
C-6*	Optimize sight distance in the permit authorization stage
C-7	Increase the effective approach width of the driveway (horizontal geometrics)
C-8	Improve the driveway profile (vertical geometrics)
C-9	Require driveway paving
C-10	Regulate driveway construction (performance bond) and maintenance
C-11	Install right-turn acceleration lane
C-12	Install channelizing islands to prevent driveway vehicles from backing onto the arterial
C-13	Install channelizing islands to move ingress merge point laterally away from the arterial
C-14	Move sidewalk-driveway crossing laterally away from the arterial.

* = Not directly applicable for retrofit.

Table 4. Retrofit Techniques (D): REMOVE TURNING VEHICLES FROM THROUGH LANES

Number	Description
D-1	Install two-way left-turn lane
D-2	Install continuous left-turn lane
D-3	Install alternating left-turn lane
D-4	Install isolated median and deceleration lane to shadow and store left-turning vehicles
D-5	Install left-turn deceleration lane in lieu of right-angle crossover
D-6	Install median storage for left-turn egress vehicles
D-7	Increase storage capacity of existing left-turn deceleration lane
D-8	Increase the turning speed of right-angle median crossovers by increasing the effective approach width
D-9	Install continuous right-turn lane
D-10	Construct a local service road
D-11*	Construct a bypass road
D-12*	Reroute through traffic
D-13	Install supplementary one-way right-turn driveways to divided highway (noncapacity warrant)
D-14	Install supplementary access on collector street when available (noncapacity warrant)
D-15	Install additional driveway when total driveway demand exceeds capacity
D-16	Install right-turn deceleration lane
D-17	Install additional exit lane on driveway
D-18	Encourage connections between adjacent properties (even when each has arterial access)
D-19	Require two-way driveway operation where internal circulation is not available
D-20	Require adequate internal design and circulation plan

* = Not directly applicable for retrofit.



APPENDIX C

Traffic Impact Study Outline

TRAFFIC IMPACT STUDY OUTLINE

The following outline highlights the preferred organization of the TIS report. Consistency with this format will help reduce the time for governmental agency review.

I. INTRODUCTION AND SUMMARY

- a. Purpose of Report and Study Objectives
- b. Executive Summary
- c. Site Location and Study Area
- d. Development Description
- e. Principal Findings
- f. Conclusions
- g. Recommendations

II. PROPOSED DEVELOPMENT

- a. Site Location (vicinity map)
- b. Land Use and Intensity (existing and proposed)
- c. Proposed Development Details
- d. Site Plan (readable version must be provided)
- e. Access Geometrics
- f. Development Phasing and Timing

III. ANALYSIS OF EXISTING CONDITIONS

- a. Study Area
- b. Physical Characteristics
 - i. Roadway Characteristics
 - ii. Traffic Control Devices
 - iii. Pedestrian/Bicycle Facilities
- c. Traffic Volumes
- d. Level of Service
- e. Safety

IV. ANALYSIS OF FUTURE WITHOUT-PROJECT CONDITIONS

- a. Planned Improvements
 - i. Roadway Characteristics
 - ii. Traffic Control Devices
 - iii. Pedestrian/Bicycle Facilities
- b. Traffic Volumes
 - i. Volume Forecast Methods
 - ii. Forecasted Volumes by Horizon Year
- c. Level of Service

V. ANALYSIS OF FUTURE WITH-PROJECT CONDITIONS

- a. Site Traffic Forecasts (each horizon year)
 - i. Trip Generation
 - ii. Mode Split
 - iii. Pass-by Traffic (if applicable)
 - iv. Trip Distribution
 - v. Trip Assignment

- b. Total With-Project Volumes (each horizon year)
- c. Level of Service Analysis (study intersections and site driveways)
- d. Traffic Safety Implications
- e. Sight Distance
- f. Turn Lane Warrants
- g. Pedestrian/Bicycle Considerations
- h. On-Site Traffic Circulation
- i. Consistency with Adopted Transportation Plan

VI. FINDINGS AND RECOMMENDATIONS

VII. APPENDICES

- a. Traffic Volume Counts
- b. Capacity Analyses Worksheets
- c. Traffic Signal Needs Studies
- d. Crash Data and Summaries



APPENDIX D

ROW Preservation Techniques

RIGHT-OF-WAY PRESERVATION TECHNIQUES

The consultant team conducted a literary review to identify a range of techniques, tools and procedures that are used by regional and state transportation agencies to preserve high-capacity roadway corridors and right-of-way. The review includes agencies in Idaho, Oregon, Minnesota, Texas as well as the *Transportation System Alternative Study*, prepared by DKS Associates in 2011 for the Bonneville Metropolitan Planning Organization (BMPO).

CORRIDOR PRESERVATION METHODS FOR HIGH-CAPACITY ROADWAYS

Preserving a right-of-way corridor needed for the future regional highways will be important to its ultimate success. Development must not be permitted to occur that would preclude construction of the future expressway, and provisions must be made for alternate access to adjacent parcels from parallel, lower-classified streets, for example, minor arterials, collector, or local streets.

Based on our review, the following represent a range of strategic tools and techniques that have been proven to be effective for transportation agencies in the United States:

1. EARLY CORRIDOR IDENTIFICATION AND PLANNING

Description: Identifying and mapping potential corridors early in the planning process.

Implementation: Reviewing comprehensive plans, assessing roadway improvements, and establishing collaboration between state, regional, and local agencies [1][4].

The corridor preservation process must begin with Idaho Falls, Ammon and Bonneville County amending their respective comprehensive plans and long-range transportation plans to acknowledge the new corridors. This comprehensive plan process would involve two steps.

- The first step would be to identify the broad, mile-wide corridor and require that any development or subdivision of land within that area go through an additional corridor-preservation review. This review would ensure that the proposed development would not preclude a future expressway alignment, either by directly blocking an alignment or by requiring direct property access. At this early stage, it should be assumed that 150 feet of width will be required for the future limited-access facility. This first step should be an early action item and occur as soon as possible.
- Once a formal alignment study for the new corridors has been completed and a more defined alignment and right-of-way width identified, then the second comprehensive plan step can occur. The local jurisdictions' comprehensive plan corridor preservation section would be modified to narrow the affected area of the future corridor. Once the corridor area is narrowed, the typical planning review process will likely become more difficult, as there will be fewer avoidance options available to developers in the direct path of the proposed corridor. Specific development may have to be restricted and advance right-of-way acquisition may be required in some cases.

Several long-range corridor studies have been completed by the BMPO to identify potential corridors to upgrade existing facilities or construct new highways to support regional growth. These studies include the *Transportation System Alternative Study (2012)*, and the *High-Capacity Roadway Study (2024)*.

2. OFFICIAL MAPS

Description: Using official maps to designate future transportation corridors.

Implementation: These maps indicate the intent to use corridors for transportation purposes, providing a legal basis for preserving right-of-way [1][4].

Based on the corridor planning studies, the local and regional planning agencies must incorporate the preferred high-capacity corridors into their respective long-range planning documents. In their 2050 Long Range Transportation Plan (LRTP), the BMPO identified thirty-five (35) roadway segments recommended as candidates for capacity expansion or enhancements to increase motor vehicle carrying capacity.

This LRTP did not identify the right-of-way requirements for these facility improvements or provide a map that indicates the extent and type of proposed system improvements. The preferred alignments of the new and improved corridors that were recommended from this study should be reflected in the in the next cycle of the LRTP along with the transportation plan elements of Idaho Falls and Ammon to provide more specificity about right-of-way requirements, and to help establish a legal basis for taking actions to preserve that right-of-way.

3. ZONING AND SUBDIVISION REGULATIONS

Description: Utilizing regulatory powers to protect corridors.

Implementation: Implementing setback requirements, overlay zones, and subdivision regulations that require dedication of right-of-way[1][4][7].

Once the highway corridors have been defined, mapped, and prioritized within local comprehensive plan documents, the local agencies must amend their land development regulations to assure that land use decisions in the vicinity of these corridors do not conflict with the right-of-way protection.

Zoning Regulations: These can include overlay zones specifically designed to protect future transportation corridors by restricting certain types of development or requiring additional review processes for proposed developments within the corridor.

Subdivision Regulations: These may require developers to dedicate land for future transportation uses as a condition of subdivision approval. This ensures that necessary rights-of-way are preserved during the land development process.

4. ACCESS MANAGEMENT

Description: Techniques to preserve the functionality of corridors.

Implementation: Limiting the number and location of access points, implementing driveway spacing standards, and using frontage roads and shared access[1][4][7].

➤ **Driveway Spacing and Design:**

- By controlling the number and spacing of driveways, access management reduces the potential for conflict points where vehicles enter and exit the roadway. This helps maintain smooth traffic flow and minimizes the risk of accidents.

➤ **Median Treatments:**

- Installing raised medians or median barriers can control left-turn movements, thereby reducing the number of conflict points and improving safety. This technique also helps in managing access to properties along the corridor.

- Intersection Control:
 - Access management may involve redesigning intersections to improve traffic flow and safety. This can include adding or modifying traffic signals, implementing roundabouts, or adjusting turn lanes.
- Access Point Consolidation:
 - Combining multiple access points into a single, shared access point can reduce the number of entry and exit points along a corridor, improving safety and reducing congestion.
- Service Roads:
 - Implementing service or frontage roads can provide access to properties without directly connecting them to the main roadway, thus preserving the capacity and safety of the main corridor.

These techniques are part of a broader strategy to create efficient and safe street networks, allowing for better traffic flow and reduced congestion. Access management requires cooperation between public agencies and property owners, especially in retrofit situations, to implement these techniques effectively.

5. EARLY PROPERTY ACQUISITION

Description: Purchasing property or development rights in advance.

Implementation: Using options to purchase agreements and dedicated funding sources for advance acquisition[1][4][7].

Early property acquisition is a process that allows for the purchase of real estate needed for transportation projects before the completion of environmental reviews and design approvals. This approach is used to accelerate project delivery and manage costs effectively. This technique is often used by a State Department of Transportation to secure new highway corridors.

6. PUBLIC-PRIVATE PARTNERSHIPS

Description: Collaborating with private entities to fund and implement corridor preservation strategies.

Implementation: Engaging private stakeholders in the preservation process[1][4].

Public-Private Partnerships (PPPs) are collaborative arrangements between government entities and private sector companies to finance, build, and operate projects that serve the public. These partnerships leverage the strengths of both sectors to deliver public services and infrastructure more efficiently. Here are some key aspects of PPPs:

- **Collaboration:** PPPs involve a government agency working with a private-sector partner to undertake projects that might otherwise be unaffordable or delayed if funded solely by the public sector. This collaboration can include financing, design, construction, operation, and maintenance of public infrastructure.
- **Contractual Arrangements:** PPPs typically involve long-term contracts, often spanning 20 to 30 years or more. These contracts define the roles, responsibilities, and risk-sharing mechanisms between the public and private partners.
- **Funding and Revenue:** While private partners often provide upfront capital, the projects are usually paid for through a combination of public funds, user fees, or both.

This can include tolls for roads, fees for water services, or availability payments from the government.

- **Risk Sharing:** Risks are allocated between the public and private partners based on their ability to manage them. For example, the private sector might assume construction and operational risks, while the public sector might retain regulatory and political risks

7. FUNDING MECHANISMS

Description: Various funding sources to support corridor preservation efforts.

Implementation: Utilizing federal-aid reimbursement, state trust funds, local option sales and use taxes, and impact fees[1][4].

There are several potential funding sources available to support corridor preservation efforts, each with unique mechanisms and applications. Here are some examples based on the search results:

- Federal-Aid Reimbursement:
 - Federal funds can be used to reimburse state and local governments for corridor preservation activities, provided they comply with federal regulations, such as those outlined in the National Environmental Policy Act (NEPA).
- State Trust Funds:
 - State governments may establish trust funds dedicated to transportation or corridor preservation, which can provide a steady source of funding for acquiring and preserving rights-of-way.
- State Infrastructure Banks:
 - These are revolving funds that provide loans or credit enhancements for transportation projects, including corridor preservation. They help leverage other public and private funds.
- Local Option Sales and Use Tax:
 - Some regions may implement a local sales tax specifically earmarked for transportation infrastructure, including corridor preservation efforts.
- Impact Fees:
 - Developers can be required to pay fees that contribute to the costs of infrastructure improvements necessitated by new developments, including corridor preservation.
- Public/Private Partnerships:
 - Collaborations between public agencies and private entities can provide funding and expertise for corridor preservation projects, potentially reducing public expenditure and accelerating project timelines.
- Special Assessment Districts:
 - Property owners within a designated area can be assessed fees to fund improvements, including corridor preservation, that directly benefit their properties.

- Value Recapture:
 - This involves capturing some of the increased property value resulting from public infrastructure investments to fund further corridor preservation.
- Vehicle Registration Fees:
 - For example, in Salt Lake County, Utah, a portion of vehicle registration fees is allocated to a Corridor Preservation Fund, which is used to preserve highway or public transit corridors.

These funding sources can be used individually or in combination to support comprehensive corridor preservation strategies, ensuring that future transportation needs are met while minimizing costs and environmental impacts.

CITATIONS:

- [1] https://deldot.gov/Programs/corr_cap/pdfs/The-Corridor-Capacity-Preservation-Program.pdf
- [2] <https://www.rtc.wa.gov/reports/vision/Draft-AppendixG.pdf>
- [3] <https://ops.fhwa.dot.gov/publications/fhwahop16037/ch1.htm>
- [4] <https://www.cutr.usf.edu/oldpubs/BestPracticesReport.pdf>
- [5] https://19january2017snapshot.epa.gov/sites/production/files/documents/deldot_ccpp_manual.pdf
- [6] <https://highways.dot.gov/public-roads/spring-2024/03>
- [7] https://www.ncdot.gov/projects/us-64-phase-1/Documents/US64-NC49_Corridor_Preservation_Report.pdf
- [8] <https://static.tti.tamu.edu/tti.tamu.edu/documents/1495-1F.pdf>

COST IMPLICATIONS OF DIFFERENT RIGHT-OF-WAY ACQUISITION METHODS

The cost implications of right-of-way (ROW) acquisition methods can vary significantly based on the approach taken. Here are the primary methods and their associated costs:

FEE SIMPLE PURCHASE

- Description: Outright purchase of land.
- Cost Implications: This method often involves substantial upfront costs as it requires paying the full market value of the property. It is straightforward but can be expensive, especially in urban areas where land values are high [7].

EASEMENT ACQUISITION

- Description: Acquiring the right to use the land for specific purposes without purchasing it outright.
- Cost Implications: Generally, less expensive than fee simple purchases because the property remains with the original owner. Costs can include compensation for the easement rights and any damages to the remaining property [7].

NEGOTIATION AND VOLUNTARY ACQUISITION

- Description: Acquiring property through negotiated agreements with landowners.
- Cost Implications: Typically, lower than condemnation because it avoids legal fees and court costs. However, it may still be costly if landowners demand high compensation [6].

CONDEMNATION (EMINENT DOMAIN)

- Description: Legal process to acquire property when negotiations fail.
- Cost Implications: Significantly higher due to legal fees, court costs, and potentially higher compensation awarded by the court. Studies have shown that parcels acquired through condemnation are usually more expensive than those acquired through negotiation [3][4].

ADVANCE ACQUISITION

- Description: Purchasing property well in advance of the project.
- Cost Implications: Can be cost-effective if property values are expected to rise. However, it requires upfront capital and carries the risk of changes in project scope or cancellation [1].

PROTECTIVE BUYING AND HARDSHIP ACQUISITION

- Description: Acquiring property to prevent imminent development that would increase costs or to alleviate hardship for property owners.
- Cost Implications: Requires approval and may not be reimbursed by federal funds. It can be cost-effective in preventing more expensive future acquisitions but requires careful justification and documentation [1].

TRANSFERABLE DEVELOPMENT RIGHTS (TDRS)

- Description: Allowing property owners to sell development rights from lands in preservation areas to areas designated for growth.

- Cost Implications: Can be a cost-effective way to preserve ROW without direct purchase. The costs are shifted to the development receiving the rights [1].

RELOCATION ASSISTANCE

- Description: Aiding displaced persons or entities.
- Cost Implications: Includes costs for moving expenses, replacement housing payments, and business reestablishment expenses, as shown in **Table D-1**. These costs can be significant, especially for large-scale displacements [6].

TABLE D-1: Summary of Cost Implications

Method	Cost Implications
Fee Simple Purchase	High upfront costs; straightforward but expensive, especially in urban areas.
Easement Acquisition	Generally lower costs; compensation for easement rights and damages.
Negotiation and Voluntary Acquisition	Lower than condemnation; avoids legal fees but may involve high compensation demands.
Condemnation (Eminent Domain)	Significantly higher due to legal and court costs; higher compensation.
Advance Acquisition	Potentially cost-effective; requires upfront capital and carries project risk.
Protective Buying and Hardship Acquisition	Can prevent more expensive future acquisitions; requires careful justification.
Transferable Development Rights (TDRs)	Cost-effective; shifts costs to development receiving the rights.
Relocation Assistance	Significant costs for moving, housing, and business reestablishment.

Each method's cost implications depend on various factors, including property values, legal requirements, and the specific circumstances of the acquisition. Generally, methods that avoid legal processes and court involvement tend to be more cost-effective.

CITATIONS:

- [1] Local Agency Guidelines for Certified Local Public Agencies, Chapter 7: Right-of-Way, <https://www.oregon.gov/odot/LocalGov/Documents/Section-C-Chapter-7.pdf>
- [2] Analysis of Right-of-Way Acquisition Costs: Case Studies in Minnesota, 11/09/20, ASCE Library, <https://ascelibrary.org/doi/10.1061/9780784482889.123>
- [3] Cost of Right-of-Way Acquisitions: Recognizing the Impact of Condemnation via a Switching Regression Model, 3/3/2014, ASCE Library, <https://ascelibrary.com/doi/abs/10.1061/%28ASCE%29IS.1943-555X.0000195>
- [4] Right-of-Way Acquisition Costs: Case Studies in Minnesota, March 2020, ResearchGate, https://www.researchgate.net/publication/340436029_Right-of-Way_Acquisition_Costs_Case_Studies_in_Minnesota
- [5] Costs of Right-of-Way Acquisition: Methods and Models for Estimation, Heiner, Kockelman, Journal of Transportation Engineering, Vol. 131, Issue 3, 3/01/05, <https://ascelibrary.org/doi/abs/10.1061/%28ASCE%290733-947X%282005%29131%3A3%28193%29>

[6] Five Main Right-of-Way Services You Must Know, Halff.com, 11/14/23, <https://halff.com/news-insights/insights/5-main-right-of-way-services/>

[7] Right-of-Way Acquisition in 7 Steps, Catie Hall, 11/09/20, <https://hoyletanner.com/7-steps-to-right-of-way/>

[8] Estimation of Right-of-Way Acquisition Costs in Texas, 09/04, Center for Transportation Research, The University of Texas at Austin, Project Summary Report 0-4079-S, <https://library.ctr.utexas.edu/hostedpdfs/txdot/psr/0-4079-s.pdf>



APPENDIX E

Incorporating Complete Streets Strategy

PRIOR COMPLETE STREETS PLANNING EFFORTS

Since the completion of the 2012 BMPO Access Management Plan both the BMPO and City of Idaho Falls have incorporated Complete Streets strategies in recent planning efforts, including:

- BMPO Complete Streets Strategy – January 2013
- BMPO Connecting Our Community Plan – November 2014
- Imagine Idaho Falls (IF) Plan – Approved February 2024

Each of these planning efforts reinforce Complete Streets concepts as building blocks for the BMPO system. This addendum to the Access Management Plan focuses in aligning the BMPO Complete Streets Strategy efforts to the roadway system functional classification definitions and cross section elements.

BMPO COMPLETE STREETS STRATEGY

The BMPO Complete Streets Strategy builds off the guiding principle that within the BMPA:

Streets, bridges, and transit stops should be designed, constructed, operated, and maintained so that pedestrians, bicyclists, transit riders, motorists and people with disabilities can travel safely and independently.

In practical application, this guiding principle includes four strategies. Strategy one and strategy four are the two sections of which have key elements that can significantly impact the typical roadway cross sections and ROW preservation needs for roadway transitioning for rural to urban conditions throughout the BMPA:

1. Bicycle and pedestrian facilities should be established in new construction and reconstruction projects in all urbanized areas unless one or more of the following conditions are met:
 - a. Bicyclists and pedestrians are prohibited by law from using the roadway (e.g. interstate highways). In this instance, it may be necessary to accommodate bicyclists and pedestrians elsewhere within the right-of-way or within a nearby transportation corridor. This condition also includes expressways.
 - b. Significant safety or other challenges exist that make bicycle and pedestrian facilities dangerous to potential users. Where a determination is made that providing pedestrian and/or bicycle facilities would be unsafe, alternative considerations should be analyzed and planned to offset any deficiencies. This situation may occur on strategic arterial corridors due to existing ROW and/or utility constraints. In these situations, parallel bicycle and pedestrian low-stress facilities with proper wayfinding and ADA accessibility should be considered.
 - c. The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable future use.
 - d. Where the current and projected future population is sparse or other factors indicate an absence of need.

2. In rural areas, paved shoulders should be included in all new construction and reconstruction projects on roadways used by more than 1,000 vehicles per day. Paved shoulders have safety and operational advantages for all road users in addition to providing a place for bicyclists and pedestrians. Shoulders should not be chip-sealed as part of maintenance.
3. All pedestrian facilities including sidewalks, shared use paths, street crossings (including over and under-crossings), pedestrian signals, signs, transit facilities, and all connections should be designed, constructed, operated, and maintained so that children, the elderly, and people with disabilities have safe access.
4. The design and development of the transportation infrastructure should improve conditions for all likely users through the following steps:
 - a. *Plan projects for the long-term.* Transportation facilities are long-term investments that remain in place for many years. The design and construction of new facilities should anticipate likely future demand for bicycling, walking, and transit facilities and not preclude the provision of future improvements except as outlined in Strategy 1. This applies to planned future expressway corridors near significant geographic constraints such as the Snake River, ensuring that future facilities intended exclusively for motor vehicle travel do not preclude proximate active bicycle and pedestrian corridors and connections.
 - b. *Review each project for connectivity.* Evaluate the new and existing project for bicycling and walking connectivity to adjacent or nearby gathering places, neighborhoods, commerce, and recreation.
 - c. *Coordinate with adjacent municipalities to provide regional connectivity.* Future pedestrian, bicycle and transit facilities should provide connectivity to pedestrian, bicycle, and transit facilities in adjacent municipalities to provide regional connectivity. This coordination is critical between member cities and Bonneville County to ensure bicycle and pedestrian facilities included in facility improvement projects near jurisdictional boundaries have logical connections.
 - d. *Coordinate with transit agencies to ensure that transit services and facilities are reasonably accommodated within the street network.* Linking multiple forms of transportation provides users with more travel options and creates an overall transportation system that is more responsive to the needs of the public. Identifying transit corridors and optimizing multi-modal opportunities requires close coordination between transit agencies, municipalities, and the County in all phases of design and development. Installation and maintenance of transit facilities should be funded through cooperative cost-sharing agreements between the County or applicable municipality and the transit provider.
 - e. *Address the need for bicyclists and pedestrians to cross corridors as well as travel along them.* Even where bicyclists and pedestrians may not commonly use a particular travel corridor that is being improved or constructed, they will likely need to be able to cross that corridor safely and conveniently.

Therefore, the design of intersections, interchanges and overpasses should accommodate bicyclists and pedestrians in a manner that is safe, accessible, and convenient. ROW preservation for new and expanded roadways should include an assessment of needed crossing types and needed locations.

- f. *Consider enhancements such as landscaped medians and buffer areas, pedestrian lighting, and on-street parking in new construction and reconstruction projects.* Landscaping, on-street parking, and the other features mentioned will not be appropriate for all streets and corridors. These features should be considered when supported by adjacent land uses and funding for installation and maintenance is available through cooperative cost sharing agreements. Safety concerns and access for people with disabilities should be carefully considered in areas where landscaping, parking, or other enhancements are placed within or near the pedestrian way. Lower classification roadways, in particular, should include these elements to continue building out the recommended system outlined in the *BMPO Connecting Our Community Plan*.
- g. *Design facilities based on recognized best practices.* Published guidelines such as those from the American Association of State Highway and Transportation Officials (AASHTO) and the Federal Highway Administration (FHWA) should be used in the design of pedestrian, bicycle, and transit facilities. Many of these guidelines have changed to adapt to new bicycle and pedestrian designs since the completion of the 2012 BMPO Access Management Plan.



APPENDIX F

Cross-Jurisdictional Street Segments

Appendix F - Existing (2019) and projected traffic volumes (2035 and 2050) by minor arterial roadway segments with projected 2050 traffic volumes of 10,000 and greater

Roadway	Segment	Functional Classification	Traffic Volume		
			2019	2035	2050
15th E (St Clair)	Sunnyside to Sunny Pine	Minor Arterial	5,700	10,100	15,000
15th E (St Clair)	Sunny Pine to 49th S (Township)	Minor Arterial	5,700	10,100	15,000
15th E (St Clair)	49th S (Township) to 65th S (York)	Minor Arterial	3,300	6,500	10,000
15th E (St Leon)	81st N to US-20	Minor Arterial	3,700	7,800	11,600
15th E (St Leon)	US-20 to US-26	Minor Arterial	10,100	14,000	17,800
17th Street	Ammon to 45th E (Crowley)	Minor Arterial	11,000	14,900	17,700
1st Street	US-26 to Lomax	Minor Arterial	8,700	10,400	11,900
1st Street	Ammon to 45th E (Crowley)	Minor Arterial	13,900	16,400	19,000
5th W (E River)	33rd N to Energy (north of)	Minor Arterial	5,200	10,000	15,000
5th West	Hickory to Daytona	Minor Arterial	4,300	9,400	13,400
5th West	Daytona to 49th S (Township)	Minor Arterial	4,300	9,400	13,400
Ammon	US-26 to Lincoln	Minor Arterial	7,800	10,500	12,600
Ammon	Lincoln to 17th S	Minor Arterial	15,200	17,700	20,000
Ammon	Sunnyside to 49th S (Township)	Minor Arterial	6,100	8,200	10,300
Bellin	Grandview to Broadway	Minor Arterial	5,500	9,000	11,000
E St	Memorial to Park	Minor Arterial	6,200	8,900	12,800
E St	Park to US-26	Minor Arterial	6,200	8,900	12,800
Grandview	Bellin to Washburn	Minor Arterial	7,800	11,400	13,000
Grandview	Washburn to Skyline	Minor Arterial	7,800	11,400	13,000
Lindsay	US-20 to Utah	Minor Arterial	5,900	8,500	10,100
Memorial	E St to D St	Minor Arterial	13,700	16,800	20,700
Memorial	D St to Broadway	Minor Arterial	11,000	14,000	17,900
S Blvd	US-26 to 9th S	Minor Arterial	7,100	8,600	10,000
S Blvd	9th S to 17th St	Minor Arterial	9,700	12,200	15,000
S Blvd	17th St to Rogers	Minor Arterial	7,000	8,900	10,400
S Blvd	Rogers to Sunnyside	Minor Arterial	7,000	8,900	10,400

Skyline	Grandview to Pancheri	Minor Arterial	9,900	11,000	11,800
Utah	Lindsay Blvd to Denver	Minor Arterial	10,100	12,800	15,000
Utah	Denver to Broadway	Minor Arterial	10,100	12,800	15,000
Utah	Broadway to River Walk	Minor Arterial	14,000	17,300	20,000
Utah	River Walk to Pioneer	Minor Arterial	6,600	9,400	12,400
Utah	Pioneer to Pancheri	Minor Arterial	11,800	13,500	15,100

LEGEND:

	Two travel lanes
	Greater than two travel lanes and less than four travel lanes*

*Capacity thresholds will be higher with two travel lanes + center turn lane; three travel lanes; three travel lanes + center turn lane



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: September 3, 2025

RE: September 2, 2025, Planning Commission Action

Planning Commission took the following action during the September 2, 2025, meeting.

1. **RZN25-012: Amendment to Sections 11-2-5 Allowed Uses in Industrial and Special Purpose Zones; 11-2-6 Standards for Allowed Uses; 11-7-1, Definitions of Title 11, Comprehensive Zoning Code.** On September 2, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the amendment to the Mayor and City Council with the addition that recycling become part of the definition heading and chemicals are addressed in the definition.
2. **RZN25-014: Zoning Ordinance Amendment of Section 11-2-6, Standards for Allowed Land Uses; and 11-7-1 Definitions related to pet grooming; and 11-4-4, Landscaping, Buffers, and Screening related to the placement and screening of refuse and recycling containers.** On September 2, 2025, the Planning Commission unanimously recommended approval of the zoning ordinance amendment related to Section 11-2-6, Standards for Allowed Land Uses; and 11-7-1 Definitions related to pet grooming; and 11-4-4, Landscaping, Buffers, and Screening related to the placement and screening of refuse and recycling containers with the additional wording added at the meeting.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).



PROCLAMATION

WHEREAS, September 14, 2025, marks the twenty-fourth year since Bonneville County resident Amber Hoopes was reported as missing; and

WHEREAS, the federal government logged more than 800,000 missing person reports across the United States in the year 2001, the year of Amber Hoopes abduction; and

WHEREAS, today, Amber Hoopes is still missing, but through her disappearance, Amber Hoopes has come to represent hundreds of other missing persons in the State of Idaho; and

WHEREAS, according to Idaho State Police, Idaho today has 80 missing adults at any one time, which is 44% of Idaho's total missing, and nationally, approximately 47,842 missing adults are listed in the National Crime Information Center (NCIC) database; and

WHEREAS, according to an Idaho Missing Persons Clearinghouse Report, at the end of 2024, there were 185 active missing person cases in Idaho; and

WHEREAS, all missing persons deserve to be searched for, regardless of their age; and

WHEREAS, programs like KidSmartz®, repositories like NamUs, organizations such as the Idaho Missing Persons Clearinghouse and nonprofits like Project Jason, New York based Center for Hope, Inc., and the Carole Sund-Carrington Memorial Reward Foundation were founded to educate the public to prevent further abductions, act as a resource for law enforcement, and provide assistance to the families of missing persons; and

WHEREAS, citizens and media need to be aware of the plight of missing persons in their communities as well as nationally; and

WHEREAS, it is important to acknowledge the efforts of law enforcement agencies and concerned citizens committed to helping locate missing persons and offer support to the families of those missing; and

WHEREAS, Bonneville County and the City of Idaho Falls are committed to the safety and well-being of all its citizens, both children and adults.

NOW THEREFORE, I, REBECCA CASPER, MAYOR of the City of Idaho Falls, do hereby proclaim September 14, 2025, as

AND,

NOW THEREFORE, WE, KARL CASPERSON, MICHELLE MALLARD, AND JON WALKER, COMMISSIONERS of Bonneville County, do hereby proclaim September 14, 2025, as

MISSING PERSONS DAY

in Bonneville County and in the City of Idaho Falls and encourage all citizens to take note of the observance and the recognition of those who are still missing from our area and to commit to swift action when a missing persons alert is sent out.

IN WITNESS WHEREOF,

I have hereunto set my hand and caused the seals of Bonneville County and the City of Idaho Falls to be affixed on this 9th day of September, Two Thousand and Twenty-five.

Karl Casperson, Commissioner
Bonneville County

Michelle Mallard, Commissioner
Bonneville County

Rebecca L. Noah Casper, Mayor
City of Idaho Falls

Jon Walker, Commissioner
Bonneville County



PROCLAMATION

- WHEREAS, 17 September 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and
- WHEREAS, the United States Congress has designated September 17th as "Constitution Day and Citizenship Day" and urges states, counties, cities, and towns to make plans for the proper observance of the day; and
- WHEREAS, for 238 years the U.S. Constitution has strengthened our union and allowed this nation to survive trying times, promote justice, and empower each citizen with a host of rights and privileges; and
- WHEREAS, it is fitting and proper to accord official recognition to this magnificent document, to commemorate its anniversary and to gratefully acknowledge the patriotic celebrations which will mark the occasion; and
- WHEREAS, Public Law 915 guarantees the President of the United States will issue a proclamation designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, REBECCA CASPER, MAYOR of the City of Idaho Falls, do hereby proclaim the week of September 17-23, 2025, as:

Constitution Week

and September 17th as

Constitution Day and Citizenship Day

in Idaho Falls and encourage citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties and remembering that lost rights may never be regained.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Idaho Falls to be affixed on this 15th day of September, Two Thousand and Twenty-five.

Rebecca L. Noah Casper, Mayor
City of Idaho Falls



PARKS & RECREATION COMMISSION MEETING

May 5th, 2025

Recreation Center

12:00 Noon

Members in Attendance: B. Lee, N. Birch, T. Hersh, M. Hill, J. Walker, T. Hobson, C. White, B. Nitschke, P. Holm, J. Francis

Members Not in Attendance: B. Combo

Call to Order

P. Holm called the meeting to order at 12:04 pm.

Approval of Minutes

J. Walker moved to approve the April 7th minutes. T. Hersh seconded. All were in favor.

Director's Report – P. Holm

- P. Holm answered questions from the commissioners about his director's report that he e-mailed out prior to the meeting. He addressed questions from the commissioners regarding the forty-acre land lease near the Old Butte Soccer Complex, the Pennock property north of Heritage Park and the public hearing for City Council to grant a variance to City Ordinance 4-3-7 regarding alcohol dispensing.
- P. Holm also explained the implementation of the new Resident Discount Card, and the steps to obtain one.

Zoo Incident Report – B. Lee and N. Birch

- Brandon Lee and Nick Birch spent some time at the zoo with the Zoo Director to discuss the lion incident and ask a series of questions on what the Zoo has done to increase the safety at their facility. They also toured the area in which the incident occurred.
- B. Lee learned from the director that the zoo followed recommendations from the AZA and other area zoos, by implementing a lock out – tag out system in animal enclosures, as well as adding color locking mechanisms to prevent doors from being opened in an unsafe fashion, and added visual cues painted on the walls. They have made some changes to radio communication as well.
- N. Birch added that the zoo has utilized most of the recommendations and that the zoo has done everything within reason, to enhance the safety apparatus of animal enclosures.
- B. Nitschke stated that administrative controls alone are insufficient for preventing human error from causing a tragic event and that there needs to be engineered safety measures included in the apex predator enclosures and exhibits.

- P. Holm reported that a new full-time employee has been added to the zoo's budget so that two zoo employees together can handle the opening and closing of animal enclosures to further reduce the chance of human error.
- Following further discussion on the lion incident the other commissioners indicated they want to see the zoo safety upgrades for themselves, T. Hersh motioned a zoo tour be scheduled for all the commissioners. T. Hobson seconded. All in favor. P. Holm plans to schedule the zoo tour for May 19th at noon.

Commission Reports

Golf Advisory – T. Hersh

T. Hersh reported the following:

- Kevin Karvan's monthly golf report provided details on how well the golf season is going thus far.
- The new Pinecrest Golf Professional Sean Thomsen has stepped right into the job and will be planning a few small changes to how he runs tournaments and the pro shop.
- Tim Reinke's retirement celebration was well attended, and though Tim has retired, he is still at the pro shop every day, like an eternal pro emeritus.

Shade Tree - M. Hill

M. Hill reported the following:

- The Arbor Day Celebration is planned for May 9th at 10:30 am at Heritage Park. There will be a tribute to past mayors, a new bench swing will be installed, and approximately seventeen trees will be planted. Local students will attend and help plant trees.
- There have been Shade Tree Committee discussions about developing a new app that people could use to identify trees when they are walking in parks or on the greenbelt.
- The Parks and Recreation horticulture professionals attended an Emerald Ash Borer seminar. The emerald ash borer beetle is now in 36 states and if not in our area already, is expected to be at some point. The beetle will likely be unintentionally transported by humans through firewood or other means. It could take three to five years after the beetle is in our area before its arrival is recognized. The problem is considered a natural disaster in slow motion.
- The Parks and Recreation horticulture team has been relocating trees that are near the soccer complex on airport property. They are being moved to various city parks.

Bonneville County – J. Walker

J. Walker reported the following:

- There is still snow in the hills which makes for a good water year
- He discussed meeting with the county commissioners, the county Parks and Recreation Director and P. Holm regarding the development of a campground on the border of Sandy Downs. The county would like to see a partnership with the city regarding power and sewer for the campground.

School District 91 – N. Birch

N. Birch reported the following:

- The state baseball tournament begins next week at Melaleuca Field.
- Spring sports are wrapping up.

School District 93 – T. Hobson

T. Hobson reported the following:

- The district tournament is this week, and the state tournament is next week.
- Bonneville won the right to host a baseball super regional for the 5A division. All four regions of the state will host three teams in a series of tournaments.
- Track and baseball are wrapping up and tennis is underway.

National Trends on Aging – C. White

No updates

Sports Tourism – B. Combo/B. Lee

B. Lee reported the following:

- The second weekend of May, Idaho Falls will be hosting a soccer tournament with 280 teams playing 414 games. This is 75 more teams than ever before. He expects this large tournament will generate over a million dollars for the local economy.

Park Conditions and Needs – B. Nitschke

B. Nitschke reported the following:

- The city parks are in full spring bloom and looking very beautiful with green grass, flowering trees, and running water
- The Tautphaus Park North Park Road project is progressing and the canal on the north side looks nice.
- He is glad to see the barrier on Pancheri bridge being installed.
- The new bridge over Willow Creek in Freeman Park was completed quickly and looks nice
- He's glad to see people using the parks and recreational facilities; but especially appreciative of seeing people taking care of them and using them with respect and appreciation. For example, he saw a couple people with their own leaf blowers and brooms cleaning up the arboreal debris and other windblown detritus in the skatepark. He stopped by to thank them and asked them if they had any suggestions for improvement and one of them showed him a broken drain grate in the bottom of one of the big skate bowls. He alerted the Parks and Recreation Department of the problem.
- He sent copies of his review of the City's Lion incident report to the Parks and Recreation Commissioners so that they could better understand his concerns. He also, while supporting a possible briefing by the Zoo's Executive Director, provided some concerns, limitations and the need to prepare before any such briefing.

Adjournment at 1:25 pm.

Next meeting – September 8, 2025

*Recorded by:
Tracy Sessions, Executive Assistant
Parks & Recreation Dept.*



Board of Directors Meeting Minutes

August 12, 2025 | 9:00am | Willard Arts Center

Board of Directors Attendees: Chip Langerak, Lisa Farris, Jill Hansen, Kevin Cutler, Councilwoman Michelle Ziel-Dingman, Caitlin Long, and Greg Crocket IFDDC | **Staff:** Kerry Hammon and Juan Hernandez

Guests: Hanna Trost, Suzanne Bruten, Kent Lott, Annette Black, Jane Leymaster, Doug Kinney, Cindy Keller, Lynda Edwards, John Nicklas, Terri Ireland, Richard and Cindy Napier, Amanda Poitevin, Shelley Mills, Tiffani Van Orman, Kris Taylor, Andy Adams, Magy Morgan, Melissa Ball, Ben Ball, Ricco Lanauze

Topics Discussed:

- Chip Langerak: Welcomed everyone and the Board introduced themselves.
- Chip Langerak: Reviewed July 8, 2025, meeting minutes. Greg motioned to approve, and Kevin seconded. No one apposed.
- Financial reports were not reviewed in Brandi absence. They will be reviewed at the September Board meeting.
- Director's report:
 - The full-time operations manager position has been filled. The new hire will start in the next couple of weeks.
 - Manwaring has been redesigning our website. Completion goal is mid-September.
 - Our Downtown promotional brochures have all been distributed throughout Idaho Falls, Rexburg, and Teton Valley.
 - The small shade sail project for the Broadway Plaza is moving forward. Our goal is to have the first phase completed this fall.
 - A big thank you to Parks and Rec for trimming the trees in A lot.
 - Our next event is the Back-to-School Downtown Disco, which is designed just for teens, ages 13-18, August 23, 7-9pm, at the Broadway Plaza. Tyler

Cannon will be the DJ. ICCU sponsored the event for \$500, and the Bonneville Youth Soccer League sponsored \$100. The sponsorships will help cover the cost of free slices of pizza for the first 100 teens, the DJ, and security. We will also have two soda trailers and giveaways from downtown merchants.

- Benefit Your Body on Broadway is going well with attendance of around 15 to 30 people each Saturday. The fitness clubs are doing a tremendous job and people seem to be enjoying this activity.
 - Oktoberfest is Sept. 27, 3-7 pm, on Park Avenue.
- Kerry Hammon reviewed the meetings/discussions/actions that happened following the July City Council Work Session where the proposed Parking Improvement Plan was presented, including the merchants' verbal agreement to help IFDDC free up on-street parking by instructing their employees to park in a free or paid parking lot.
 - The proposed on-street paid parking via mobile app/text message aspect of the Plan has been placed on hold.
 - The Plan will be reviewed with downtowners at a meeting later this fall. We will also evaluate the option of a parking survey.
- Guests were invited to share their concerns about downtown parking. Board President Chip Langerak and Director Kerry Hammon stayed for an hour after the Board meeting to hear concerns. Email addresses from all the guests were captured and added to the Mail Chimp newsletter distribution list that goes to all downtown property/business owners. The newsletter is the most efficient way to keep downtowners updated on important topics, such as construction, marketing opportunities, and parking.

The meeting was adjourned at 10:00 a.m. The next board meeting will be Tuesday September 9, 2025, at 9:00 a.m. at the Willard Arts Center.

Reviewed & approved by Executive Director, Kerry Hammon and the IFDDC Board of Directors on September 9, 2025.

06/10/2025 SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES

The July 10, 2025, Sister Cities Advisory Committee meeting was held in Room 310A of Building 3 at the College of Eastern Idaho (1600 S 25th E, Idaho Falls, ID 83404).

ACTION ITEMS

5:38PM

Roll Call and Confirmation of Quorum

- In attendance: Lisa Armstrong, Julie McMurtrey, Amanda Logan, Cindy Ozaki, Catherine McClure
- Absent: Caroline Combs, Laura Combs, Sunny Katseanes, Jake Durtschi

Approval of June 10, 2025 Meeting Minutes

- *Lisa moved to approve the June 10, 2025 meeting minutes. Cindy seconded the motion. The motion passed unanimously.*

Approval of Reimbursements

- The Adult Association submitted a reimbursement request for \$427.50 for a deposit (25% of the total fee) for the Holiday Motor Coach tour bus the Adult Association will use to visit Yellowstone when the Japanese Delegation visits this fall.
 - *Lisa moved to approve a reimbursement to the Adult Association of \$427.50 for the tour bus deposit. This would come from the "Hosting" line of the budget. Amanda seconded the motion. The motion passed unanimously.*
- The Youth Association submitted a reimbursement request of \$699.60 for 22 glass art pieces which will be given from the Youth Association to Tokai-Mura.
 - *Cindy moved to approve a reimbursement to the Youth Association of \$699.60 for the Association's gifts to Tokai mura. This would come from the "Visiting" line of the budget. Lisa second the motion. The motion passed unanimously.*
- The Youth Association submitted a reimbursement request
 - *Lisa moved to approve a reimbursement to the Youth Association of \$689.00 for two large glass art pieces for the City and mayor's gifts. This would come from the "Visiting" line of the budget. Cindy seconded the motion. The motion passed unanimously.*

DISCUSSION ITEMS

- **City Code**
 - The Committee reviewed the Sister Cities Advisory Committee ordinance.
 - The group discussed voting restrictions, member classifications, and term lengths. Sunny and Chloe submitted comments via email.
 - Sunny raised concerns about overly prescriptive member roles potentially excluding interested community members and the length of service terms.
 - Cindy noted that a three-year term aligns well with the two-year delegation cycle. Catherine stated that three-year terms are standard for other committees (e.g., War Bonnet). The group agreed to keep terms as-is.

- Under Section 2-8-01, Establishment, the Committee recommends:
 - Having ten members on the Committee overall, with nine voting members and one, non-voting youth member
 - References to the number of voting and non-voting members would need to be updated with these new numbers throughout the ordinance
 - This change is recommended to help encourage continued membership in the Committee, as non-voting seats have been harder to keep filled, understandably so.
 - Maintaining the current categories of Committee members with the exception of:
 - Replacing “one member of a service organization located within the City” with “one member of the agriculture sector within Bonneville County”
 - Replacing “one member of a local service club or cultural or arts organization” with “one member of a service club or organization of cultural or arts organization located within the City”
- Under Section 2-8-4: Organization, the Committee recommends
 - Adding that during the first meeting of each calendar year, the Committee shall elect from its membership a person to act as Secretary
 - Updating the language regarding the Chair's selection, which currently states the Committee elects the Chair during the first meeting of each calendar year.. The proposed revision would reflect the current practice of mayoral appointment.
- Amanda and Catherine will finalize the proposed changes and present them to the City Council.

Updates from the City

- **Open Committee Seat:** Catherine has not yet contacted a potential agriculture representative but plans to do so this week.
- **Friendship Garden Sign:**
 - The meeting with Parks & Recreation regarding the Friendship Garden sign is tentatively scheduled for August 5.
 - Amanda asked about the timeline for installing the sign in relation to a possible delegation ceremony. Catherine noted that the delegation visit agenda includes time at the Friendship Garden.
- Amanda provided a brief readout of her and Catherine's visit to Tokai-mura during the June trade mission for those who missed it during the June meeting. She reported strong impressions from the Department of Commerce and positive reception by Tokai leadership.

Report from Sister Cities Adult Association

- The Adult Association is finalizing the schedule for the Tokai-mura delegation's visit this fall.
 - The Tokai delegation will be led by their school superintendent.
 - The delegation will arrive on September 10th, City Day and the Community Reception will take place on September 12th, and Education Day is scheduled for September 15 and may include a visit to CEI. The delegation will depart on the 19th

- Other activities include a Yellowstone trip, a visit to a potato processing facility, a Snake River ferry ride, and a homestay weekend. City Day is scheduled for
- Tokai-mura recently celebrated its 70th anniversary (July 6). Mayor Casper recorded a congratulatory video message that was played during the formal celebration. Former Mayor Linda Milam attended the festivities in Tokai. The City and Associations also gave gifts to Tokai in celebration.

Report from Sister Cities Youth Association

- No report was given as Laura and Caroline were absent.

Community Outreach

- **Social Media, Traditional Media, Websites**
 - Chloe has been updating the Adult Association website and Committee members commented on how professional it looks.
- **Local Educator Grants**
 - Cindy noted a discussion about a potential renewal of the Japanese educator exchange program. Lisa mentioned interest in future participation.
- **Presence at Community Events**
 - The Committee's/Associations' booth was a success. Participants created welcome post cards for Tokai delegates and several community members expressed interest in joining the Associations.
 - The next "event" will be the Japanese delegation's visit in September. The Committee is encouraged to help welcome the group when they arrive at IDA on the 10th, attend City Day and the Community Reception on the 12th, and help bid them farewell when they depart from IDA on the 19th.
- **Cultural Exhibits**
 - No updates as Chloe was absent.

NEW BUSINESS

Date and Agenda Items for Next Meeting

- The next meeting is tentatively scheduled for **Wednesday, August 13, 2025, at 5:30 PM** in the same location.
 - The change in the usual schedule (second Wednesday of the month instead of second Thursday of the month) is due to conflicts with Committee members' schedules.
 - Amanda will confirm with the group and notify the City to officially reschedule the meeting if the date/time works for the majority of members.

ADJOURNMENT

6:57 PM